

# Internships Abroad

## Approval form

It is important to note that internships will not be approved in countries with active travel warnings in effect. You can find a list of the current travel advisories at the following website: [travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html](http://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html).

### STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_

Major: \_\_\_\_\_ Major Advisor: \_\_\_\_\_

Minor: \_\_\_\_\_ Minor Advisor: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

### ACADEMIC INFORMATION

Is the requested internship required for graduation? Y or N Number of Credits Requested: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

Requirements for credit and passing grade: \_\_\_\_\_

Means and schedule of communication between the intern and faculty sponsor: \_\_\_\_\_

### PLACEMENT INFORMATION

Identified by the student or by the faculty sponsor? \_\_\_\_\_

Faculty sponsor approval: \_\_\_\_\_  
Signature Date

Criteria used by the sponsor for review and approval: \_\_\_\_\_

Name, address, and telephone number for the placement: \_\_\_\_\_

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City: \_\_\_\_\_ Country: \_\_\_\_\_ Site review ever conducted? Y or N

Site review conducted by whom? \_\_\_\_\_ Date of review: \_\_\_\_\_

Name and contact information for the intern's direct supervisor: \_\_\_\_\_

Is the contract between the student intern and the placement or between Ithaca College and the placement site? \_\_\_\_\_

Description of the intern's duties: \_\_\_\_\_

Is the student sufficiently prepared to perform the duties described? Y or N Explain: \_\_\_\_\_

Are vulnerable populations involved (children, the elderly, medical patients, the disabled, in a clinical setting, etc.)? \_\_\_\_\_

Please describe: \_\_\_\_\_

Insurance Certification - who assumes responsibility? \_\_\_\_\_

Does Worker's Compensation Apply? **(The answer to this question may be a factor of the relationship, if any, of the internship host to the United States).**

**IN COUNTRY ARRANGEMENTS - Please note that approval will not be granted in countries with active travel warnings.**

City of destination \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Accommodations: address and 24/7 telephone contact information \_\_\_\_\_

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Transportation in country: \_\_\_\_\_

### PREPARATION

Safety and Security Assessment reviewed with student by faculty sponsor? \_\_\_\_\_

Name of Faculty Sponsor

Faculty Sponsor's Signature

Date of Review

Have you registered your trip with the U.S. Department of State's Smart Traveler Enrollment Program? Y or N

Do you meet the CDC health requirements for international travel? Y or N

Assessment of the environment - language, culture, support services, crime - reviewed with the student by faculty sponsor? \_\_\_\_\_

Faculty Sponsor's Signature

Date of Assessment

Additional Requirements	Date Completed
Students are required to complete the Sexual Harassment Prevention Training (SHPT) workshop online at <a href="http://ithaca.edu/sacl/share/prevention/harassment">ithaca.edu/sacl/share/prevention/harassment</a> . The webpage <a href="http://ithaca.edu/sacl/share">ithaca.edu/sacl/share</a> has additional information that is important to all students.	
OIP Traveling Abroad Orientation	
Emergency Process and Contact Information provided	
Liability Release Form	
Emergency Medical Decision Authorization	
Know Before You Go - The student, faculty sponsor, and prospective internship host should contribute to the development of this document using the outline provided by the Office of International Programs. Please attach your KBYG to this document.	
Have you looked over the IC International Insurance plan received in the orientation?	
What is the process if student wishes to withdraw from the internship?	
Passport (copy uploaded to your online study abroad file and and with Faculty Sponsor)	
Is there a visa requirement for work placement? Y or N If yes, then has the visa been secured)? Y or N If so, please indicate the date of issue to the right	

### RETURN

Debriefing with International Programs: \_\_\_\_\_

Evaluation by faculty sponsor: \_\_\_\_\_