

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 warnings at the following website: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.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
The Sexual Harassment Workshop, provided by the Office of Legal Affairs, is required for students on domestic internship placements and is recommended for all prospective interns abroad	
OIP Safety and Security in Study Abroad Workshop	
Emergency Process and Contact Information provided	
Waiver and Release Forms	
Parental Consent Form	
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.	
Enrolled in HTH or other College-approved provider for health, evacuation, and repatriation	
Process for termination of participation	
Passport (copy logged with OIP 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: _____