



MAJOR-SPECIFIC STUDY & INTERN ABROAD PROGRAMS

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KEI INTERNSHIP GUIDELINES

KEI offers students the opportunity to participate in an internship in order to gain professional experience in an international, real-life setting. KEI internships are also intended to provide practical insight into the student's academic discipline. Internships are supervised by a faculty member/advisor from the host institution. Assuming that the student has followed the KEI Guidelines for the Awarding of Academic Credit for Internships (outlined below), academic credit will be awarded by the host institution abroad, and/or the KEI's School of Record for the program.

► Note: Students should always check with their home institution first, concerning home school requirements for the awarding of credit for internships! Transfer of credit for the internship requires home school approval! Universities often have strict regulations about academic credit given for internships - by eliminating the option of credit, limiting the credit given, or increasing the number of requirements.

KEI Internship positions are available in a number of different fields, including (but not limited to): business administration, marketing, finance, banking, information systems, multimedia development, network management, information systems, public relations, journalism, hospitality/tourism, international relations, translations, human resources, medicine, health, science research and other professional areas. Internships are based on student needs, required skills and the availability of positions. We will do our best to meet students' interests and needs. Note, the final decision rests with the company/organization accepting the intern – and sometimes only after a face-to-face interview done in-country. Hence, it is not possible for KEI to guarantee placement and an exact match.

Students who want to participate in an internship should be aware of the following.

- KEI views internships as an extension of the academic experience abroad. Students earn 3 to 6 credit units for the internship, depending on the time commitment.
- Internships are not paid. (*The only exception is the teaching of English in China, which is typically a paid position). Many countries have very strict labor laws, and paid positions often require a special work permit.
- KEI can arrange internships in the English language. However, students who speak the host country language at an intermediate to advanced levels have more opportunities for placement.
- Students are responsible for transportation to and from the internship organization/company.

KEI's Internship Placement Process

Since every company has different policies regarding interns, there is no set guideline for arranging internships. However, KEI tries to adhere to the following principals and policies as much as possible.

1. Students must indicate their internship preference on the KEI Course/Internship Selection Form (Program Application).
 - o Include your preferred industries (banking, technology, tourism, health, etc.) and professional interests (marketing, finance, public relations, medicine, etc.).
 - o Make sure to include several alternatives. The more options you give us, the better your chances of securing a good internship.
 - o Include your foreign language proficiency in the host country language(s), if any.
 - o Include required time commitment (again, check with your home institution first!)
2. KEI will make the initial contact and preliminary arrangements with a company/organization for the student.
 - o KEI will contact companies/organizations only after the student enrolls in the KEI program.
 - o Internship placement is done on a rolling basis – students who apply and enroll early will be placed first.
3. Final internship selection and placement is done on-site.
 - o Although KEI is successful in placing students, internships are not guaranteed. Many organizations require an in-person interview before making a final decision. Students are advised to register for additional courses in case the internship does not work out.
 - o If a student is not approved by the organization, KEI will assist in locating another internship whenever possible.
 - o Internships for students participating in a Study Abroad program start during the third or fourth week of the semester and second week of the summer terms (not upon arrival). This gives students time to get over jet lag, get acclimated to their surroundings, register for classes, and settle in before starting an internship assignment. Students participating in an Internship Abroad program will start their internship after the 2 to 3 day onsite orientation.
 - o Some positions require a working knowledge of the host country language(s). If this is required, a language exam may be given before the internship placement in order to determine fluency.

KEI Guidelines for the Awarding of Academic Credit for Internships

KEI adheres to industry-wide standards concerning the awarding of academic credit for internships. The KEI guidelines involve both work and academic requirements:

1) Work Requirements:

- **40 - 45 hours of work for 1 credit hour.** 2-3 hours should be spent in meetings with the faculty advisor; the remainder of the time should be at the placement company/organization. Thus, in order to receive 3 credits for an internship, 120 - 135 hours are required. Note: KEI recommends that students participating in a Study Abroad program do no more than 135 hours of work, in order to fully participate in the academic component of the program.
- **Internship Agreement:** Once the student has been placed, s/he must commit to the company/organization a certain number of weekly and/or overall semester hours. S/he will be asked to sign an Internship Agreement agreeing to such.
- **What is Expected at Work:** The exact weekly schedule must be worked out with the internship supervisor, and will accommodate class schedules. It is expected that students will also meet regularly with their work/internship supervisor on-site to provide appropriate training, to monitor responsibilities, and provide feedback. Finally, it is expected that students will be punctual, participate fully and professionally at all times, and to a certain degree, be flexible (remembering that the student may be the first intern that a company/ organization has ever worked with).

2) Academic Requirements:

- **Daily Journal.** Students should address the following topics, all specifically related to the internship experience: cultural differences s/he is encountering, personal interactions at the

workplace, work styles and business communications, language acquisition, new concepts and strategies, and ongoing self-assessment (personal reflection). Students must write legibly (typed Journals are also accepted).

- **Regular Meetings** with the on-site Faculty Advisor assigned by KEI and the host institution.
- **Term Paper:** 8-12 pages, typed.
 - Assignment: "Theory vs. Practice" - Compare a theory in your academic discipline with your professional experience.
 - Use the APA-style format, e.g., double-spaced, 1-inch margins, 12-pt. font.
 - Use and reference at least 5 scholarly sources.
 - This paper is due to the Faculty Advisor 2 weeks following the last day of the program.

Student Assessment

The student will be evaluated formally by the Work Supervisor, and/or Internship Supervisor (this may be the same person as the Work Supervisor), as well as the Academic Advisor who meets with the student on a weekly basis. A Pass/Fail grade will be awarded for the internship based on the following criteria:

20%	Assessment of Student by the Work/Internship Supervisor (measuring the quality of work done)
10%	Assessment of Student by the Academic Advisor
10%	Attendance (number of hours worked, punctuality, participation, etc.)
40%	Term Paper
20%	Daily Journal