Planning your International Internship

Workbook
A Workbook for Planning Your International Internship
Introduction

Congratulations on your interest in an international internship!

This guide provides you with some worksheets and resources to make the process of searching, applying, and preparing for an internship abroad easier. It will help you consider some of the different options to identify something to fit your interests, goals and budget.

As you complete parts of this guide please contact us so we can help you along the way. The International Internship Program (IIP) at UW-Madison was founded in 2010 to help undergraduate students take on international internships that:

- advance their professional training
- foster global competency; and
- reinforce academic learning through practical application.

IIP defines an international internship as being a work experience relevant to your academic studies or career goals that is at least 4 weeks in duration and 96 hours of work, has a start and end date and a job description. An international internship can either take place abroad or be in the U.S., but with an international focus by using language and cross-cultural skills, working with populations abroad from the U.S., etc.

We offer advising in walk-ins, by appointment, and via Skype. We also work with International Academic Programs (IAP) to offer the Worldwide Internship Program for students to receive credit through an online course done while interning abroad. Our office supports students who are going for-credit or not-for-credit and we look forward to working with you.

UW-Madison International Internship Program (IIP)

internships@international.wisc.edu
Skype: uw-iip

This workbook was adapted from “A Workbook for Finding and Planning a Volunteer Abroad Experience” by Zahara Heckscher and Mary Wells (MelibeU, 2012).
1) I am interested in interning with an organization/in a position that focuses on:

- Accounting
- Agriculture/Life Science
- Arts/Design
- Communications
- Cultural/Historical Preservation
- Customer Service
- Economic Development
- Education
- Engineering
- Fashion
- Finance
- Government
- Healthcare
- Human Resources
- Human/Civil Rights
- IT/Computer Technology
- Journalism
- Legal Issues
- Marketing
- Product development
- Research
- Science
- Sustainability
- Translation
- Women’s Issues
- Not sure/Other: ________________

2) Skills and Expertise – Top 3 to contribute and develop while interning:

(See Skills and Expertise List for help in thinking about your assets and goals)

**I can contribute:**

1. __________________________
2. __________________________
3. __________________________

**I would like to develop:**

1. __________________________
2. __________________________
3. __________________________

*Note: The skills you can contribute and those you wish to develop will guide your search for an internship as you define what you can offer to the organization and what you hope to learn from the experience.*

3) I would like the host organization where I intern to be

(check as many as apply):

- Non-profit/NGO
- Local for-profit company
- Multinational for-profit company
- K-12 or vocational school
- University or research institute
- Governmental agency/program
- Not Sure/Other: ____________________
4) I would like to combine my intern experience with:

- A credit-bearing course or project
- Language instruction
- Nothing; I only want to intern.
- A study abroad program at a university
- Other: __________________

Note: UW-Madison offers internship courses, like the Worldwide Internship Program, to support you with academic reflection while you intern. IAP study abroad has programs that include language instruction or study abroad at a university with an internship. Non-UW internship placement programs also have a variety of options.

5) Timeline for interning:

I would like to depart:

- Within the next few months
- Within the next six months
- Within a year
- More than a year from now

I would like to stay:

- Minimum: ___ months, weeks
- Ideal ______ months, weeks
- Maximum: ___ months, weeks

Note: Depending on what you would like to do it may take a lot of lead-time and planning or you may be able to go on shorter notice. It is important to keep this in mind because some options may be limited by your timeline.

6) My budget for an internship abroad, including all expenses, is: _$_____________

(See Cost of Internship Brainstorming Worksheet for help in thinking about your budget.)

- I have this money available to me already.
- I need to fundraise and/or save up money before I go.
- I need to apply for financial aid.
- I need to apply for grants, fellowships, or scholarships.
- I need a paid internship

Note: While some internships may be paid or offer housing, you should not count on this and be prepared with funding for the additional expenses. Due to scarcity of and competition for grants and other funds for interning abroad, we don’t recommend relying on these sources during your planning, unless funding has already been secured or guaranteed.
7) I am interested in interning in the following region(s):

- North America
- Eastern Europe
- Central, West, or East Asia
- South or Southeast Asia
- Middle East or Northern Africa
- Sub-Saharan Africa
- Latin America
- Caribbean Islands
- Pacific Islands, Australia, or New Zealand
- Western Europe
- Not sure/Other: ______________________

8) I am interested in interning in the following setting(s):

- Urban/inner-city setting
- Suburban/city setting
- Rural/village/farm setting
- Not Sure/Other: ______________________

9) My preferred housing situation while interning:

- Homestay with a local family
- Apartment (with or without roommates)
- Dormitory
- Hostel or hotel

10) I am willing to intern in the following condition(s) if necessary:

- Absence of speakers of my language(s)
- Being a minority (racial, ethnic, religious, etc.)
- Disagreeable social or political conditions (discrimination, censorship, etc.)
- Limited or no internet access
- Limited or no electricity
- Limited food options/availability
Skills and Expertise List

Take a few minutes to think about the skills and expertise you can offer to your internship hosts. What are your major skills and abilities? Ask yourself where and how you have successfully used or gained these abilities and skills. Career Services and the Exploration Center can also help.

<table>
<thead>
<tr>
<th>Category</th>
<th>I have used/gained (Where? How?)</th>
<th>I’d like to develop</th>
<th>Skills</th>
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</thead>
<tbody>
<tr>
<td>Technical/work-specific skills</td>
<td></td>
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<td>Computer skills (Word, Excel, InDesign, programming, etc.)</td>
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<td></td>
<td>Expertise in a field:</td>
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<td>Design skills</td>
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<td>Marketing</td>
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<td>Performance/creative arts</td>
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<tr>
<td>Functional/transferable skills</td>
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<td></td>
<td>Advocating for issues/positions</td>
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<tr>
<td>1) Communication</td>
<td></td>
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<td>Collaboration/teamwork</td>
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<td>Communication (Oral/written)</td>
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<td>Fundraising (e.g. Grants, events, personal asks, public appeals)</td>
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<td>Cross-cultural communication</td>
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<td>Language capacities</td>
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<td>Negotiating deals/facilitating compromises</td>
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<td>Public speaking</td>
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<td></td>
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<td></td>
<td>Customer service skills</td>
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<tr>
<td>2) Research and Planning</td>
<td></td>
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<td>Analytical skills</td>
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<td></td>
<td></td>
<td></td>
<td>Brainstorming ideas or solutions/Problem-solving</td>
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<tr>
<td>Research and Planning (continued)</td>
<td>Evaluation</td>
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<td></td>
<td>Event planning</td>
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<td></td>
<td>Organization skills</td>
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<tr>
<td>Qualitative research methods (interviewing, focus groups)</td>
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<tr>
<td>Quantitative research methods (data collection and analysis)</td>
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<tr>
<td>3) Leadership and Management</td>
<td>Attention to detail</td>
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<tr>
<td></td>
<td>Leadership</td>
<td></td>
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<td></td>
<td>Problem solving</td>
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<td>Project management</td>
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<td></td>
<td>Teaching skills</td>
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<tr>
<td>4) Human Relations and Interpersonal Skills</td>
<td>Asserting</td>
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<td></td>
<td>Cooperating</td>
<td></td>
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<td></td>
<td>Listening</td>
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<td></td>
<td>Motivating</td>
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<tr>
<td>Self-management Skills</td>
<td>Adaptability/flexibility</td>
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<td></td>
<td>Understanding of diversity in the workplace</td>
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<td></td>
<td>Initiative</td>
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<td></td>
<td>Responsibility</td>
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<td></td>
<td>Strong work ethic</td>
<td></td>
<td></td>
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<tr>
<td>Others:</td>
<td>Working independently</td>
<td></td>
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</tbody>
</table>
Writing a Personal Statement about Interning

Using the information from your completed questionnaire, write a paragraph or bulleted list of the most important aspects of your internship to help guide your search. This should be something that you can use as an “elevator pitch” to tell someone briefly in person or via e-mail what your goals and interests are.

Example:

I would like to intern in China or Japan where I can contribute what I have learned in my marketing classes to a real-life scenario in a for-profit or non-profit organization. One of my goals is to determine what areas of marketing most appeal to me and learn about differences in an East Asian context. If possible I would like to develop some language skills while there. I am interested in interning for 8-12 weeks during the coming summer.
Make your short list of internship Opportunities

Part One: Identifying Types of International Internships

Once you have clarified your goals, you are ready to consider the variety of options to pursue your internship.

UW-Madison IIP-Cultivated
IIP cultivates internship opportunities specifically for UW-Madison undergraduate students. You can search and apply for these through our database. These are often less competitive than national openings as many have reserved spots or are only taking UW-Madison students. We have internships in a range of fields and locations, paid and unpaid, for-credit and not-for-credit. We can help advise on applications or any other questions about any so do not hesitate to contact us with questions. Many are recurring each term and others are newly developed.

UW-Madison-Affiliated Program
International Academic Programs (IAP) and CALS International, among others on campus, offer internship or service-learning programs for students. These may be specific positions or through a placement program that will help match you with an internship and provide coursework or language classes. There are also study abroad programs with optional internships. Internships may be in a group or individual. Check the relevant office websites for more details and find their opportunities in the IIP Database as well.

Independently-Identified / Direct Apply
There are many organizations around the world that either have internship programs already (such as multinational organizations or the U.S. State Department) or are open to working with students interested in interning. You can do research online (check the External Search list from the IIP website to get you started) to find some of these programs. IIP can still help you with questions regarding searching, applying, visas, credit options, etc., but you will be responsible for the leg-work to find and apply for these opportunities. It is hard work, but also a valuable process that can lead to something that is a really good fit.

Non-UW-Madison fee-based Placement Program
There are many placement programs that will place you in an internship or volunteer opportunity abroad for a fee. This can be a great option for students on a tighter timeline, who don’t have time or resources to devote to an independent search, or are very set on a specific location where visas and other logistics are a challenge. But as they do carry fees you also must be critical of these programs and make sure you are getting what you want. Please see our guide on questions to ask as you consider these and find some search engines to help you identify them on our website.
Part 2: Make your short-list of internship opportunities

or programs you’d like to explore. We suggest you start by developing a list of 4-5 organizations (direct apply with IIP or independent) or programs that fit the goals you developed in your personal statement.

Here’s how to make your short list:

Online Databases and Listing Websites

- IIP Website: http://internships.international.wisc.edu
  - External Search page (under Internships menu) offers links to many websites that offer listings of direct apply and fee-based internship programs
  - IIP Database is where you can search and apply for our opportunities, as well as others.
  - UW-IIP CareerGate for some internships in Europe and throughout the world.
- IAP Study Abroad: http://studyabroad.wisc.edu/ (Experience Type = Internships)
- CALS International: http://ip.cals.wisc.edu/choose-a-program/international-internships/
- Your Career Services website (join BuckyNet or myECS): http://careers.wisc.edu
- Check out GoinGlobal through BuckyNet or myECS for country-specific employment guides, international opportunities and visa requirements

Organization Websites

Whether from a listing website or directly, check the websites of organizations that interest you whether that is a for-profit like Google or Citibank, government like the U.S. Department of State, or a non-profit like Vital Voices. Use their websites to collect contact information, internship listings, and more information.

Network

Talk to faculty members, alumni, friends, and family about your interest in interning and possible internship hosts and countries. Use your personal statement to help express your interest and goals. Keep in mind that everyone has different perspectives on organizations, opportunities, and countries.

Career Fair/ Internship Fair

A career fair is a wonderful opportunity for students to meet top employers and professionals. Check the career services websites and UW-Madison Events calendar for details of upcoming events and fairs. Even if you don’t find something abroad, you may find a great domestic internship to start building skills and a network that can lead to your next opportunity.
# Internship Pros and Cons Sheet

As you research and evaluate internship program options, use this worksheet to compare pros and cons of programs.

<table>
<thead>
<tr>
<th>Internship/Program Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td><strong>Pros</strong> (program aspects, required skills, etc.)</td>
<td></td>
</tr>
<tr>
<td>Cons</td>
<td></td>
</tr>
<tr>
<td><strong>Cost</strong> (program fee (if applicable), your estimated expenses, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
## Cost of Internship Brainstorming Worksheet

*Fill in this chart with the details for each of the options on your short list for a side-by-side comparison of costs*

<table>
<thead>
<tr>
<th>Sample</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program/Organization Name</strong></td>
<td>CARITAS For Children</td>
<td></td>
</tr>
<tr>
<td><strong>Country/City</strong></td>
<td>Nkokonjeru, Uganda</td>
<td></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>3 months</td>
<td></td>
</tr>
<tr>
<td><strong>Program Fee</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Roundtrip Airfare</strong></td>
<td>$2000</td>
<td></td>
</tr>
<tr>
<td><strong>Travel to/from US Airport</strong></td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td><strong>Passport Application Fee</strong></td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>Visa or Entry/Exit Tax</strong></td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td><strong>Travel to/from Host Site</strong></td>
<td>Provided by host</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td>$50/month</td>
<td></td>
</tr>
<tr>
<td><strong>Meals/Groceries</strong></td>
<td>$100/month</td>
<td></td>
</tr>
<tr>
<td><strong>Transit during Program</strong></td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>Spending Money/Gifts</strong></td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td><strong>Communications/Shipping (internet, postage)</strong></td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td><strong>Vaccinations/Medications</strong></td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td><strong>Travel/Medical Insurance</strong></td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Fund</strong></td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td><strong>Tuition for Academic Credits/WIP Program Fee</strong></td>
<td>$1250</td>
<td></td>
</tr>
<tr>
<td><strong>Scholarships/travel grants</strong></td>
<td>-$750</td>
<td></td>
</tr>
<tr>
<td><strong>Other:</strong></td>
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<tr>
<td><strong>Other:</strong></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$4450</td>
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</tbody>
</table>
Planning Budget and Expenses

For planning a successful trip, it is important to understand how much money will be available to you and what expenses you will need for your internship experience.

Internship-Related Expenses
Here are some types of expenses you may need to consider.

- Program Fees*
- Accommodation
- Meals/Groceries
- Roundtrip Airfare
- Passport Application Fee
- Visa or Entry/Exit Tax
- Travel to/from US airport; to/from host site
- Sight-seeing/vacation
- Spending Money
- Communication and Shipping
- Vaccinations/Medications
- Travel/Medical Insurance (CISI available through UW-Madison, included in WIP)
- Emergency Fund
- Tuition
- Sight-seeing/vacation
- Spending Money
- Communication and Shipping
- Vaccinations/Medications
- Travel/Medical Insurance (CISI available through UW-Madison, included in WIP)
- Emergency Fund
- Tuition

*For students who are applying to an internship with a fee-based internship program provider

Expenses at Home
Expenses you may incur at home while away.

- Rent and Utilities
- Student Loan Payments
- Storage/Parking Space Rental
- Credit Card or Car Payments

Anticipated Funding
How much money is available to you to spend on an internship experience? How much more can you save until your departure?

- Existing savings
- Forthcoming savings
- Gifts or loans from relatives
- Fundraising
- Sale of personal belongings
- Stipend from host organization
- Scholarships, grants, or awards
- Financial aid or private loans
As you identify and finalize your internship, there are steps and activities you must complete before your departure. List them below. Make sure you have enough time to complete all the necessary preparation activities before your departure.

**Departure Date: _________________**

<table>
<thead>
<tr>
<th>Pre-Departure Activity or Step</th>
<th>Completion Deadline</th>
<th>Processing Time/Lead Time</th>
<th>Must Start By (at the latest)</th>
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</thead>
<tbody>
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**Sample Activities:**

- Sign up for credit *(note that the deadlines for Worldwide Internship Program online course are ~ 10/1 for spring or ~ 3/1 for summer or fall)*
- Apply for passport or make sure that passport is valid at least 6 months past your return date
- Complete financial aid and scholarship applications (these are often very early!)
- Identify housing options overseas if not included/arranged by your internship
- Identify healthcare providers (clinics, hospitals) near your site for reference
- Get international insurance *(included in WIP, also available through UW for any students)*
- Apply for visa for destination; confirm if you need a transit visa(s) for layovers
- Check CDC.gov for vaccine and health information; visit UHS Travel Clinic or another clinic
- Purchase air tickets to destination
- Meet with your advisor to plan courses for the semester you return to campus; confirm readmission process if you take a semester off for an internship without credit
- If you will graduate abroad, talk with Career Services about strategies for your job search off campus
- Sublet your apartment, arrange housing for return
- Move belongings into storage facility or family/friend’s house
- Notify bank of overseas travel and confirm that your ATM card can be used in your destination
Thank you for using our workbook!

Please contact IIP with any questions about your next steps:

International Internship Program
http://internships.international.wisc.edu
internships@international.wisc.edu | 608-261-1018
259 Bascom Hall | 500 Lincoln Drive | Madison, WI 53706

Check website for walk-in advising hours or to make an appointment