



International Internships

Are you considering doing an international internship during your time at the University of Portland? This can be a great way to combine international travel and real-world, professional experience. You'll be gaining valuable employment skills, while seeing an international office environment and gaining a global perspective. If you are thinking about completing an internship in a different country, there are a few things to consider as you determine what will be the best fit for your interests, budget, and academic internship requirements.

Know Your Options:

Option A: University of Portland Affiliated Provider:

IES Internships: UP Studies Abroad has a formal agreement with IES***, as it has a history of UP students having quality experiences, and they offer a high level of support to interns throughout the process from application, to in-country logistics. **Please note:** IES program deadlines vary by city. The UP Studies Abroad spring deadline *may* be after the specific city or program you're looking to apply to. An academic internship through IES is approved for you to receive credit **if** you complete the following steps:

1. [Apply](#) to UP Studies Abroad for home school authorization. The fall deadline is November 15th, the spring deadline is February 15th.
2. Complete the IES application (and you will indicate Internship, not their Study Abroad programs).
3. Talk with your Internship Coordinator or faculty supervisor to get department approval for the specific internship course you are looking to earn credit for.
4. Complete all required paperwork for academic internship approval. This process varies slightly by School or College on campus. Reach out to internship@up.edu with any questions.

***While IES credit is transferrable to UP, we highly recommend that you complete all the above steps *before* paying your program deposit, in order to ensure that you will earn the academic credit that you are hoping to for this experience.

GEO Internships: The Pamplin School of Business has a partnership with The University of Oregon's GEO London internship program. This is a business-specific semester program with classes that are required, in addition to the internship experience. Business students should contact the Global Acumen Coordinator at busglobal@up.edu if interested in participating.

Option B: Directly apply to an organization: Whether at a governmental agency, non-profit or an international corporation, it is possible to find a quality overseas experience directly through the employer. See the handout "[International Opportunities](#)" on our website for questions to consider and resources for additional international opportunity search engines. Use caution when searching for and applying to positions. If you choose this option and want to earn credit, you must get the internship pre-approved by your supervising faculty member. Read on for academic internship requirements and travel insurance recommendations.

For STEM Students:

- [Global E3 Program:](#) Exchange program for primarily undergraduate engineering students to study abroad and carry out internships worldwide, all while continuing to pay tuition at home.
- [IAESTE:](#) Students travel to host countries within the IAESTE network where they complete paid internships at companies, universities, and research organizations.
- [German Academic Exchange Service \(DAAD\):](#) Database of Science and Engineering internships in Germany.

Option C: A fee-based internship placement program: There are hundreds of companies that facilitate internships for students to work in another country for a fee, referred to here as “providers.” These providers offer access to different cities, industries, placement organizations, and levels of in-country support. If you choose this option and want to earn credit, you must get the internship pre-approved by your supervising faculty member. Read on for academic internship requirements and travel insurance recommendations.

Finding an International Internship Through a Fee-based Provider:

Not all internship program providers offer the same caliber of experience, so to find a quality international internship, follow these guidelines.

What to look for in a provider:

- **Positive student reviews on gooverseas.com and goabroad.com.** Ensure that the organization you choose has successfully connected hundreds, if not thousands of students with employers, and has good ratings. Read student reviews and stories. A provider should be willing to let you speak with past participants to hear about their experience.
- **Support from staff before *and* during your internship.** Will you have dedicated U.S. *and* in-country contacts throughout the process?
- **Full explanation of their placement method.** How does the provider work behind the scenes to get you a quality experience? Do you apply first to a specific location, and *then* are matched with an opportunity? Will they guarantee an internship placement within your preferred career field, or might you get placed somewhere that has nothing to do with your career goals? Will you be able to interview with a potential supervisor, or will they match you without a formal conversation to make sure you’re a good fit for the company?
- **Confirmation that you will have a complete job description and dedicated supervisor.** You want to have specific duties outlined, and to work with an experienced in-country supervisor who will oversee your work and give you regular feedback. These two components help regulate expectations, which is especially important when working in a cross-cultural context. Ask how far in advance they will share these items with you.
- **Clarity about what the price includes.** Does it include a visa? Housing? Language training? Social events? International travel insurance (see below for more details)? 24-hour support? Understand what else you might need to account for when looking at program costs.
- **Explanation of required cultural competencies.** Some programs may require little to no language experience, whereas some might expect fluency.
- Commitment to working with you and the placement organization so that your **academic credit requirements can be met** (if applicable).
- **This is not mandatory, but something to consider: does this provider offer any credit-bearing courses that potentially might transfer to UP?** Some providers include language or professional development courses. See the section below for necessary steps if you would hope to transfer that credit to UP.

International Internships and Academic Credit at UP:

Get Pre-approval from UP:

Should you find a fee-based international internship provider to work with and you hope to receive academic credit, you must have the program pre-approved by your supervising faculty member and/or Internship Coordinator by March 31st of the year that you plan to travel. We *highly* recommend that you complete all of the following steps *before* paying your program deposit, in order to ensure that you will earn the academic credit that you are hoping to for this experience.

1. First, talk with your Academic Program Counselor to determine if you might be eligible to earn or transfer in credit for your internship program. Then, talk with your Internship Coordinator or faculty supervisor to get department approval for the specific internship course you are looking to earn credit for. If you need help with this process, email internship@up.edu.



International Internships

2. Complete all required paperwork for academic internship approval. This process varies slightly by School and College on campus.

Additionally, this gives UP staff time to communicate with the company's recruiters should there be any questions or additional information needed. Email internship@up.edu to get the process started.

Communicate Your Academic Requirements to the Provider:

If you are hoping to receive academic credit for an international internship, you are responsible for communicating your academic requirements to the provider's recruiters and staff *before* the start of your internship. Ideally, you should do this when you're applying to that provider's program. You will not likely know your internship placement company until *after* you have paid a deposit and they match you with a position and organization. If there are specific components that you need to earn academic credit (ie: Learning Agreement Approval by your internship supervisor and confidential end of semester evaluation), you should communicate those *beforehand* so the recruiters can take that into consideration as they match you with a position.

International Travel Insurance

It is also strongly recommended for you to purchase international travel insurance, as most family health insurance policies only provide coverage within the United States and U.S. territories. Some providers include international travel insurance in their fees, others do not. For travel insurance, students often use: <https://www.sevencorners.com/>

In addition to seven corners, there are other insurance providers.

- <https://www.internationalsos.com/personal-travel>
- <http://www.culturalinsurance.com/> (this is what UP uses for study abroad.)
- <https://www.inext.com/>

Regardless of what insurance you select, the ideal international coverage should include:

- Medical expenses
- Accident expenses
- Mental health coverage
- Medical reunion (insurance will cover family to be flown out to be with students in the event of an emergency)
- Medical evacuation
- Security evacuation (for natural disaster and for political emergency)
- Accidental death/dismemberment
- Repatriation of remains
- 24/7 medical hotline

If you have questions, please contact:

Internship & Engagement Coordinator | Career Education Center | internship@up.edu

Studies Abroad Office | studiesabroad@up.edu