



**International
Internship Program**
INTERNATIONAL DIVISION
UNIVERSITY OF WISCONSIN-MADISON

Planning your International Internship *Workbook*



International Internship Program (IIP)

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Congratulations on your interest in an international internship!

This guide provides you with 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 helps 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 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, a supervisor and a job description. An international internship can take place abroad or in the U.S. (with an international focus by using language and cross-cultural skills).

We offer advising in walk-ins, by appointment, and via Skype/phone. We also work with International Academic Programs (IAP) to offer the Worldwide Internship Program (WIP). WIP includes logistical support and an online course that allows students to earn UW-Madison credit for their internship abroad. Our office supports students who are going on for-credit or not-for-credit internships.

We look forward to working with you!

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Advising: go.wisc.edu/iip-advising

This workbook was adapted from “A Workbook for Finding and Planning a Volunteer Abroad Experience” by Zahara Heckscher and Mary Wells (MelibeeU, 2012).

1) I am interested in interning with an organization/in a position that focuses on:

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Agriculture/Life Science | <input type="checkbox"/> Human/Civil Rights |
| <input type="checkbox"/> Arts/Design | <input type="checkbox"/> IT/Computer Technology |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Journalism |
| <input type="checkbox"/> Cultural/Historical Preservation | <input type="checkbox"/> Legal Issues |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Product development |
| <input type="checkbox"/> Education | <input type="checkbox"/> Research |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Science |
| <input type="checkbox"/> Fashion | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Translation |
| <input type="checkbox"/> Government | <input type="checkbox"/> Women's Issues |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Not sure/Other: _____ |

**2) 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: _____



3) I would like to combine my intern experience with:

- | | |
|---|---|
| <input type="checkbox"/> A credit-bearing course or project | <input type="checkbox"/> A study abroad program at a university |
| <input type="checkbox"/> Language instruction | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Nothing; I only want to intern. | |

UW-Madison offers the Worldwide Internship Program and course to support you with academic reflection while you intern. This course may be required for certain internships. IAP study abroad has programs that combine an internship with courses at a local university. Non-UW internship placement programs also have options.

4) 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

Some internships or locations require several months of lead-time for applications and bureaucratic matters; others can be done on shorter notice. It is important to keep this in mind as some options may be limited by your timeline.

5) My budget for an internship abroad, including all expenses, is: \$ _____

(See Cost of Internship Brainstorming Worksheet (page 13) for planning 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 would prefer an internship that offers me some sort of remuneration or compensation.

While some internships may be paid or offer support (ex: housing, meals), you may need additional funding to cover expenses. Due to scarcity of and competition for grants/funds for interning abroad, we don't recommend relying solely on these sources (unless they have already been secured or guaranteed).

6) I am interested in interning in the following region(s):

- | | | |
|--|--|--|
| <input type="checkbox"/> North America | <input type="checkbox"/> Middle East/Northern Africa | <input type="checkbox"/> Pacific Islands/Australia/
New Zealand |
| <input type="checkbox"/> Central/Eastern Europe | <input type="checkbox"/> Sub-Saharan Africa | <input type="checkbox"/> Western Europe |
| <input type="checkbox"/> Central/West Asia | <input type="checkbox"/> Latin America | <input type="checkbox"/> Not sure/Other:
_____ |
| <input type="checkbox"/> South or Southeast Asia | <input type="checkbox"/> Caribbean Islands | |
| <input type="checkbox"/> East Asia | | |

Why are you interested in this region/these regions?

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

- | | |
|---|--|
| <input type="checkbox"/> Urban/inner-city setting | <input type="checkbox"/> Suburban/city setting |
| <input type="checkbox"/> Rural/village/farm setting | <input type="checkbox"/> Not Sure/Other: _____ |

8) My preferred housing situation while interning:

- | | |
|---|--|
| <input type="checkbox"/> Homestay with a local family | <input type="checkbox"/> Dormitory |
| <input type="checkbox"/> Apartment (with/without roommates) | <input type="checkbox"/> Hostel or hotel |

9) 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

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

(See Skills and Expertise List (page 7) for help in thinking about your assets and goals)

I can contribute:

1. _____
2. _____
3. _____

I would like to develop:

1. _____
2. _____
3. _____

The skills you can contribute to an organization and those you wish to develop will guide your internship search.

11) Goals for international internship – Professional and personal

Professional goals

1. _____
2. _____
3. _____

Personal goals

1. _____
2. _____
3. _____

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 Career Exploration Center can help.

Category	I have used/gained (Where? How?)	I'd like to develop	Skills
Technical/work-specific skills			Computer skills (Word, Excel, InDesign, programming, etc.)
			Expertise in a specific field:
			Design skills
			Marketing
			Performance/creative arts
Functional/transferable skills 1) Communication			Advocating for issues/positions
			Collaboration/teamwork
			Communication (Oral/written)
			Fundraising (e.g. Grants, events, personal asks, public appeals)
			Cross-cultural communication
			Language capacities
			Negotiating deals/facilitating compromises
			Public speaking
			Customer service skills
2) Research and Planning			Analytical skills
			Brainstorming ideas or solutions

Research and Planning <i>(continued)</i>			Evaluation
			Event planning
			Organization skills
			Qualitative research methods (interviewing, focus groups)
			Quantitative research methods (data collection and analysis)
3) Leadership and Management			Attention to detail
			Leadership
			Problem solving
			Project management
			Teaching skills
4) Human Relations and Interpersonal Skills			Asserting
			Cooperating
			Listening
			Motivating
Self-management Skills			Adaptability/flexibility
			Understanding of diversity in the workplace
			Initiative
			Responsibility
			Strong work ethic
			Working independently
Others:			

Writing a Personal Statement about Interning

Using the information from your completed questionnaire, write a paragraph or bulleted with the most important aspects of your internship.

You can then use this as an “elevator pitch” to share your goals and interests with others.

Example:

I would like to intern in China or Japan where I can contribute what I have learned in my marketing classes at 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 List of Internships Opportunities

Part One: Identifying types of international internships

UW-Madison IIP-Cultivated

IIP cultivates a variety of internship opportunities just 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 for or only take UW-Madison students. Many are recurring each term and others are new. We can advise on these applications or internships.

UW-Madison-Affiliated Program

International Academic Programs (IAP), Business and CALS, among others on campus, offer internship or service-learning programs with coursework and/or language classes. These may be specific positions or through a placement program that matches you with an internship. Some study abroad programs also have optional internships. Internships may be in a group or individual. Check the relevant office websites for more details.

Independently-Identified / Direct Apply

Many organizations either have their own internship programs (e.g. large multinational organizations) or can develop an internship with interested students. You can find many of these online. IIP can help you with search and application tips, visas, credit options, etc., but you will be responsible for the leg-work to find and apply for these opportunities. This can be hard work, but also a valuable process that can lead to 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 who are on a tighter timeline for an internship search or are very set on a specific location/type of internship where visas and other logistics are a challenge. You must be critical of these programs, their fees and what they provide. See [our page with vetting questions](#) for these programs and search engines to get you started.

Resources

Online Databases and Listing Websites

IIP Website: internships.international.wisc.edu/internships

- [IIP Database](#) lists our internships and some external opportunities.
- [External Search page](#) has links to many websites that offer listings of direct apply programs
- [Fee-based program page](#) lists search engines and vetting questions for fee-based programs.

IAP Study Abroad: studyabroad.wisc.edu/programs (Experience Type = Internships)

Career Services/Handshake: careers.wisc.edu

Organization Websites

These often list internship programs and/or listings; or are included on listing websites (like the ones on our [External Search page](#)). Examples include [Google](#) and [US Department of State](#).

Network

Talk to faculty members, alumni, friends, and family about your interest in interning abroad. [LinkedIn](#) and [BadgerBridge](#) are great platforms for connecting with alumni. Keep in mind that everyone has different perspectives on organizations, opportunities, and countries.

Career Fair/ Internship Fair

These are wonderful opportunities to meet employers and professionals. Check the [career services websites](#) and [UW-Madison Events calendar](#) for 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.

Part Two: Make your short list of internship opportunities

We suggest you start with 4-5 organizations or programs that fit your goals.

1. _____
2. _____
3. _____
4. _____
5. _____

Internship Pros and Cons Sheet

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

Internship/Program Name			
Location			
Pros (program aspects, required skills, etc.)			
Cons			
Cost (program fee (if applicable), your estimated expenses, etc.)			

Cost of Internship Brainstorming Worksheet

Fill in this chart with details from each option on your short list for a side-by-side comparison of costs.

	<i>Sample</i>	Option 1	Option 2	Option 3
Program/Organization Name	<i>Health Access Connect</i>			
Country/City	<i>Kampala, Uganda</i>			
Duration	<i>3 months</i>			
Program Fee	<i>N/A</i>			
Roundtrip Airfare	<i>\$2000</i>			
Travel to/from US Airport	<i>\$50</i>			
Passport Application Fee	<i>\$100</i>			
Visa or Entry/Exit Tax	<i>\$50</i>			
Travel to/from Host Site	<i>\$50</i>			
Accommodation	<i>\$50/month</i>			
Meals/Groceries	<i>\$100/month</i>			
Transit during Program	<i>\$100</i>			
Spending Money/Gifts	<i>\$300</i>			
Communications/Shipping (internet, postage)	<i>\$200</i>			
Vaccinations/Medications	<i>\$200</i>			
Travel/Medical Insurance	<i>Included</i>			
Emergency Fund	<i>\$500</i>			
Tuition for Academic Credits/WIP Program Fee	<i>\$1350</i>			
Scholarships/travel grants	<i>-\$500</i>			
Other:				
Other:				
TOTAL	<i>\$4500</i>			

Planning Budget & Expenses

For planning a successful internship, it is important to understand how much money will be available to you and what expenses you may have.

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 (WIP fee or other)

**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 for an internship? 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

Pre-Departure Activities Brainstorming

As you finalize your internship, there are steps/activities you must complete before your departure. Make sure you have enough time to complete all the necessary preparation activities before your departure.

Departure Date: _____

Pre-Departure Activity or Step	Completion Deadline	Processing Time/ Lead Time	Must Start By (at the latest)

Sample Activities:

- Sign up for credit (*the deadlines for WIP course are ~ 10/1 for spring or ~ 3/1 for summer or fall*)
- Apply for passport or make sure 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 for you
- 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
- Sign up for Smart Traveler Enrollment Program (STEP) via travel.state.gov
- Meet with your advisor to plan courses for your 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 or family/friend's house
- Notify bank of overseas travel and confirm that your ATM card can be used in your destination.