

2015-2016 International Internship/Career Exploration Form

## Career Development Office and Center for International and Cultural Education

Students must complete this International Internship Form, an online application process via StudioAbroad through the Center for International and Cultural Education, and an online orientation before registering to earn course credit for any international Semester Internship or January Interim Career Exploration. **The registration deadlines for international internships or career explorations are earlier than the registration deadlines for domestic internships or career explorations:**

**2015-2016 International Internship Registration Deadlines**

Fall Semester 2015 March 2, 2015

Interim January Interim 2016 October 9, 2015

**Requires online registration in course number NDL-068**

Spring Spring Semester 2016 October 9, 2015

Fall Semester 2016 March 1, 2016

Fall

**Student Name: Country: Program:**

1. **Please provide the following information about the organization where you will complete your internship or career exploration.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please provide the following information about your internship or career exploration Site Supervisor:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your Site Supervisor a Gustavus Adolphus College Alumnus/a?

\_\_\_\_\_Yes (Class of \_\_\_\_) \_\_\_\_\_No

Is your site supervisor able to communicate in English? \_\_\_Yes \_\_\_No

If you answered “Yes” please check all that apply: \_\_\_Speak \_\_\_\_Read \_\_\_\_Write

1. **How did you find this internship or career exploration opportunity?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **My internship or career exploration opportunity will be completed in the following workplace environment (check all that apply):**

\_\_\_\_ Office \_\_\_\_Factory \_\_\_\_ In-home business

\_\_\_\_Hospital \_\_\_\_Clinic \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please provide the name, address, email and phone number of the closest health care facility:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Please provide a 24-hour contact phone number at your site *other than* your cell phone number:­**

Site Contact Phone Number (available 24 hours/day):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**­­­­**

1. **Please describe your housing arrangements. If there is a homestay component to the program, provide the name and contact of the person who is making the arrangements:**
2. **Do you have a passport? \_\_\_Yes \_\_\_No. If you answered “yes,” when does it expire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Does it have TWO blank pages for VISA stamps? \_\_\_\_Yes \_\_\_\_ No**
3. **Is there a VISA requirement to travel to the country? (Check with the U.S. Department of State at** [**http://travel.state.gov/travel/travel\_1744.html**](http://travel.state.gov/travel/travel_1744.html)**) \_\_\_\_\_Yes \_\_\_\_ No. If you answered “yes,” do you have the required VISA?**
4. **Is there a travel warning in effect for any of the countries involved in your career exploration/internship experience (including countries you will pass through on your way to your destination)? \_\_\_\_Yes\_\_\_\_No**

**Check the U.S. Department of State at** [**http://travel.state.gov/travel/cis\_pa\_tw/tw/tw\_1764.html**](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) **for travel warnings to all countries involved in this experience.**

**If you wish to complete an internship or career exploration during *January Interim* and a travel warning is in effect you will not be able to obtain Gustavus credit for your experience. If you are completing a *semester or summer* internship in a country under a travel warning, you will be required to complete additional forms before receiving approval for the experience. Contact the Center for International and Cultural Education for more information.**

1. **Insurance coverage: Students planning to complete an international career exploration/internship should talk with their health insurance provider to determine if their medical needs will be covered by their existing health insurance while they are abroad. If not, supplemental insurance may be purchased that can provide medical benefits for injury and sickness. Contact the Center for International and Cultural Education for more information. (If you are traveling to your home country, Gustavus Adolphus College health insurance will NOT provide coverage for you.)**

**I understand that by applying for an academic international internship or career exploration opportunity, I will be required to complete my application through the Center for International and Cultural Education’s StudioAbroad off-campus study application system, and that I will be charged a $35.00 non-refundable registration fee.**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return this form to the Assistant Director-Internships in the Career Development Office together with your completed, signed 2015-16 Semester and Summer Internship Registration Form or 2016 Interim Career Exploration Registration Form by the applicable registration deadline.**