



## **IE<sub>3</sub> GLOBAL INTERNSHIP PROGRAM STANDARDS**

A hallmark of our program is the combination of quality professional experience plus academic merit. Interns who successfully complete their internship assignments and satisfy the conditions of the program, receive academic credit as well as invaluable career experience.

The program is not a placement service for those just seeking a way to work or volunteer abroad. Nor is it a classroom-based exercise. Our internship partner sites are selected to provide career-related exposure tied to students' majors and professional development needs. We actively work with students and sites to match student backgrounds and goals to their internship assignments. We also provide the structure, oversight and rigor necessary to translate that experience into academically recognized results. The program's standards are uniform and clear:

- All internships are full-time, ensuring a minimum of 30-40 hours of accountable, on-the-job involvement per week. All assignments are for a minimum of one academic quarter (10-12 weeks). Some are longer.
- A position description is developed with each host organization, laying out the academic/language/experience prerequisites for each job, principal intern tasks, mentor/supervisor assignment, organizational and site information, support provided, and intern site-related out-of-pocket costs. Positions descriptions are regularly reviewed and updated as necessary.
- Each intern applicant is screened, interviewed, oriented to the assignment and expectations of the host organization/culture, and signs a learning contract with the program. Once candidates' applications are reviewed and candidates are pre-selected, their documentation is forwarded to the host organization for final approval.
- Upon acceptance into the Program, each intern receives a complete and individualized internship budget prepared by the corresponding Regional Director. This official budget can also be sent to the student's financial aid office.
- Intern performance is monitored on-site by the host organization supervisor, assessed periodically by the corresponding Regional Director of the Program, and documented through required Employer's Evaluation, Intern Self-Evaluation, and a formal Intern Final Report. Additionally, interns may provide copies of work products and of any special reports done for home campus academic advisors.
- Interns must be students in good standing and register for academic credit during their internship.