



STUDY & INTERN ABROAD PROGRAMS

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EXPERIENTIAL LEARNING: GUIDELINES & REQUIREMENTS

KEI offers experiential learning opportunities at most program locations. Students can choose to participate in an internship, research, independent study, service learning or community service. Each is explained in this document. Contact a KEI advisor if you are not sure about the type of hands-on learning that is best for you,

TYPES OF EXPERIENTIAL LEARNING

Internships

Internships allow students to test their knowledge against real-life situations and gain practical experience in an international setting. Depending on the program location, internships are available in business, marketing, finance, banking, information systems, multimedia development, network management, information systems, public relations, journalism, hospitality/tourism, international relations, translation, medicine, health, science, engineering and other professional areas. Placement is based on student needs, required skills, proficiency in a foreign language and the availability of positions.

Students must commit to a minimum of 120 hours, although some companies and organizations may require more hours. Students must also complete academic requirements, including daily journal, term paper or project. One (1) credit is awarded for every 40 internship hours. Depending on program location, credit may be awarded by KEI's host institution, KEI's university of record or KEI.

Contact a KEI advisor or visit www.KEIabroad.org for more information about internship opportunities and credit for specific programs.

Research & Independent Study

Research and independent study is organized with faculty and researchers at KEI's host universities. At most program locations, research can be organized in natural and social sciences. Independent study can be organized in most academic disciplines. Research and independent study is awarded 3 credits, but may be extended to 6 or 9 credits.

Service Learning

KEI teamed up with the International Partnership for Service Learning and Leadership (IPSL) to offer service learning opportunities in Turkey, Tanzania and England. IPSL is a recognized provider of service learning programs. Service learning is an extended commitment to a project in the host location. Service learning projects involve hands-on and academic components. Students who choose to engage in service learning are monitored by IPSL staff. Academic credit for service learning is awarded through IPSL.

Community Service

Community service is ideal for students who want a hands-on experience with a flexible schedule. Depending on the program location, community service is available in social works, humanitarian aid, education, business, public relations, journalism, hospitality/tourism, international relations, translation, medicine and health. There is no academic component and no minimum time commitment. Community service is not-for-credit. Students interested in earning credit should select one of the other experiential learning options.

► Note: Students should always check with their home institution concerning home school requirements for the awarding of credit for internships, research, independent study and service learning! Transfer of credit requires home school approval. Universities often have strict regulations about academic credit awarded for experiential learning.

PLACEMENT

Placement in an experiential learning project is based on:

- Student's interests and needs
- Availability of positions in the selected program location
- Foreign language proficiency

We will do our best to meet students' interests and needs. However, the final decision rests with the company/organization accepting the student - 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 experiential learning should be aware of the following.

- KEI views experiential learning as an extension of the academic experience abroad.
- Positions are not paid. (There are a few exceptions, but you should not count on financial compensation.) Many countries have very strict labor laws, and paid positions often require a special work permit.
- KEI can arrange placement in the English language. However, students who speak the host country language at an intermediate to advanced levels have more opportunities.
- Students are responsible for transportation to and from the organization/company.

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

1. Students must indicate their internship preference during the application process.
 - Include your preferred industries (banking, technology, tourism, health, social work, humanitarian aid, etc.) and professional/personal interests (marketing, public relations, medicine, women's issues, etc.).
 - Make sure to include several alternatives. The more options you give us, the better your chances of securing a good placement.
 - Include your foreign language proficiency in the host country language(s), if any.
 - 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.
 - KEI will contact companies/organizations only after the student enrolls in the KEI program.

- Internship placement is done on a rolling basis -- students who apply and enroll early will be placed first.
3. Final internship selection and placement may be done on-site.
- Although KEI is successful in placing students, placements are not guaranteed. Many organizations/companies require an in-person interview before making a final decision. Students are advised to register for additional courses in case the experiential learning does not work out.
 - If a student is not approved by the organization/company, KEI will assist in locating another internship whenever possible.
 - 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 term (not upon arrival). This gives students time to recover from jet-lag, acclimate to their surroundings, register for classes, and settle in before starting their hands-on assignment.
 - 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.

AWARD OF ACADEMIC CREDIT FOR INTERNSHIPS

KEI adheres to industry-wide standards concerning the awarding of academic credit for internships. KEI guidelines involve both work and academic requirements. Note that this section covers academic credit for internships ([download internship syllabus](#)) at all KEI program locations except Australia, England and France. Credit for internships in Australia, England and France, and credit for research and independent study at all KEI program locations is awarded by the host university under the university's guidelines for such work. Community service (service learning) is not a credit-bearing experience.

Work Requirements

- 40 hours of work for 1 semester credit hour. 2-3 hours should be spent in meetings with the faculty advisor; the remainder of the time should be at the company/organization. Thus, in order to receive 3 credits for an internship, 120 - 135 hours are required. 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 may be asked to sign an Internship Agreement.
- *Expectation at Work:* The exact weekly schedule will be determined by the internship supervisor and student, taking into account the student's class schedule. It is expected that students will also meet regularly with their internship supervisor to provide appropriate training, monitor responsibilities and 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).

Academic Requirements

- *Weekly 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).

- *Supervision*: Regular meetings with the internship supervisor assigned by KEI and/or the host institution.
- *Resume/CV*: Students must create a 1 to 2 page CV or resume to be used for future internship and employment applications
- Term Paper: 4-5 pages, typed.
 - 3-5 pages, typed
 - APA-style format, e.g., double-spaced, 1-inch margins, 12-pt. font
 - Assignment: "Theory vs. Practice"
Compare a theory (of your choosing) in your academic discipline with your professional experience. Use and reference at least 5 scholarly sources.
 - Due 2 weeks following the last day of the program.

Student Assessment

The student will be evaluated formally by their Supervisor. A Pass/Fail grade will be awarded for the internship based on the following criteria:

- 20% Assessment of student by supervisor
- 20% Attendance (number of hours worked, punctuality, participation, etc.)
- 30% Term paper
- 10% CV/Resume
- 20% Daily journal