

STONEHILL COLLEGE
2008 - 2009

**International Internships
Handbook**



INTRODUCTION

For over twenty years, Stonehill College has sent students overseas to live and work full time as a professionals 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.

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ACADEMIC EXPECTATIONS

Students participating in an international internship program must complete the necessary steps in order to receive academic credit for their semester in Dublin, Geneva, London, Madrid, or Paris. The following list is to provide you with Stonehill's academic expectations around international internships. If any of the information is unclear you must discuss this with your faculty moderator and the Director of the Office of International Programs in advance of your departure.

- ✓ **Students must receive written documentation on the contract forms in advance of departure.** Students must discuss the topic, scope, length, research required for the academic research paper in advance of departure. In addition, students will be completing a daily journal and submitting this to their faculty moderator on a regular basis. You must clarify the schedule for sending journal information to the faculty moderator in advance of departure.
 - **IMPORTANT NOTE:** Students should be aware that various departments have additional regulations regarding the completion of an academic internship. You must discuss any additional requirements with your faculty moderator and be sure to document this in your contract form prior to departure.
- ✓ Students must spend **fourteen weeks** on the internship, **4 days each week** (or 5 days if required by the site supervisor). This is usually preceded by one week of orientation and may include an in-country interview to finalize the details of the placement. Students must be present on all assigned days, except for serious illness. **One** four-day weekend is allowed.
- ✓ **In no case shall a student withdraw from an internship site**, nor end the internship placement prior to the scheduled completion date, without the prior approval of the Director of International Programs, your Stonehill faculty moderator, on-site supervisor, and in-country program coordinator. During the first few weeks of your internship it is important to meet with your on-site supervisor regularly and ask questions that will assist you in shaping your goals and projects for the upcoming semester.
- ✓ If the site supervisor requires visits or short stays (overnights included) at other sites related to the internship project, or requires that you conduct work outside of the regularly scheduled work hours, the student must comply, subject to the approval of the on-site supervisor and the Internship Program Representative in your host country (EUSA staff member or Ms. Watkins).
- ✓ Students must adhere to the policies of the Internship Program Coordinator in the host country (EUSA or Ms. Watkins). The program representative has the authority to remove a student from the internship 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 arranged during the semester. Students are expected to follow the Community Standards of Stonehill while on any study abroad or internship program.
- ✓ Students must remind the on-site supervisors to provide the necessary **Midterm** and **Final** Evaluations and other necessary documentation to EUSA or Ms. Watkins at the end of the semester. These items are critical to receive as they will be utilized when evaluating your work from the semester and determining your final grades upon your return to Stonehill.
- ✓ 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 along with other materials necessary for the evaluation of your internship.

- ✓ The **Program Evaluation**, the **Estimate of Total Cost**, and the **Project Description** must be forwarded to the Director of International Programs at the completion of the International Internship Program. Students must meet with their **Faculty Moderator** and with the **Director of International Programs** within the first two weeks of the semester following the internship. Students may make an appointment by calling the Office of International Programs at 508-565-1645.

Internships:

The internships are **unpaid** and in most cases are either full-time (40 hours per week) or part-time (20 hours per week – London only). Students are expected to work those hours for the 14 week semester and in order to meet the academic requirements of a credit-bearing internship program. It is important that you make sure to keep track of your internship hours on a weekly basis as your on-site supervisor may require that you submit a timesheet. This will be discussed during the first week of your internship placement.

Contractual Agreement:

The Contractual Agreement, signed between the student and faculty moderator, 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. A copy of your contractual agreement is enclosed your predeparture folder for your reference. If information is unclear, students should contact their faculty moderator **PRIOR** to departure from Stonehill. A list of faculty moderators is located at the back of this handbook for your reference.

Mid-Term Evaluation and Final Evaluations:

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 Director of International Programs, who will send the items to the faculty moderator upon your return to campus. The Office of International Programs (OIP) will forward the evaluations to your faculty moderator at the end of the internship.

Project Description:

Upon your return you must provide the OIP with a project description. This provides with a summary of your primary responsibilities during the internship period. In addition, you should include the projects and activities you performed, what specific department of a particular firm or organization you were placed, and the core field or discipline you were working in as it relates to your research paper. Your information is extremely valuable to other students who may be placed with the same organization in the future.

Estimate of Costs:

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.

Credits & Grades for International Internships:

Upon satisfactory completion of the program, students are awarded fifteen academic credits, designated as electives unless the Department Chair decides otherwise. Final grades are determined by the Faculty Moderators and typically assigned to students as follows.

Geneva, 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 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, IR 203 Modern Ireland – graded by Richard Finnegan in International Studies

Total Credits: 15 credits

London:

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

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

4 credits: Transfer Credit (need C or better), based on Birkbeck College course

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4 credit: Transfer Credit (need C or better) , based on Birkbeck College course

Total Credits: 18 credits

*Students must receive a Stonehill “C” grade or better in order to receive transfer credit for the Birkbeck College courses. These grades are not figured into the Stonehill College GPA. Students must be aware that the grades will be figured in to the GPA when considering applications to graduate school and for a variety of competitive fellowships and scholarships.

Grades for Internship Programs:

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 Research Paper
- Professional Daily 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 anytime, you may check your grades on-line using your Stonehill HillNet account.

Course Registration during semester abroad:

Interns pre-register for 15 credits using their major department code and the international city code (Dublin-481, Geneva-487, London-480, Madrid-483 or Paris-482). London interns should also follow the "Study Abroad Course Approval" process for the three Birkbeck College courses. Kathleen Joint will approve courses that will fulfill an elective designation. Department chairs will approve courses that will fulfill major, minor, or electives within the major department.

Course Changes: (London Only)

Students participating in the London Internship program who change courses while abroad should email Kathleen Joint (kjoint@stonehill.edu) for approval of these new course selections. In the content of the email include the course title, description, credit amounts, contact hours, and any additional information that would assist with the review and approval of the course. In some cases it may be required to supply a syllabi for the course for review. Students that do not have approval will not be guaranteed transfer credit.

Checklist of Items necessary to submit to OIP at completion of Internship:

- Midterm Evaluation by on-site supervisor
- Final Evaluation by on-site supervisor
- Research Paper
- Professional Journal
- Program Description: a short paragraph describing your internship placement, projects and activities, as well as the core focus area that connects to your overall major discipline back at Stonehill.
- Program Evaluation Form
- Estimate of Total Cost
- Additional items required by specific department faculty moderator

Grades are not recorded until all documents have been received by the Office of International Programs!

DAILY PROFESSIONAL JOURNAL

The Journal requirement is an essential component to the international internship program. It provides an opportunity to document the learning process at your particular placement and provides an opportunity for on-going reflection throughout the semester. Below is information that clearly states the importance of keeping a daily journal. In addition, your faculty moderator may require that you provide additional materials and it is important that you gather that information prior to your departure.

The purpose of the Daily 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 expectations for your daily journals and, if this is the case, **follow departmental guidelines.**

✓ **Arrival:**

What happened when you arrived in your host country relative to cultural difference/expectation? How were your expectations different from what actually transpired in your first few days? Describe your thoughts and emotions as you first viewed your host country for the next few months? What are your thoughts at the end of your first day? Describe your activities during the first week of your internship placement.

✓ **The first day of your internship:**

What were your first impressions of your internship placement? Describe your organization, its mission, values, organization. Describe your on-site supervisor, their role, and the projects and goals that were discussed. What happened? How did you react to people around you? How did they react to you?

✓ **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.

✓ **Adjustment:**

Are you adjusting 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?

✓ **People:**

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

Connected to the organization and what is their role relative to your internship placement. If they will be someone that you will have on-going contact how will this assist you in meeting your overall internship goals and the completion of your research paper, if relevant.

✓ **Event of the week:**

You should identify every weekend a highlight from the weekend events, “an 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? What did you learn about yourself, the host country/culture, your future career and personal goals.

✓ **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 for these details and requirements.**

GUIDELINES FOR A SUCCESSFUL INTERNSHIP

Attitude and Professionalism:

The attitude you adopt and exhibit towards your on-site 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. The best advice is to gain as much experience and utilize the feedback in order to continue to develop your skills to meet your future career goals.

It is important that you utilize this internship opportunity to continue to develop your skills and to build new ones. It is important that you are resourceful, inquisitive, and detail-oriented. You should establish weekly meetings with your on-site supervisor as an opportunity to ask questions as well as to continue to shape your role and the projects that you will be working on for the duration. A great intern is one that takes on work independently, but ask questions when they do not understand or needs further clarification. In addition, you should also inform your on-site supervisor if you have completed a task and would like for them to review the completed projects. The better your communication with your on-site supervisor and other staff members the better your internship experience will be for the semester.

Trouble Shooting:

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. From time to time, an issue may arise from the differing expectations of the internship between the student and the on-site supervisor. If this issue presents itself, remain calm and discuss the issue in a mature fashion with your on-site supervisor. If continued issues arise, talk to your on-site supervisor. If you cannot resolve the issue, speak to your program representative in the host country and the Director of the Office of International Programs.

The important piece about trouble-shooting is that you learn how to advocate for yourself in a professional workplace and build your communication skills. In addition, it is important to also know that in some instances the placement may be able to be changed, but it will depend on the period in the semester and the possibility of another internship site being available.

If issues persist, you must contact the Director of the Office of International Programs to discuss your concerns so that they may be addressed.

On-Site Supervisor:

Students will be assigned an on-site supervisor that will be the primary contact within the particular organization. Often this person will be overseeing your work, assigning you various projects, and completing your mid-term and final evaluations. This is the most critical relationship for you to

establish during your internship placement. In the first few weeks it will be important to clarify with this person your hours of work, expectations around dress, work space, projects, and establishing regular meeting times throughout the semester.

It is important to establish clear and positive lines of communication with this person in the early stages of your placement and to ask questions when necessary.

Commuting:

Students will have varying commuting times to the internship placement depending on the location and distance from their housing. Students may also need to take various types of transportation such as subway, buses, above ground trains, to get to their internship placement. Students will receive information during their in-country orientation programs on how to purchase various transportation cards at a student rate. In addition, students should plan accordingly in order to arrive at their internship placement on-time every day. This is an important part of the professional experience and students often find that this component assist in the development of independence and other skills.

Information by Internship Location:

Dublin:

Shanowen Square is located approximately 3 miles from Dublin city centre, across from the campus of Dublin City University in the Glasnevin/Santry neighborhood. Although Dublin is a small city, it has terrible traffic and a public transportation system that is still trying to catch up to massive population growth. Shanowen Square is well served by public transportation with a number of buses running frequently to the city center, as well as connection services to the DAR commuter train service. Although it is a 15 minute bus ride to the city center, during rush hour it is not unusual for a commute to take at least an hour each way. A taxi costs approximately 13 Euros. Students definitely will be able to “whinge” (complain) like a native Dub after a few days – everyone is in the same boat (or bus or train or tram!)

Geneva:

For commuting in Geneva students can use tram, bus, or they can even walk to work. Since Geneva is a rather small city one can spend 5 – 45 minutes to get to work (by bus or by tram), depending where their office is located.

London:

London is a large and vibrant city. Students will be expected to commute using the London Underground or subway to travel to their placement. Students will be instructed on how to purchase Oyster cards for the semester. Students may need to commute from a walkable distance to 45 minutes to their site. More information about the commuting distances will be discussed during the orientation program.

Madrid:

Most placements will be centrally located in zone A and are easily accessible by Metro or bus (or even by walking, if students are lucky!). A typical Madrid commute can be anywhere from 30 minutes to over an hour - remember this is a BIG city! Occasionally, placements will be outside these zones, either in B1 or B2 and will require a taking the cercanías, Madrid's commuter train. Students will be informed during the in-country orientation if this will be the case.

Paris:

Most placements will be centrally located in zones 1 & 2 and are easily accessible by metro or bus (or even by walking, if students are lucky!). A typical Paris commute can be anywhere from 30 minutes to over an hour - remember this is a BIG city! Occasionally, placements will be outside these zones and will require an overland train. We will inform students if this is the case.

CULTURAL PREPARATION

One of the main reasons students explore an international internship, is to experience the culture of the host country and its people. The best way to become familiar with the culture of the host country is through coursework, informal interactions with people from the host country, reading information about the culture in advance and throughout your semester, watching foreign movies, reading 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 through the eyes of a native.

One of the main reasons for being in a foreign country is to develop fluency in a foreign 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. You may experience differences in the computer keyboard and that when using spell check that you are spelling words incorrectly according to the spellings used in London or Dublin.

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 Americans. American students are often embarrassed when asked questions on United States policy, which they find difficult to 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 these connections or relationship are one of the highlights of their semesters abroad. People are usually pleased to be called and given the opportunity to show you their host country.

Here are some web sites to become familiar with in order to learn more about your host culture & about international internships:

The Big Guide to Living & Working Overseas: Register on-line on the OIP web site

<http://www.workingoverseas.com/> - Chapter 17 focuses on International Internships

Culture Shock:

Students that study or intern abroad often experience culture shock as it is a process of learning about living and experiencing another culture beyond the surface. This occurs because most of the cultural cues and rules, which we are accustomed to at home, no longer apply. Even simple tasks become challenging because day to day tasks are conducted differently due to the different cultural environment. 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 back in the United States.
- 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 and you find that some of the values of your host culture can be adopted and used.

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.

5) **Reentry Shock** -- The final phase the experience of returning home after a semester of living in a foreign country. This is often a mix of excitement to return to friends and family members. In addition, you have now grown very close to your host culture and new connections. Often students experience some reentry shock in that you are trying to integrate the learning with your life back at home. Often this type of transition is more difficult as it unexpected. The best way to prepare for this shock is to find ways to keep your overseas experience alive during your integration back into the host culture.

HOUSING INFORMATION

Students on the overseas internship programs live in a variety of housing arrangements and are provided with a number of items in order to have the items necessary for a wonderful overseas experience. The information below describes the various housing offerings and the items provided during the semester.

Dublin: Students live in Shanowen Square apartments in the Santry section of Dublin, just three miles from City Centre. The apartments consist of five buildings of student apartments with internet access and laundry facilities.

The fully furnished apartments consist of 3-5 single bedrooms with a shared kitchen and living area. All bedrooms have a private bathroom and include linens, pillows, and duvets. Students must bring their own towels. The kitchen is fully stocked with cutlery, crockery, cooking utensils, as well as an iron and ironing board and microwave. The common area has a TV access point, but students must rent their own television if they wish. There is a laundromat on-site, and nearby shops for essentials.

Students may be sharing their apartment with students from their own university, students from other EUSA programs, or students from schools in Europe. In general, the apartments are co-ed, but every effort will be made to provide single sex accommodation if there is sufficient demand.

London: Students live in fully furnished apartments in the Russell Square section of London. The apartments are centrally located and have access to the London Underground (subway). Students are provided with all linens in the apartments, including pillows and duvets (comforters) so the students do not need to bring anything with them. Students can arrive early and the cost is GBP 40.00 per extra night. However, we cannot guarantee to place the student in the flat that they will be staying in for the semester.

Geneva: Students live at LeCenacle in an enchanting setting within its own park in the Malagnou neighborhood of Geneva, easily accessible by public transportation. Housing in Geneva is in a modern facility that sits on five acres of grounds and gardens. EUSA offers students single or double bedrooms, including wireless Internet, breakfast, laundry, sheets/towels and weekly housekeeping. Each room has a single bed(s), armoire, washbasin, desk, chair and window looking out onto the garden. Students should remember that this Swiss housing will be different than US-style dorms they may be used to on their home campus. Space is limited so they should pack smartly. There's only one small closet.

Madrid: Home-stay living is provided for students to give them a keen sense of cultural immersion and every effort is made to place students in close proximity to their internship. Typically, all meals are provided by the host family.

Students stay in homestays in Madrid. Most families live in apartments. The families supply all linens and furniture, but students will need have their own alarm clock, toiletries, and special appliances like hair dryers. Students will usually have breakfast and dinner Monday through Sunday. On the weekends they may switch the dinner for a lunch, provided the family they stay with is willing to accommodate this. Students have the right to take one shower per day with hot water (in Spain people only take baths if they are ill, a child or elderly). If a student plans on exercising, we recommend they shower at the gym. Normally students will not be allowed to use the house phone. It is highly recommended that students purchase a cell phone, which is relatively cheap in Spain. The simplest means for calling home are to use a calling card, call collect or call from a cell phone and ask your family to call you back.

Students are entitled to have two loads (one whites, one colors) done each week. Students should not expect to have kitchen privileges. They may not use the kitchen, invite friends over to eat, etc. without first receiving permission from the family.

Paris: Students living in a Parisian household will have full access to cooking facilities, however meals are not provided by the family. Housing is generally located within close proximity to public transportation.

For linguistic and cultural reasons, students will benefit from home stays in Paris in order to continue to improve language skills outside the office environment. Students are provided with their own key to the home and may come and go as they please, respecting the family's schedules. Students will have their own room with access to the bathroom and kitchen. Students are provided with breakfast and are expected to eat lunch near the office. There is normally no Internet access from the home, but EUSA will provide advice on local Internet cafes.

French households, which host American students, vary in size, age, and life-style. Some are middle-aged couples with children; others, widows; still others, single mothers, and so on. We do not place students in a household with the expectation that they will become a family member. There is no guarantee of substantive contact with the household. Rather, we place students in a household to facilitate their language acquisition and to integrate them into French society and culture.

Madrid and Paris

Homestays are used to provide immersion in the language and culture. The College arranges for homestays in both Paris and Madrid. Students often express some anxiety about living with a family initially, but upon return express how much they loved the experience and that they now have two families. In addition, they highlight the deeper cultural experience and the improvement in their language competency such that they feel they are able to express themselves fluently in the host language. It is for all of these reasons that host families are such a wonderful part of the Madrid and Paris International Internships.

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 in advance of making any calls.

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.

Visitors. Your host family may not be comfortable having other students in their house. Discuss this in advance in order to respect the host family. 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 this is the case with your family. If a major problem exists, contact the Director of International Programs to discuss the matter.

PROGRAM EXPENSES

Many students wonder how much money they should bring on their semester abroad. The answer differs according to each student's spending habits and to the extent of travel. You will need money for transportation to commute to your placement and to travel around your host 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.

Keep all receipts, no matter what the expenditure. The receipts will assist you in the completion of the **Estimate of Cost** document that is required at the end of your internship.

Program Costs:

Students enrolled in an international internship are charged and billed for current **Stonehill tuition and Stonehill housing (standard double room)**. All interns are charged a \$1,000 non-refundable program deposit that will be deducted from your tuition bill. Discuss the financial aid impact with **your parents** and the Student Aid & Finance Office. Generally, your financial aid award does not change with participation in an international internship. Students are unable to utilize work study during an international internship program, but may be able to convert those funds to loans to utilize for spending money. Students should discuss finances with the Student Aid & Finance Office.

Other Costs:

Returning students report spending an average of \$2,500 for entertainment, gifts, souvenirs and weekend travel during the internship program.

\$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. If a student plans to withdraw from an internship program in advance of departure the \$1,000 deposit will be retained by the College.

PASSPORTS & VISAS

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 US 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

Passport photos:

The Office of International Programs will need several passport photos from you during the application and predeparture phase. Your particular internship program may also require additional photos. It is also advised that students bring several extra photos with them as they may need them for subway passes and other ID cards during their time abroad.

Visa:

A visa is an official permission to enter a country and remain there for an extended period of time. Fees and requirements differ from country to country. Therefore, the best way to obtain this information is to call the consulate of the country you are planning to enter and ask about visa requirements. **Students interning in Geneva, London, Marid, and Paris are required to obtain a visa.** Obtain current information from the US State Department Travel Information website at: www.travel.state.gov/

Immigration Requirements:

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.

Entry into the Host Country:

Students participating in an internship program are still considered on a study abroad program. Upon entry into your host country you must state that your reason for being abroad is to study and that you are a student. Many countries have different regulations or requirements that oversee a work or a paid internship. In order to enter and stay in your particular country you must be entering as a study abroad student.

INSURANCE

Certificate of Insurance:

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:

All internship participants are enrolled in a supplementary medical and accident policy administered by Cultural Insurance Services International. The Office of International Programs will enroll students in this plan and will cover the cost of the policy premium. Students will be provided with an insurance card prior to departure and students should keep this information in their wallet throughout the duration of the internship program. A copy of the plan and a claim form is located in your predeparture packet and will be discussed with you at the orientation program.

International Student Identity Card (ISIC):

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.

Students can explore the discounts and other items from the following web site:

<http://www.istc.org/sisp/index.htm?fx=isic.discounts>

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. -- you would purchase, for instance, a 10-euro or 10-pound phone card, dial the supplied access code and PIN number, and phone home for relatively little money. 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. Consult with an OIP Peer Advisor for your destination to learn the most updated information. In addition, you will be provided with more information at your in-country orientation about suggested plans and costs for cell phones.

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. Generally, there is a weight limit of 50 pounds per piece and a maximum dimension of 60" for check in and carry-one should not be greater than 9"x 17" x 18". **Check with your airline regarding specific regulations.** There are now more airlines charging fees for additional luggage and for luggage that weighs over the specified maximum limits.

Appropriate Dress:

Your attire will be the first impression you make your internship placement and your internship supervisor. As it will be difficult to know the work culture in advance of your arrival, it is best for students to plan to dress business professional for the duration of the internship.

Students should plan to dress professionally for the duration of the internship placement. This includes professional business attire such as full suits (pant or dress), dress pants, jackets, button-down shirts, ties, dress shoes, etc... During the first few weeks your supervisor will be able to clarify the particular office culture and the expectations around appropriate professional attire for the duration of the semester. If you are unsure about what is expected in this area, you should speak with your on-site supervisor to clarify.

You should bring the following with you:

- Journal if using a paper journal
- Laptop (if wanting for courses – Dublin & London)
- Adaptor Plugs for any items (hair dryer, laptop, other items needing to be plugged in)
- Battery-operated or wind-up alarm clock
- Umbrella and warm waterproof jacket
- First-aid and sewing kits
- Flip-flops (especially if you are planning to travel via youth hostels)
- Film, camera, and walkman with extra batteries
- Photos of family and friends

- Any prescription medication
- Backpack for weekend travel
- Maps and guidebooks
- Copy of the first page of passport
- Copy of plane tickets
- Medical kit with all medications necessary and favorite pain relievers (ex. Tylenol, Aleve, etc...) , band-aids, prescription medications, etc...

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.

Students that decide to travel with expensive items should explore insurance coverage through their parents home owner's insurance for such items as a laptop, portable DVD players, Ipods, etc...

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

Geneva: The Embassy of the United States of America
rue Versonnex 7
CH-1207, Geneva

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 Office of International Programs (OIP) with the number;
- ✓ Inform the Office of International Programs if you change your e-mail;
- ✓ Inform the Office of International Programs 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.
- ✓ Students must inform their in-country program representative if they plan to travel during the weekends and during scheduled holidays.

FACULTY MODERATORS for INTERNATIONAL INTERNSHIPS

Accounting	Debra Salvucci
Biology	Sheila Barry
Chemistry	Louis Liotta
Communications	Ron Leone
Computer Science	Ralph Bravaco
Criminology	Sue Guarino-Ghezzi
Economics	Bob Rosenthal
Education	Karen Anderson
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Environmental Studies	Sue Mooney
Finance	Cristina Muise
Foreign Languages	Antonio Barbagallo (Madrid Placements)
Health Care	Fr. Tom Gariepy
History	Shane Maddock
International Business	Jennifer Swanson
International Studies	Richard Finnegan & Ana Ohanyan
Management	Jim Lee
Marketing	Geoff Lantos
Mathematics	Ralph Bravaco
Philosophy	Richard Capobianco
Physics	Michael Horne
Political Science	Richard Finnegan & Ana Ohanyan
Psychology	Michael Tirrell
Religious Studies	Mary Joan Leith
Sociology	Sue Guarino-Ghezzi
Visual & Performing Arts	Allyson Sheckler*

***Denotes that department may designate another moderator depending on the focus of the specific international internship.**

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

Faculty Advisor	e-mail address	phone
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Major Department Chair	e-mail address	phone
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