

International Internships

**Planning for an Internship
While Abroad**

2024 - 2025



Considering An Internship



Available Internship Locations

- GE Internships
 - Madrid
 - Barcelona
 - Florence
- Partner Program Internships
 - Aix-en-Provence
 - Sydney
 - Athens
 - Washington, D.C.



Why Intern When I Am Abroad?

- Less than 10% of college students study abroad and less than that intern while abroad
- Resume Building/Future employers notice you!
 - Work experience in a foreign country
- Networking Opportunities
- Earn Major or Elective credit
- Fills in hours of the day that are “free”
- Learn to navigate intercultural office dynamics
- Enhance your “Course Experience” while abroad
 - Skills building outside of the classroom



Will I Really Have Time To Fit An Internship Into My Week?

- Students committed to an internship will enroll in one fewer courses while abroad.
- Most foreign universities offer “turbo” style courses where as students are taking 1–2 courses per day, for the 4 required days of the week.
- Students have found it very easy to fit the ~12 internship hours per week around their course schedule.
- Your internship hours are finalized after course registration is complete.
- Employers usually agree to either: three 4 hour days, two 6 hour days, or even an 8 hour day + a 4 hour day.



What Has Been The Feedback From The Alumni Who Have Done This?

- 95% of the students see the benefits of this experience by the end of the semester, if not by the time they are applying to their summer job or future internship.
- Many said that there is so much “free time” during the week that they were happy to have a purpose. While other roommates and friends thought they were crazy at first, they soon wished they took advantage of the opportunity.
- Fairfield has had students who have been offered a position as an intern or an employee from the international company here in the US.



Logistics



What Do I Have To Do To Commit?

- For GE Internships:
 - Complete and sign the Letter of Commitment between study abroad approval and commitment deadline (Feb 1-March 1/Fall or April 1-May 1/Spring)
 - Upload your resume to the GE Student Portal
 - Attend the Mandatory Welcome Call (March for Fall/September for Spring)
 - 14 Hours of Coaching/Career Readiness by GE
 - Gallop Strengths Finder, Resume, Cover Letter, Interviewing Skills
 - GE sends resume to employers for review
 - Phone/Skype/Zoom interview
 - Internship confirmed



The GE Placement Process



What Do I Have To Do To Commit?

- For Partner Program Internships:
 - Select the internship as one of your semester courses. For example:
 - ARTS2600 Internship 1 – Sydney
 - INT/FRE 341 Semester Internship – IAU, Aix-en-Provence
 - Prepare your resume for submission
 - Partner institution Internship Coordinator will guide you through the search and placement process



Can I Withdraw From The Opportunity?

For GE Internships:

- Students have until March 1/Fall or May 1/Spring to commit to the internship opportunity
- If they sign the Letter of Commitment, they will see that this opportunity is valued at \$3,500.
 - This amount is not charged to the student, but should they withdraw after signing the LOC and after April 1st/Fall or June 1st/Spring, then a penalty of \$3,500 will be charged to the student's account.
- If the student is offered an internship opportunity that they do not see as a good fit, they do not have to accept that offer and GE would present a 2nd offer.
- If the student isn't pleased with the opportunity upon arrival in country and at once started at the internship, they should speak with the GE representative in country so that they can assist with making adjustments.



Upon Arrival – Roles of GE and Fairfield

Global Experiences

- On-Site Welcome Orientation
- Internship Coordination
 - Placement, Troubleshooting On-Site, Site Visits, Evaluations to Employers
- Professional Development
 - Coaching Call, Interview Prep, etc.

Fairfield & Local University

- Coursework
- Housing
- Social Events
- Emergency Contact



Obtaining Credit



College of Arts & Sciences Students

- Upon receiving your GE or partner program internship placement, please send the details to the College of Arts and Sciences Office of Career and Professional Development:
 - Email CAS Careers: CASCareers@fairfield.edu
- **You need to be in touch with CAS Careers in order to discuss next steps toward getting this internship to count for credit toward your major. Only the internship coordinator in your major department can approve your internship for major credit. This should be done prior to the Add/Drop period.**
- Every major within CAS has a different process for receiving major credit for an internship, and CAS Careers will guide you through the unique process for your major.
- Should your internship not be approved for major credit, students can:
 - Take the CAS: Liberal Arts Internship Elective CAS 2980/3980 (contact CASCareers@fairfield.edu for more information on this option)
 - Or the student can earn general elective credits through Global Fairfield (ELCT 2000 - old EL298)
 - GE students will enroll in GE 298 International Internship
 - Partner program students will remain enrolled in their local internship course



Dolan School of Business Students

- Sarah Bollinger, Director of Career Development (sbollinger@fairfield.edu) will review GE Internships for credit.
- **Please complete the form found on [Life@Fairfield](#) and Ms. Bollinger will review your internship submission with the Department Chair.**
- After a review of the placement, students will be enrolled in:
 - Major Internship Course: ex. **FNCE 3980 Internship**
 - or **BUSN 3980 Internship**: Business internships completed outside of a Business student's major (ex. Accounting major completing a Marketing internship)
- Successful completion of the internship will result in three academic credits for the above course, which will be applied towards your **free electives**.



Next Steps



Next Steps

- Complete your study abroad application, saying “Yes” to the internship questionnaire and completing the relevant questions.
- Upon approval, GE students will receive a Letter of Commitment (LOC) with program details, dates, and deadlines
- Upon approval, Partner Program Internship students should make sure they are selecting the internship as a course and begin work with their partner program on the placement process after program enrollment.



Congratulations! This letter confirms your approval into the Global Experiences internship program while studying abroad in the Fall 2021 semester. The program in Galway includes a part-time internship placement, professional development and career advising, Gallup StrengthsFinder 2.0 survey analysis, extensive pre-departure and on-site welcome orientation, and internship support throughout the duration of your program. The 11 week internship will be unpaid and part-time approximately 12-15 hours a week and may include some evening and weekend work.

You have been approved for an internship and are guaranteed a placement. This spring, GE will begin to work with you on your professional development and with career advising, CliftonStrengths assessment, extensive pre-departure and on-site welcome orientation, and internship support throughout the duration of your program. Please expect an introduction email from Global Experiences that will include specific next steps and a timeline of anticipated contact points interns should be aware of. Placement interviews and confirmations will occur about 6 weeks prior to your departure abroad.

Once a potential employer has expressed interest in your candidacy, GE will contact you to discuss the company background and the position. You will be confirmed into your internship prior to departure.

College of Arts and Sciences Students: Please forward the GE placement information received via email from GE titled 'Internship Placement Confirmation' to the College of Arts and Sciences Office of Career and Professional Development by emailing CASCareers@Fairfield.edu or calling 203-254-4000 ext. 2227 to discuss next steps toward getting this internship to count for credit toward your major. Should your internship not be approved for major credit, students will earn general elective credits or EL 298.

Business School Students: Sarah Bollinger, Director of Career Development (sbollinger@fairfield.edu) will review GE Internships for business elective credit. Please complete the form found on Life@Fairfield.edu and Ms. Bollinger will review your internship submission with a Department Chair. Successful completion of the internship will result in three academic credits, which will be applied to either your free elective or your business elective.

Candidates will be confirmed into their internship prior to departure. In a rare case, a final approval may take place on-site. By signing this acceptance, you are committing to this 3-credit course. Because this internship is being customized and designed for you, students who request to withdraw after July 15, 2021 will be charged a withdraw fee of \$3500, the full cost to Fairfield University for this opportunity.

Next steps:

1. Accept this enrollment offer **by March 1, 2021** by signing and uploading into the [DropBox link](#) provided.
2. Committed students will be contacted by GE to perform their Coaching Skills.
3. About 1 month prior to departure interns should follow steps above to have Internship Placement approved

☐ I acknowledge that I have read, understand, and agree to the information, deadlines and withdraw fees above.

Printed Name: Date:

If you have any questions please feel free to contact me directly through [email](#). Congratulations again on your approval to study abroad!

Best,



Next Steps for GE Italy & Spain

- Interns in Italy will need to complete a *Codice Fiscale*.
 - Completed upon arrival to Florence during orientation.
- Interns in Spain will need to complete a *Convenio de Practicas*.
 - Completed virtually before arrival with support from GE.



DOMANDA DI ATTRIBUZIONE CODICE FISCALE, COMUNICAZIONE VARIAZIONE DATI
E RICHIESTA TESSERINO/TESSERA SANITARIA (PERSONE FISICHE)

QUADRO A Sezione I Tipologia richiedente Sezione II Tipo richiesto	<input type="radio"/> RICHIESTA DIRETTA PER SE STESSO <input type="radio"/> RICHIESTA PER SOGGETTO TERZO		CODICE TIPOLOGIA RICHIEDENTE (solo per attribuzione codice fiscale)
	1. ATTRIBUZIONE CODICE FISCALE <input type="checkbox"/> RICHIESTA TESSERINO CODICE FISCALE		
	2. VARIAZIONE DATI CODICE FISCALE		
	3. COMUNICAZIONE DECESSO CODICE FISCALE		
	4. RICHIESTA CERTIFICATO DI CODICE FISCALE CODICE FISCALE		
QUADRO B Dati anagrafici	CODICONE COGNOME (o nome) DI NASCITA		NOME DATA DI NASCITA
	CODICONE COGNOME (o nome) DI NASCITA		PROVINCIA DATA DI NASCITA
QUADRO C Residenza anagrafica/ domicilio fiscale	CODICONE COGNOME		PROVINCIA C.A.P.
	TIPOLOGIA (vedi presente sito) INDIRIZZO		PROVINCIA C.A.P.
QUADRO D Residenza estera	STATO ESTERO STATO FEDERATO, PROVINCIA, CANTONE		CODICE FISCALE
	LOCALITÀ DI RESIDENZA INDIRIZZO		CODICE FISCALE
QUADRO E Eventuali altri codici fiscali attribuiti	CODICE FISCALE		CODICE FISCALE
	CODICE FISCALE		CODICE FISCALE
ALLEGATI	ALLEGATI		
SOTTOSCRIZIONE	CODICE FISCALE RICHIEDENTE SPEDITO DA PERSONA FISICA		CODICE FISCALE SOTTOSCRITTORE
	DATA FIRMA		DATA FIRMA
DELEGA	I sottoscritti delega		CODICE FISCALE
	nato/a a il a presentare il modulo per suo conto e a ritirare l'eventuale certificazione rilasciata dall'ufficio		CODICE FISCALE
	DATA FIRMA		DATA FIRMA



Global Experiences | Fairfield University Internship Timeline

(6-7 months before program start date)

- ☐ Fairfield University Signed Letter of Commitment Due March 1
- ☐ Acknowledgement of GE Acceptance Letter Due March 15
(this will be done via email)
- ☐ Receipt of GE Next Steps Email
(will receive after acknowledgement of GE acceptance letter)
 - ☐ Log into your GE participant portal } Due Before
 - ☐ Upload Resume } Welcome Call
 - ☐ Complete Clifton Strengths Finder Assessment }
 - ☐ Schedule Clifton Strengths Coaching Call }

- ☐ Attend Welcome Call with GE Program Manager Early April
- ☐ Complete Strengths Coaching Call with Strengths Coach Late April

(6-8 weeks before program start date)

- ☐ Program Manager/Placement team sends Resume and July
Cover Letter to Employers
- ☐ Employer Interested, Interview is Arranged July-Aug
- ☐ Interview with Employer July-Aug
- ☐ Internship Confirmed! July-Aug

Chelsea Conran **Rachel Smith**
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IMPORTANT GE CONTACTS

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QUESTIONS?

