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|  STONEHILL COLLEGE |
| INTERNSHIPS ABROAD |

**For over twenty years, Stonehill College has sent students overseas to live and work full time as a professional in another culture. Interning overseas creates an appreciation for the challenge of a professional career, assists you in the transition between college life and the work environment, and helps you to build self-confidence and self-awareness. Interning abroad will also give you the opportunity to experience living in a different culture, and perhaps being immersed in another language environment.  You will meet new friends, travel to exciting places, and have one of the most memorable experiences of your life.**

**This handbook is intended to provide you with all the information you need to complete the internship application process, and to serve as a resource both while you are preparing to go abroad, and during your time living overseas.**



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Ten Steps To An International Internship

1. It is recommended that you attend an **International Internship Information Session** sponsored by the Office of International Programs. Sessions are held each September and January. To be approved by the College to participate in the international internship program, a student must have a cumulative grade point average of **3.0**, a level of maturity demonstrated by responsible behavior at the College, and a serious intention to learn and grow in a different cultural environment. Internships offer a full semester of academic credit and may fulfill major/minor course requirements depending on the department. \
2. Develop a **four-year plan** to include an international internship. Meet with your academic advisor to see how an international internship will enhance your overall academic plan. Discuss your plans with the chair of your major department to select an appropriate faculty moderator for your international internship. Moderators by major are listed on the OIP web site.
3. Complete the on-line application: Apply Through myHill – myPlans tab by the deadline. Once you have submitted this, you will receive a letter from us in the mail.
4. Call 508-565-1645 to **schedule an appointment** with Jennifer McKernan, Assistant Director**.**
5. Speak with a student who has returned from interning abroad. The Office of International Programs can provide you with a list of recent returnees and Peer Advisors.
6. **Cost:** Students enrolled in an international internship are charged and billed for current **Stonehill tuition and Stonehill housing**. All interns are charged a $1,000 non-refundable program deposit that will be deducted from your tuition bill. Students are responsible for the cost of meals, airfare, passport and visa fees, commuting costs to internship placement, personal expenses and travel. Generally, your financial aid award does not change with participation in an international internship. Discuss financial aid with **your parents** and the Student Aid & Finance Office.
7. **London** interns should also follow the ***Study Abroad Course Approval*** process for required course(s).
8. **Complete and submit all information to the Office of International Programs** according to the timeline in your internship packet. Deadlines are also posted on the Internship website.
9. **London students** must meet with their major and minor department chairs to determine if any coursework can be counted towards their major/minor requirements. Students must also meet with Jennifer McKernan to determine approval for elective coursework overseas.
10. Attend the **mandatory** **pre-departure meeting** at the end of each semester. If you are a resident and require **housing upon your return to campus**, it is essential that you complete the required documents with Residence Life according to their deadlines.

**Frequently Asked Questions**

**Q. What is the International Internship Program?**

The International Internship Program places students in internships in public or private organizations and corporations, where they gain first-hand knowledge of a specific field, and apply their classroom learning to a working environment in a foreign setting. One-semester internships are available for all majors in Dublin, London, Madrid and Paris. Since its inception, over 600 Stonehill students have participated in the internship program.

**Q. How do I qualify to participate in the Program?**

Students who have excelled in their area of concentration may qualify for the program if these requirements are met:

* Achieved minimum cumulative grade point average of 3.0 by the end of the semester prior to application for the internship;
* Level of maturity demonstrated by responsible behavior at the College;
* Serious intention to learn and grow in a different cultural environment;
* Approval of Director of International Programs, and the Associate Vice President for Student Affairs/ Dean of Students.

**Q. When and where do I file an application?**

Students are encouraged to apply early even if they are uncertain of their interest or qualifications. Submit an **on-line application** prior to **mid-March** for fall semester. Submit an on-line application prior to **late September** for spring semester**.** Consult with the website for exact program deadlines.

**Q. If I am accepted into the program, what happens then?**

You will be given a checklist of forms to be completed. All forms are due in the International Programs Office, located in Duffy 131, according to the deadline timetable. A brief description of the forms required can be found in this handbook. All deadlines are listed on the Office of International Program’s website.

**Q. Which semester would I participate in the Program?**

Generally, students participate in the International Internship Program during the junior year or the fall semester of the senior year

**Q. What types of internships are available?**

The College affiliates with a number of foreign agencies to establish full-time internships in a variety of professions, including advertising and public relations, business (international banking, human resource management, exports, accountancy, etc.), education, health care administration, law, medical research, sociology, art, theatre, politics and the media. Students earn a full (15) semester’s worth of credit.

**Q. What is the approximate cost of the program?**

The cost of the program is roughly equivalent to a semester in residence at Stonehill College. Discuss financial aid impact with the Student Financial Services as well as any financial concerns with your parents. Generally, your financial aid award does not change with participation in the program. Returning students report spending an average of $3,000 for entertainment, gifts, souvenirs and weekend travel.

**Q. How many credits do I earn?**

Upon satisfactory completion of the program, students are granted fifteen academic credits, all electives unless the major Department decides otherwise. Final grades are determined by the Faculty Moderators. The credits are subdivided as follows:

**Madrid and Paris:**

9 credits: Pass/Fail, Internship placement based on Midterm and Final Evaluations from Site Supervisors;

3 credits: A-F (Stonehill grade), based on Research Paper;

3 credits: A-F (Stonehill grade), based on Daily Professional Journal.

**Total Credits: 15 credits**

**Dublin:**

9 credits: Pass/Fail, Internship placement based on Midterm and Final Evaluations from Site Supervisors, and Daily Professional Journal;

3 credits: A-F (Stonehill grade), based on Research Paper;

3 credits: Pass/Fail, (Stonehill grade), Dublin Seminar Course = IR 203 Modern Ireland – graded by Richard Finnegan in International Studies

**Total Credits: 15 credits**

**London:**

6 credits: Transfer credits include a 20 hour a week internship and the Learning through Internships: London seminar series.

9 credits: Transfer Credit (need C or better), based on three, 3-credit courses taken at the CAPA Center.

**Total Credits: 15 credits** (an absence of 5% or 11 hours of the internship may result in a loss of 3 credits)

**Q. How do my credits transfer back to Stonehill?**

Interns in London are required to take three courses and a “Learning through Internships” Seminar. The transcript is issued by University of Minnesota for completed courses. Dublin interns take a seminar and Prof. Finnegan conducts the assessment.

**Q. Where will I staying when doing an internship?**

Different cities have different lodging accommodations, but in all locations, students are placed in a safe, comfortable setting. In Paris and Madrid, homestays are used to provide immersion into the culture of the host country. In all other locations, students live in shared apartments or dorm style housing.

##### **Q. What if I have other questions?**

The Office of International Programs can provide you with a list of students who have recently interned and they can be a valuable resource for you.

**Q. Which meetings require mandatory attendance?**

There are four times when meetings are important enough to require mandatory attendance. The International Programs Office holds an informational session each semester (September, and January). These sessions are considered to be critical in assisting you in your decision to participate in the Program. You must attend one of these sessions. The second meeting is an individual meeting with the Assistant Director of International Programs. This interview is helpful in determining the internship placement that best suits your major and interests. It also constitutes the last step in the selection process for admission into the program. The next meeting is the UK Tier 4 Visa Workshop. This meeting is crucial because it provides an overview of how to go about applying for your Visa, which is a requirement for entry into the UK. The final meeting is the Pre-departure meeting, during which a representative from CAPA and EUSA will be in attendance to discuss the particulars of their programs and to prepare you for your internship placement and for life overseas. At the final meeting students will also meet all other Stonehill students participating in the program. Final instructions are given, immigration letters are distributed, and members of the International Programs Office answers any last minute questions.

**Q. Do I go through the course selection process if I am going to be away for the next semester?**

No. Please do not sign up for courses during the semester that you will be away unless you are not sure you will be participating in the Internship program.

**Q. When will I receive my grades?**

For Dublin, Madrid, and Paris:

At the end of the semester, the grade of "I" or incomplete is issued for the internship. The Director of International Programs must receive the following documentation one month after the end of the semester:

* Final Evaluation from internship supervisor
* Internship Paper
* Internship Journal
* Program Evaluation (to be completed by student)
* Project Description
* Cost Estimate

Approximately one month after receiving your materials, your faculty moderator will submit grades from your internship to the Registrar’s Office to replace the "I" grades. At any time, you may check your grades on-line using your myHill account.

For London Interns:

At the end of the semester, a transcript for your classes and internship will be sent to the Registrar’s Office and credit for the semester will be added to your official Stonehill transcript.

**Internship Checklist**

* Complete the on-line Internship Application: **myHill < myPlans < “Apply for an International Program”**
* Request references from two faculty members
* Individual meeting with the Assistant Director of International Programs. Call 508-565-1645 (or x1645 from on campus) to schedule an appointment
* Personal Essay
* Resume: **Dublin, Madrid and Paris interns**-consult specific CV requirements
* **Madrid and Paris interns:** Housing Information form (include 5 passport photos)
* **London interns only:** Housing Preference Form
* **London interns only:** Course selection
* **Official Transcript**
* **$1,000.00 non-refundable deposit** (to be billed by the Bursar’s office)
* Complete **ISIC** (International Student ID) card application.
* Student/Faculty Contractual Agreement **(Dublin, Paris, & Madrid only)**
* Copy of Passport (front page only)
* Flight Information Form
* Background Check Authorization (if required by EUSA/CAPA)
* Complete Statement of Responsibility and Medical Information/Insurance forms
* **London and Dublin interns:** Completed “Study Abroad Course Approval” form
* **London Interns:** Attend the UK Tier 4 Visa meeting
* Attend the **mandatory** **pre-departure meeting**

**London interns:** Apply on-line for the Tier 4 General visa according to the directions on the UKBA website:

<http://www.ukvisas.gov.uk/en/howtoapply/> **Please follow directions carefully and be mindful of the deadlines established by the UK government.**

**Description of Forms**

**Personal Statement:**

Your personal statement will be read by the Director of International Programs at Stonehill and the Director in London to assist in an appropriate placement. It will also be read by your potential supervisor, who may accept you on the basis of how well you write and what you choose to write about.

* Your letter should fit onto one page and have 3-4 paragraphs, should introduce you to your prospective internship supervisor by describing who you are, and what you want to do, what you have to offer and why you want to do it.
* Give your paper a business-like style rather than a creative one.
* Check for spelling and grammar.
* Describe the type of internship you would like in London, but don’t mention a specific company or agency. Discuss the types of activities in which you hope to become involved. Explain what you can offer to a prospective host in terms of experience, reliability, commitment, teamwork, sustained effort, new perspective and motivation. Include both your short-term goals for the internship placement and the long-term career goals for your life.
* Give your piece a business-like title
* Date and sign the statement

**London Resume**:

Students are encouraged to meet with a member of Career Services or consult their website for resume writing assistance. [**www.stonehill.edu/career\_services/resume/htm**](http://www.stonehill.edu/career_services/resume/htm)

**Dublin, Madrid and Paris resume:**

Please consult EUSA’s specific directions. <http://www.eusa-edu.com/>

**Faculty References**:

All interns must present two (2) faculty reference letters. Professors who know you and your academic abilities should write the letters. The professors may be outside of your major area of study. **The letters from the professors, should be typewritten on departmental stationary, and should be addressed *"To whom it may concern:"*** and include reference to your academic ability, reliability, responsibility and professionalism. These references are utilized by the placement agency in securing an internship for you and not for acceptance into the internship program by the Director of International Programs. Be sure to ask your professors for the reference at least two weeks prior to the deadline. Consider providing the professor with a copy of an updated transcript, resume, and a brief (one paragraph) statement regarding why you wish to apply for the program. All of this requires a few extra steps, but results in a much more tailored and personalized letter of recommendation.

**Course Approval form (London interns):**

In order for all credits to transfer back to Stonehill, London students must complete the three-part course approval form. If the course is to fulfill a major/minor requirement, it must be approved by the Department chairperson in you major/minor.

**$1,000.00 non-refundable deposit:**

The College contracts with several overseas agencies which seek placements for students often several months in advance and which must be compensated for these efforts in a timely manner. In addition, other direct expenses and deposits are paid well in advance and must be funded. Therefore, the College has instituted a **non-refundable deposit policy**. A bill will be sent by the Bursar’s Office with a due date stated and payment is to be made to that office.

**Medical Travel/Insurance Form:**

Certifies that the student has adequate health and liability insurance while in a foreign country. List the name of your insurance company and the certificate number (generally provided by your parents).

**Supplementary Insurance Policy:**

Students are enrolled in a supplementary medical and accident policy administered by Cultural Insurance Services International (CISI). The International Programs Office will cover the cost of the policy premium.

**ISIC student identity card:**

An International Student Identity Card (ISIC) is beneficial while abroad. Your Stonehill I.D. card will not be recognized overseas. The International card comes with a directory that includes discounts on accommodations, international calling, and international money transfers, and other activities such as museums and movies. The card also provides health insurance coverage while you are traveling (you will have to pay for services but will be reimbursed after you submit invoices) and covers the expense of flying home should you become seriously ill while abroad. The ISIC application is included in your packet and is free of charge to Stonehill students.

**Contractual Agreement:**

The Contractual Agreement **(for Dublin, Paris, and Madrid students)** is signed by the student and moderator and assures that both parties have discussed and agreed upon the requirements for the Research Paper and Professional Journal. For some students, the Department Chair of the student’s major selects the appropriate faculty moderator for the internship.

**Transcript:**

Obtain an official transcript from Stonehill’s Registrar’s office, located in Duffy Academic Building.

**Passport:**

You must have a valid United States passport in order to leave or re-enter the U.S.  Once you leave the country, your U.S. passport will be your most valuable possession.  Whenever you travel anywhere, you should keep it with you at all times.  Never pack it in a suitcase.

A passport is issued by the Department of State and is valid for ten years for people over 18 years of age. **Apply for a passport as soon as possible, preferably 6-8 months prior to departing the U.S.** You may need to apply for a visa prior to departure and this can only be done with a valid passport.  Don't wait until the last minute! If you do not already have an application, you will need to fill one out at the passport agency or post office.  For further passport information go to: [**www.travel.state.gov**](http://www.travel.state.gov)

**Passport photos:**

All interns must submit 4 official passport-sized photos to the International Programs office. These can be obtained at CVS.

**Background check authorization form:**

Required mainly for students working with children or whose jobs require a security clearance. The program provider (EUSA or CAPA) will inform the student if the background check is required.

**Flight Travel Information Form:**

When travel arrangements have been finalized, complete the travel details form.

**Visa (London):**

A visa is an official permission to enter a country and remain there for an extended period of time. Fees and any cost associated with obtaining a visa is the responsibility of the student. London interns apply on-line for a Tier 4 General visa. Follow the directions on the UKBA website. Stonehill will provide you with an Official Financial Sponsor Letter and CAPA will provide you with the necessary Confirmation of Accepted Studies (CAS) letter.

**Immigration Letter:**

An immigration letter, prepared by the Director of International Programs, will certify that you are a full-time registered student at Stonehill participating in an academic program, that you have sufficient funds for living expenses and are covered by health insurance. This letter usually answers any question an immigration officer may have when you enter a foreign country. It identifies you as a student in the country for a full semester, and it should be noted on your passport.

**Project Description (Dublin, Paris, Madrid):**

The Project Description describes your primary responsibilities during the internship period. Your information is extremely valuable to other students who may be placed with the same organization in the future.

## Mid-Term Evaluation and Final Evaluations (Dublin, Paris, Madrid):

Approximately 7 weeks into your internship your supervisor must complete a midterm evaluation. This is an assessment of your performance thus far in the internship and will provide both you and your supervisor insight into the direction of the remaining weeks of your placement. Additionally, your supervisor must complete a final evaluation. Both the mid-term and final evaluations are forwarded to the Assistant Director of International Programs. The International Programs office will forward the evaluations to your faculty moderator at the end of the internship.

## Estimate of Cost:

The estimate of cost form is useful in determining realistic expenses for future interns. List Internship related costs such as airfare, housing, meals, internship travel and other costs including tourist travel, gifts, and entertainment.

**Cultural Preparation:**

Become familiar with the culture of the host country through coursework, informal interactions with international students, foreign movies, novels, etc.  Familiarizing yourself with the culture of the host country means to understand the attitudes, values and beliefs of that culture and trying to approach the country where you will be living through the eyes of a native.

One of the main reasons for being in a foreign country is to develop fluency in that language.  Even if you are going to an English-speaking country, be aware that you will need to learn new vocabulary and get accustomed to a new accent.

Start reading about current events not only in your host country but also in the United States. Students universally report that foreign students are much more politically aware than American students are.  American students are often embarrassed when asked questions on United States policy, which they cannot answer.

Secure names and addresses from family and friends of overseas contacts.  The initial call may be a difficult one for you, but students report that it really produces results.  People are usually pleased to be called and given the opportunity to show you their country.

**Culture Shock**

Please be aware that most people who live abroad for an extended period experience some form of culture shock.  This occurs because most of the cultural cues and rules, which we are accustomed to at home, no longer apply.  Even simple tasks become difficult because things are done differently in the host country and we are not yet familiar with this way of doing things.  The resulting disorientation, which can cause anxiety or severe stress, is what is known as culture shock.  Fortunately, culture shock is predictable and manageable, and if you are prepared for it, you can do a great deal to control it.  It is marked by four basic phases:

  1)  *Euphoria*--This is the tourist phase.  You are excited about living in a new place, and at first glance, it strikes you that the people and the way of life are not that different from what you are used to.

 2)  *Irritation and Hostility*--After the initial excitement is over, you start noticing more and more dissimilarities between life in the foreign country and life in the U.S.  Your initial curiosity and enthusiasm may turn into irritation, frustration, anger and depression.  Symptoms experienced by people during this phase include homesickness, boredom, withdrawal (e.g., spending excessive amounts of time reading, only seeing other Americans, avoiding contact with local people), stereotyping of and hostility toward local people, loss of ability to work effectively, irritability, etc.  Fortunately, most people only experience a few of these symptoms, but this second phase can be difficult.  It is helpful to be aware of these symptoms, so that you can understand what is happening to you or your friends, and can take steps to counteract them.

 3)  *Gradual Adjustment*--Over time you gradually will learn to change your perspective and will be able to adapt to the new culture.  Once you begin to orient yourself and are able to interpret some of the subtle cultural clues and cues, the culture will seem more familiar.  You start feeling more comfortable and less isolated.  Your self-confidence returns.

 4)  *Adaptation or Biculturalism*--Full recovery has occurred when you are able to function in two cultures with confidence.  At that time you will find that you enjoy some of the customs, ways of doing and saying things and personal attitudes which bothered you so much in Phase 2.  You may not realize how well you have adjusted to the new culture until you return to the U.S., at which point you may experience Reverse Culture Shock.

**Non-Academic Matters**

**HOME-STAYS**

#### Madrid and Paris

Homestays are used to provide immersion in the language and culture. The College arranges for homestays in both Paris and Madrid.

The following are some topics that should be discussed with your host family at the beginning of your stay:

* **Curfew.** Your host family may suggest a curfew. Be respectful of the life style of your host family.
* **Telephone use.** Often in foreign countries local calls, in-coming as well as out-going, are charge calls. Therefore, discuss use of the phone with the family.
* **Dining Hours.**  In most homestays you will be eating all meals with your host family. Make sure that you are prompt for meals. If you are unable to be present for a meal with the family for whatever reasons, inform them ahead of time, if possible.
* **Having Friends In.** Your host family may not be comfortable having other students in their house. If it is a problem, meet your friends at another location.
* **Use of the Shower.** Water bills and energy costs in foreign countries can be very expensive, and on the whole, people do not shower as often as Americans. They may not see the need for you to shower every day. Try and work out a compromise.
* If a major problem exists, contact the Stonehill representative to discuss the matter.

**PHONES**

It is strongly advised that you obtain a calling card, in order to place long-distance telephone calls with ease. Most U.S. long-distance companies have overseas calling plans that greatly reduce the cost of overseas calls. Sign up for these before you leave and get a list of local access numbers for each country you plan to visit. These numbers are toll-free or local call numbers that provide direct access to a U.S. operator. Also, once overseas, you may find that it is even less expensive to purchase pre-paid phone cards to use when calling home. These are similar to phone cards here in the U.S. Like U.S. phone cards, they are issued by a variety of phone companies, and available just about anywhere. You may also wish to purchase a cellular phone when you arrive overseas.

**PACKING**

Packing for your trip could become one of the most stressful activities you encounter before your departure. Probably, on previous travels, people have advised you to pack lightly. Now is the time to take this advice seriously. Most airlines will allow you to check two pieces of luggage and a carry-on. **Contact your airline for specific regulations**.

Clothing: some internship sites are more formal than others. Avoid packing items that wrinkle easily or need to be dry-cleaned. You should bring the following with you:

* + alarm clock
	+ Umbrella and warm waterproof jacket
	+ First-aid and sewing kits
	+ Flip-flops (especially if you are planning to travel via youth hostels)
	+ Camera and photos of family and friends
	+ Any prescription medication
	+ Backpack for weekend travel
	+ Copy of the first page of passport
	+ Copy of plane tickets

Personal hygiene items such as shampoo, conditioner, soap, deodorant, contact lens solution, etc. are readily available, however you may want to bring a small quantity of these items.

Electrical appliances do not work without an adapter and often do not work properly using an adapter. If necessary, purchase a hair dryer when you are settled in your new environment. A laptop is not necessary as students generally have access to the computer at the internship site or at the local university, or at an internet café.

**MONEY**

Many students wonder how much money they should bring on their trip. The answer differs according to each student’s spending habits and to the extent of travel. Returning students report spending $1,500 - $3,500 on travel, entertainment, and gifts. You will need money for transportation around the city. You may want to bring with you some money in the currency of the country of destination, for the first few days (especially if you arrive on a weekend). You can access funds everywhere using an ATM and a U.S. cash card. This is a cheap and easy way to get limited funds in local currency on arrival. Check with your bank concerning fees and exchange rates. There are several web sites that can provide a quick computation of currency conversion. Credit cards are a good way to make larger purchases. Some students have a card issued to them using their parents existing credit card account.

**THINGS TO DO UPON ARRIVAL**

* Register with the US Embassy or Consulate;

 **Dublin**: The Embassy of the United States of America

 42 Elgin Road

 Ballsbridge

 Dublin 4

 **London**: The American Embassy

 24 Grosvenor Square

 London, W1A 1AE

 **Paris**: The Embassy of the United States of America

 2, rue Saint-Florentin

 75382 Paris, Cedex 8

 **Madrid**: The Embassy of the United States of America

 Calle Serrano 75

 28006 Madrid

* Locate the nearest Police Station;
* If you purchase a cell phone, provide the International Programs Office with the number;
* Inform the International Programs Office if you change your e-mail;
* Inform the International Programs Office if you are going to be traveling for more than four days;
* Monitor the following U.S. State Department website **www.travel.state.gov/**on a regular basis.

**Internship Regulations**

1. Students must intern for the entire duration of the program according to pre-established dates and number of contact hours. The duration of the program, the number of days and hours per week are dependent upon the internship city. Students must be present on all assigned days, except for serious illness. **One** four-day weekend is allowed.

2. **In no case shall a student withdraw from an internship site**, nor end the internship prior to the scheduled date, without the prior approval of the Director of International Programs.

3. If the site supervisor requires visits or short stays (overnights included) at other sites related to the internship project, or requires that the student work extra hours, the student must comply, subject to the approval of the Service Representative.

4. Students are responsible for their health insurance coverage during the semester of internship, as well as their departure and return flights and other travel.

5. Students must adhere to the policies of the Student Service Representative. The Service Representative has the authority to expel a student from this program, with the approval of the Director of International Programs, for serious reasons such as absenteeism, or unacceptable social behavior in either the internship or the housing environment.

6. Students must remind the Site Supervisors to forward the Midterm and Final Evaluations to the Service Representative.

**7. Students must correspond** **with their Faculty Moderator.** Note that various departments have certain regulations regarding the internship. Be aware your departments requirements.

8. The Research Paper and Professional Daily Journal must be forwarded directly to the Director of International Programs and NOT to the Faculty Moderator. The Director will then forward items to the Faculty Moderator.

The Program Evaluation, the Estimate of Total Cost, and the Project Description must be forwarded to the Director of International Programs. Students must meet with their Faculty Moderator and with the Director of International Programs within the first two weeks of the following semester.

**Grades are not recorded until all documents have been received!**

**Professional Journal**

The purpose of the Professional Journal is to enable you to assemble in one document, (1) information related to the internship as well as to the organization sponsoring the internship, (2) personal reflections on the daily activities related to your role at the site, and (3) personal experiences, positive or negative, resulting from daily living in a foreign culture, and from local or distant travel. It is expected that you will have daily entries into your journal, to the extent possible. The following information provides examples of what you might include in your Journal. **Item #3 is compulsory!** Note that some majors have slightly different directions for journals and, if this is the case, **follow departmental guidelines**.

1. **Arrival:**

What happened when you went through Immigration Control? How did you travel to your residence? Describe your thoughts and emotions as you first viewed your city-of-residence for the next few months? What were your thoughts at the end of your first day? Describe your activities during the next few days.

2. **The first day of your internship:**

What happened? How did you react to people around you? How did they react to you?

3. **Organizational information:**

Include in your Journal an Organization chart of the agency in which you are interning. Indicate clearly the position of your immediate Site Supervisor on this chart, with the appropriate title. Describe in some detail the function of your agency, the function of your department or office within that agency, and your specific internship role: add to these descriptions as you learn more about them through the semester.

4. **Coping:**

Are you coping with total immersion in the professional workplace, instead of the classroom? Have you experienced any major cross-cultural barriers in human behavior, language, food, daily living and habits? If you are in a home-stay, are you adjusting to the family and its mode of living? If you are in a flat, describe the dynamics evolving among you and your flat mates. Are you coping well with the relatively total freedom, which you now have, compared to living on campus or at home? Also, are you finding it difficult, or easy, to maintain the spiritual dimension of your life as you would like?

5. **People:**

Maintain a list of the people whom you have met, and under what circumstances.

6. **Event of the week:**

You should identify every weekend the most positive, and the most negative, “event of the week” in (a) your residence, (b) your workplace, and (c) your travels. Also, what was the most outstanding example of cross-cultural differences encountered in the past week?

**Note:** Your journal should deal with learning! It will be read by the Program Director and by your faculty moderator, so please keep very personal information out of it. (Keep a separate, confidential journal if you want to record such information.) **Some major departments have specific requirements for the professional journal. Please consult your faculty moderator.**

**Guidelines For a Successful Internship**

**Attitude and Professionalism**

The attitude you adopt and exhibit towards your supervisor, your colleagues, and your work from the earliest stages will largely determine the tone of your internship. You must be prepared to undertake a variety of tasks in your placement. You will find, especially during the early stages of an internship, that a portion of the work assigned to you will be “busy” work such as photocopying or letter writing. Keep in mind that your supervisor agreed to provide you an opportunity to experience a professional environment in your chosen field and expects full cooperation. Often, the type of work in any given internship is dictated not only by the needs of the supervisor, department, or organization, but also by the skills, abilities and attitude of the individual intern. Treat your internship as you would a paying job. Be punctual, dress appropriately for the work environment, and exhibit maturity toward the internship and your co-workers. If your supervisor criticizes a particular piece of work, try to accept the criticism graciously. Feel grateful that he/she is investing time to teach you new skills.

**Problems**

Great care has been taken to place you in the internship that is most appropriate for you in terms of your academic background, relevant work experience, interest, and future goals. One type of problem that may occur is when a supervisor and an intern have different expectations of the internship. If you have a problem in your internship, do not panic. By remaining calm and dealing with it maturely you will most likely solve the problem. If a problem arises, talk to your supervisor. Communicate the problem as you see it. If you cannot resolve the problem, speak to the College’s contact person.

 **STONEHILL CONTACT INFORMATION**

#  NAME E-MAIL PHONE FAX\_\_\_\_\_\_\_

**Stonehill College** ------- 508-565-1100 -------

(Main switchboard)

## Director of International Programs:

Alice M. Cronin acronin@stonehill.edu 508-565-1021 508-565-1686

**Assistant Director of International Programs:**

Jennifer McKernan jmckernan@stonehill.edu 508-565-1581 508-565-1686

## Registrar:

Mr. Jon Pestana jpestana@stonehill.edu 508-565-1315 508-565-1434

## Counseling Center:

Aldo Pena Moses apenamoses@stonehill.edu 508-565-1331 508-565-1691

## Associate Director of Residence Life:

Mr. Andy Anderson aanderson@stonehill.edu 508-565-1290 508-565-1447

**Enter the contact information for your Faculty Advisor and major Department Chair.**

Faculty Advisor e-mail address phone

Major Department Chair e-mail address phone

**Safety**

The following information on safety is provided by First-Educational Travel Information (SAFETI) Clearinghouse of the University of Southern California’s Center for Global Education in the Rossier School of Education. This information is made possible through support from the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education and can be read in its entirety at the following website:

[**www.studentsabroad.com**](http://www.studentsabroad.com)

**INTRODUCTION**

When thinking about safety around the world, it is important to have a balanced perspective. Safety is a global, national, regional, and local phenomenon. As Americans have come to realize, the U.S. is no more immune to acts of crime or violence than other parts of the world. The resources provided assist you in understanding the particular safety challenges in the country where you will study. This resource gives a framework of information, checklists, questions, and resources that helps review the type of study abroad program you will choose/have chosen, the available support services, and ways for you to be prepared for the realities abroad.

While no international program can offer an absolute guarantee that students will be safe, there are many steps that can be taken to reduce the risk of becoming injured or a victim of crime abroad. We encourage all students, their parents to read through the following safety suggestions in order to better prepare themselves in the case of health or safety challenges abroad.

**BASIC HEALTH AND SAFETY**

The process of wellness starts before you go abroad with a visit to your doctor. You may need to get inoculations to protect yourself from infectious diseases endemic in the countries you will visit. You will also learn some tips to ensure you drink clean water and eat uncontaminated food.

* **What to Know About Your Country**: Learn all you can about the health and safety issues of the countries you plan to visit. This includes reading about the cultural and political climate of those countries, as well as learning about how others view people from your country, race, ethnic group, religion, gender and sexual orientation.
* **Infectious Diseases and Inoculations**: Find out about the infectious diseases endemic in countries to which you will be traveling, and get the appropriate shots and pills, and take the appropriate medications with you if your doctor thinks it’s necessary. Find out about any potential side effects of shots and pills that you may take.
* **Physicals and Check-ups**: Get a complete physical, eye exam and dental check-up before going abroad.
* **Can You Drink the Water?**: Find out if water is safe to drink in the countries to which you will be traveling. Purify unsafe water before you drink it. Make sure water bottles come sealed when you buy them. Remember that ice can also be unsafe, as well as the water you use to brush your teeth.
* **Food Safety**: Poor refrigeration, undercooked meat, and roadside/outdoor vendors could pose problems related to food contamination. If you get diarrhea or food poisoning, remember to drink plenty of fluids to stay hydrated. As with any illness, consider seeing a doctor if your condition worsens. Give your body time to adjust to new types of foods you will be eating.
* **Laws and Codes of Conduct**: Make yourself aware of both the rules and regulations of the study abroad program sponsor, and the local laws and customs of the countries which you will be visiting. Understand that you will not only have to conform to the legal system of the country you will be visiting, but also obey the codes of conduct required of program participants. Bear in mind, as well, that as matriculated Stonehill College students, you must still abide by the Stonehill Code of Conduct.
* **Mental and Physical Health**: Consider your own mental and physical health issues when applying for a study abroad program, and make all your necessary health information available to the program’s administrators so they can assist you with any special needs, or advise you on the risks you might face. Study abroad may include both physical and mental challenges for students.
* **Prescriptions**: Get a doctor’s signed prescription for any medication you have to bring abroad. Some prescriptions may need to be translated if you wish to fill them abroad. Generally, it is easiest to bring a full supply of your prescription medication for the duration of your time abroad. Include your glasses or contact lens prescription. Bring an extra pair of glasses.
* **First-Aid Kit**: Consider a well-stocked first-aid kit as a first line of defense. Some items to include are: sunscreen, bandages, flashlight, sterile pads, insect repellent, adhesive tape, aspirin, antacid, anti-diarrhea tablets, anti-malarial medication, extra bottled water, feminine protection, condoms, rubber gloves, etc.
* **Fitness and Exercise**: Try to get fit in the time you have before departing overseas. A healthy body can help you to fight off illness and recover faster if you do get sick. Also, try to stay fit while abroad, even though it may be harder to follow a structured workout routine.
* **Walking**: Get a good pair of comfortable walking shoes. Without access to a car abroad, you may have to do quite a bit of walking. Break in your shoes before you go.
* **Emergency Contacts**: Keep the program staff and an emergency contact at home well informed of your whereabouts and activities and provide these people with copies of your important travel documents (i.e. passport, visa, plane tickets, traveler’s checks, and prescriptions).
* **Air Travel**: When you travel by air, drink a lot of non-alcoholic fluids, stay away from caffeine, eat light, and stretch often to avoid jetlag. A direct flight is usually easier for most travelers, but flights broken up by stops can also lessen jet lag.
* **Transportation**: Accidents involving in-country travel, whether by air, bus, train, taxi, car, etc., are a major cause of injury to students abroad. It is important to understand what the safe modes of travel are abroad.
* **Alcohol and Drugs**: Use and abuse of alcohol and drugs abroad can increase the risk of accident and injury. Many study abroad accidents and injury are related to the use and abuse of alcohol and drugs abroad. Violating drug laws abroad may result in very serious consequences. In some countries, being found guilty of violating drug laws can result in serious consequences.
* **Setting an Example**: Set a good example. Remember you are like an ambassador for Stonehill College. Behave in a way that is respectful of others’ rights and well-being and encourage others to do the same.

**RISK FACTORS AND STRATEGIES TO REDUCE RISK**

In this section, you will find information on how to avoid being a target of crime. There are helpful tips on how non-verbal communication—like gestures or manner of dress—can help keep you safer. You will also learn how to become more aware of your surroundings. Based on anecdotal information, most of the incidents resulting in injury or death of students while participating in study abroad involve:

* travel/traffic accidents
* use and abuse of drugs or alcohol
* sexual harassment and assault
* crime/petty theft
* mental health issues/stress
* diseases and illnesses that exist in the host country
* **Precautions When Accepting Food and Drink**: Be cautious about accepting drinks from a stranger, alcoholic or non-alcoholic. Be cautious about accepting food from a stranger.
* **Risk Upon Arrival**: Travelers, especially those having just arrived abroad, are often targets of crime and at higher risk of harm, because they:
	+ - Are unfamiliar with their surroundings
		- Might not speak the local language well
		- Are clearly recognizable as foreigners
		- Have not yet learned the social norms or unwritten rules of conduct
		- Are eager to get to know new people and the local culture
		- Are naive to the intentions of people around them
		- Are carrying all their valuables with them
* **Keeping In Control**: In addition to the circumstances involved with being new in a foreign country, which are often beyond one’s immediate control, there are many situations that students can control. Some controllable factors that place students at greatest risk include:
	+ - Being out after midnight
		- Being alone at night in an isolated area
		- Being in a known high crime area
		- Sleeping in an unlocked place
		- Being out after a local curfew
		- Being under the influence of alcohol or drugs.
* **Non-verbal Communication**: Non-verbal communication (like body language and hand gestures) considered harmless in the U.S. may be offensive to people in other countries. The list of gestures considered rude in other countries can grow beyond the obvious.
* **Sexually Transmitted Diseases**: Keep yourself free from sexually transmitted diseases by using protection (like condoms or abstinence). Also, remember that “no” may not always be interpreted as “no” in other countries. Inform yourself about the types of diseases prevalent in the area in which you are traveling.
* **International Sources of Information**: Inform yourself as much as possible about your new environment, making use of as many different sources as possible - online, in the library, on television and radio news programs, and in the paper. Don’t limit yourself to U.S. sources. Instead, contrast the U.S. information with that provided by other countries.
* **Understanding Locals**: Beyond tuning into yourself, make it a point to try to understand what locals are communicating to you, how they feel about you and about U.S. citizens in general, how you are fitting with their values, and how well you understand them. Obviously a stronger grasp of the native language will help you with these things, but even knowing a few essential phrases can be immensely beneficial.
* **How to Dress**: It is often best to dress conservatively – by local standards, so you can’t be identified on sight as a tourist or a U.S. citizen.
* **Jewelry and Other Valuables**: Be cautious with how you display valuables (does it look like you’re flaunting wealth?). Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes.
* **Becoming Aware of Your Surroundings**: You should be aware of your surroundings, remembering to:
* Pay attention to what people around you are saying
* Find out which areas of the city are less safe than others
* Know which hours of night are considered more dangerous
* Stay and walk only in well lit areas
* Avoid being alone in unfamiliar neighborhoods
* Know where to get help (police station, fire station, phones, stores, etc.)
* Do not touch suspicious items like letters or packages
* Know what is "normal" and "not normal" to see on a daily basis in the areas
* Do not respond to explosions or gunfire by going to a window
* **Effects of U.S. Foreign Policy**: The foreign policy of the U.S. does not always sit well with citizens of foreign countries. In some cases, Americans living abroad can be targets of the frustrations of these individuals. Consider the nature of the political climate and relations between the U.S. and the countries you plan to visit.
* **Crimes Against U.S. Citizens**: There are some steps you can take to avoid being targeted for politically motivated crime or anti-U.S. crime in general. Try to assimilate your style of dress and mannerisms as much as possible into the local norms. "Dressing like a U.S. citizen" (or any way conspicuously different from the native look) makes it easier to identify you as "the other" or an "outsider" and can make you a target.

* **Political Rallies**: Avoid political rallies, which can increase tensions and emotions or breed angry mobs for which a U.S. citizen may serve as a scapegoat.

**Other Resources**

**U.S. STATE DEPARTMENT**

[**www.travel.state.gov/**](http://www.travel.state.gov/)

**Absentee Voting**

Federal Voting Program - Provides links to state voting officials, state voting requirements and forms to register absentee and request ballots.

[**www.fvap.gov**](http://www.fvap.gov/index.html)

**Air Travel**

Customs Information - Official government website for U.S. Customs information, including links for air travelers.

[**http://www.cbp.gov/xp/cgov/travel/inspections\_carriers\_facilities/apis/**](http://www.cbp.gov/xp/cgov/travel/inspections_carriers_facilities/apis/)

**Airports**

Provides links to major international airports worldwide.

[**www.hotelstravel.com/airports.html**](http://www.hotelstravel.com/airports.html)

**Alcohol and Drugs**

A Discussion with SAFETI Project Director and SAFETI Newsletter Editor Gary Rhodes and

Joel Epstein, Director of Special Projects, Higher Education Center for Alcohol and Other Drug Prevention.

[**www.globaled.us/safeti/**](http://www.globaled.us/safeti/)

**CDC**

From the National Center for Infectious Diseases, this site contains a section called Travelers’ Health which has information on diseases that can affect travelers.

 [**www.cdc.gov/travel/index.htm**](http://www.cdc.gov/travel/index.htm)

**Communication**

This site provides dialing access numbers (country codes) for international calls to or from any country in the world.

[**www.countrycallingcodes.com**](http://www.countrycallingcodes.com)

**Consulates and Embassies**

Links to U.S. Embassies and Consulates worldwide.

[**http://www.usembassy.gov/**](http://www.usembassy.gov/)

**Crime**

Top Ten Ways to Not Become a Victim of Crime.

[**http://globaled.us/safeti/v2n22002ed\_top\_ten\_list.asp**](http://globaled.us/safeti/v2n22002ed_top_ten_list.asp)

**Culture Shock**

Culture Shock! Easing Adjustment - Suggestions and advice for dealing with culture shock

[**http://www.centerforstudyabroad.com/culture-shock/**](http://www.centerforstudyabroad.com/culture-shock/)

**Currency**

Tells what the current exchange rates are for nearly every nation’s currency.

[**www.oanda.com/convert/classic**](http://www.oanda.com/convert/classic)

**Disabilities**

SAFETI On-line Newsletter article by Pamela Houston, Former Project Assistant to the National Clearinghouse on Disability and Exchange.

[**http://globaled.us/safeti/v1n12000ed\_national\_clearinghouse\_on\_disability\_and\_exchange.asp**](http://globaled.us/safeti/v1n12000ed_national_clearinghouse_on_disability_and_exchange.asp)

**Drugs**

Details the penalties for drug possession and what the U.S. consular officers can and cannot do for you in the event you are arrested.

[**www.travel.state.gov/travel/living/drugs/drugs\_1237.html**](http://www.travel.state.gov/travel/living/drugs/drugs_1237.html)

**Gay/Lesbian/Bisexual Travelers**

Site dedicated to lesbians, bisexuals, and gay students traveling abroad.

[**http://www.indiana.edu/~overseas/lesbigay/student.htm**](http://www.indiana.edu/~overseas/lesbigay/student.htm)

**Health**

Advice on how to deal with environmental hazards ranging from hurricanes to air pollution.

[**www.cdc.gov/travel/index.htm**](http://www.cdc.gov/travel/index.htm)

**Legal Assistance**

Furnishes advice on all legal issues, domestic and international.

[**http://travel.state.gov/law/**](http://travel.state.gov/law/)

**Medical**

Offers information on what consulates or embassies can do if an American citizen becomes seriously ill or injured.

[**http://travel.state.gov/travel/tips/health/health\_4971.html**](http://travel.state.gov/travel/tips/health/health_4971.html)

**Parents**

SAFETI Newsletter article by William Hoffa, which helps parents participate in their student’s study abroad experience.

[**http://globaled.us/safeti/v2n12001ed\_advice\_for\_parents\_faqs.asp**](http://globaled.us/safeti/v2n12001ed_advice_for_parents_faqs.asp)

**Passports**

Extensive information on passports, passport services, restrictions, fees, where to apply for a passport, etc.

[**http://travel.state.gov/passport/passport\_1738.html**](http://travel.state.gov/passport/passport_1738.html)

**Subways**

A virtual tour of subway routes for all major cities throughout the world.

[**http://www.amadeus.net/home/new/subwaymaps/en/**](http://www.amadeus.net/home/new/subwaymaps/en/)

**Telephone numbers**

List of important telephone numbers for overseas citizens: who to call in case of robbery, arrest, detention, abduction, crisis, or death abroad. [**http://travel.state.gov/travel/tips/emergencies/victims\_crime\_overseas/victims\_crime\_overseas\_1748.html**](http://travel.state.gov/travel/tips/emergencies/victims_crime_overseas/victims_crime_overseas_1748.html)

**Time Zones**

Provides all time zones and running, up-to-date clocks for all capital cities.

[**www.timeanddate.com/worldclock/**](http://www.timeanddate.com/worldclock/)

**Translations**

A helpful site for on-the-spot translations of words, phrases and paragraphs into a long list of world languages. [**http://translate.google.com/**](http://translate.google.com/)

**Travel Guides**

Site of the publisher of another one of the most popular student guidebooks on the market today, with links on where to buy.

[**www.letsgo.com/**](http://www.letsgo.com/)

**Women Travelers**

Travel tips geared toward women, including everything from personal travel stories to what to wear.

[**www.journeywoman.com/**](http://www.journeywoman.com/)

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[**www.studentsabroad.com**](http://www.studentsabroad.com)

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