

Planning for an internship is a lengthy process and should begin the semester before the internship. The guidelines listed below need to be followed precisely so that your internship departure will not be delayed.

Choosing an Internship:

- Define your career goals. Examine previous job experience, interests, etc. Examine options for internship on your own as well as with the director.
- Complete a resume. Career Services offers help with resume writing at no charge. Call 593-2909. Make a copy for the Director to be placed in your file.
- Review possible organizations of interest with and without formal internship programs. Career Services has several resources and there are also resources available in the Center for International Studies.
- MEET WITH YOUR PROGRAM DIRECTOR FOR REVIEW AND APPROVAL. Mail resume(s) and/or application(s) for internship promptly as most organizations have deadlines for acceptance.

Required Forms MUST BE SUBMITTED 3 weeks BEFORE Departure: This is a firm deadline so preparation needs to begin before submission deadline!

Center Forms: These forms document approval of the internship by the Program Director and provide validation of the internship with the organization.

1. Internship Information Form
2. Internship Validation Form

Education Abroad Forms: *These forms document the student's travel, ensure they are registered with the US Embassy (or their home country embassy if not a US Citizen), and ensure students have health insurance coverage.*

3. Packet for Participants on OHIO-Affiliated Travel forms
<https://www.ohio.edu/global/goglobal/programs/forms.cfm>

4. Assumption of Risk and Release from Liability Form. If the internship abroad is in a country listed with the US Department of State travel warning as found on www.travel.state.gov. Exceptions are made in this case for international students returning to their home country. Although, forms and interviews are still required.

In case of countries under travel warnings, students will be interviewed by a committee to ensure they understand the risks. **NOTE:** The interview needs to be arranged very early in the process so that you don't waste time setting up opportunities only to find out it may not be allowed. If your application is accepted, then you can proceed with the required paperwork.

A second meeting with the Program Director is arranged to review the Center forms and the Education Abroad packet for approval. The Education Abroad packet is submitted to the Education Abroad Office in Lindley Hall.

If needed, register for INST 6910. The internship requires 25 hours on-site work for each hour of academic credit, up to a maximum of 15 hours, with only 5 hours counting toward degree requirements. Work hours are determined by your intern supervisor.

Students are responsible to organize their own transportation, housing, etc. in preparation for the internship and must share these details with the Program Director.

Required Form Upon Completion of Internship:

1. Make sure the internship supervisor completes the Internship Performance Review form. This form can be downloaded in PDF format and emailed directly to The Center for International Studies, international.studies@ohio.edu.

<https://www.ohio.edu/global/cis/forms.cfm>

Credit:

To receive credit for registered internship hours a paper must be submitted to the Program Director documenting the internship experience. Paper guidelines can be found on the Center's web page under Forms and Guidelines.

You may be asked to make an Oral presentation after the internship has been completed.

**THE INTERNSHIP INFORMATION FORM, INTERNSHIP VALIDATION FORM, AND
INTERNSHIP PERFORMANCE REVIEW FORM NEED TO BE ON FILE IN THE CENTER FOR
INTERNATIONAL STUDIES FOR GRADUATION CLEARANCE**