



# INTERNSHIP ADVISING GUIDE

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## LOCATIONS

CIS Abroad currently offers internship and study + internship programs in England, Italy, Spain, and Thailand. Below is a list of our program offerings:

## INTERNSHIPS

- Intern in Bangkok
- Intern in Barcelona
- Intern in Chiang Mai
- Intern on the Italian Coast

## STUDY + INTERN

- Semester Study + Intern in London - University of Westminster
- Semester Study + Intern on the Italian Coast - Sant'Anna Institute
- Summer Study + Intern on the Italian Coast

To read more about our internship options, please visit:

[www.cisabroad.com](http://www.cisabroad.com)

Our internships span 21 career fields:

- Architecture
- Art & Design
- Biology & Ecology
- Business & Economics
- Education
- Engineering
- Entrepreneurship
- Environmental & Sustainability Studies
- Fashion
- Film & Television
- Finance
- Government & Politics
- Health
- Hospitality, Tourism & Event Planning
- IT & Computer Systems
- Journalism & Media
- Marketing, Advertising & PR
- NGOs & Non-Profit Administration
- Performing Arts
- Social Work
- Sports & Exercise Science

## SAMPLE PLACEMENTS



### Finance & Accounting Intern at a Local Business

#### Bangkok, Thailand

Generate management reports and financial analyses, coordinate budgets, create projections and cost analyses, and identify key insights on business initiatives, as well as administrative support.



### Digital Marketing Intern at Vegan Snacks Brand

#### Barcelona, Spain

Collaborate with the social media team to brainstorm video content for TikTok and Reels, and develop and execute video concepts aligned with the brand's tone and messaging.



### Communications and Marketing Intern at a Boutique Hotel

#### Sorrento, Italy

Collect and organize a portfolio of digital photography and video, and create visual content for the company's online communication channels. Photographs and videos will be used to promote the local area and its attractions.





# SAMPLE PLACEMENTS



## **Public Health Intern at Governmental Health Clinic** **Bangkok, Thailand**

Work with local volunteers to educate, prevent, and mitigate various diseases, check blood pressure and blood sugar to prevent heart disease and stroke, and work on public health campaigns to prevent dengue fever and encourage vaccinations.



## **Analog Design Engineering Intern at Engineering Firm** **Barcelona, Spain**

Design analog sub-blocks for the company's products, use simulation software to verify the functionality of your designs, and work with the layout engineering team to ensure that your designs are manufacturable.



## **Environmental Education Intern in Thai Village** **Chiang Mai, Thailand**

Work in a small Thai village helping to educate the community about the importance of conservation. Participate in classes for primary and middle school students, and community talks.



## **Event Planning and Marketing for a Wedding Planner** **Sorrento, Italy**

Assist with event preparation such as visiting venues, meeting clients, menu tastings, prepping brochures, etc. Design new media aesthetics, photograph events and brainstorm new marketing techniques while managing appointments with clients and assisting in event organizing.



# WE SUPPORT STUDENTS THROUGH THE ENTIRE PROCESS



TALK TO A CISBABROAD ADVISOR TO LEARN ABOUT OUR OPTIONS



BEGIN THE ONLINE APPLICATION AND SUBMIT \$90 APP FEE



COMPLETE ALL APPLICATION PIECES



HAVE AN INTERVIEW WITH THE PROGRAM ENROLLMENT COORDINATOR

- Vocalize your internship goals
- Let us know what skills you want to build upon
- Discuss your internship expectations



RECEIVE CONDITIONAL ACCEPTANCE AND PAY \$500 DEPOSIT



RECEIVE OFFICIAL ACCEPTANCE LETTER AND WE WILL BEGIN SENDING YOUR PROFESSIONAL PORTFOLIO TO INTERNATIONAL COMPANIES

CIS Abroad participants in an intern abroad program can earn credit in two ways:

### Option 1: Credit arranged through the home institution

Students are instructed to connect with study abroad offices for information on how to earn credit through their home institution. Please connect with your University Relations Representative with any additional steps or paperwork your institution will need to complete in order to grant internship credit.

### Option 2: Transferable credit arranged through CIS Abroad

- Intern
  - Students can earn between 3-12 credits through our partnership with Jacksonville University, reflected as:
    - JU 390 – Global Internship
  - Most interns select the 3 or 6 credit options.
  - Interns who need 9-12 credits must be enrolled in a 12-16 week-long program to meet the necessary contact hours.
  - Students should confirm with their Program Enrollment Coordinator whether or not they want to receive JU credit upon acceptance.
- Study + Intern
  - Students on study + intern programs will complete a 3 credit internship course alongside additional academic courses. On our website, each program has a “choose your courses” section with specific details.

### Cost

A fee of \$75 per credit hour will be added to the program invoice for interns who wish to receive credit from Jacksonville University.

Prices will range as follows:

- 3 credits = \$225
- 6 credits = \$450
- 9 credits = \$675
- 12 credits = \$900



### How is JU credit given?

Students will be enrolled in our Intern Abroad online course: Working Across Cultures. They will be assessed on a pass/fail basis unless other pre-arrangements are made with CIS Abroad. The amount of credit is awarded based on the number of hours interned: 135 hours = 3 credits, 270 hours = 6 credits, 405 = 9 credits, 540 = 12 credits. All interns completing the coursework for credit will automatically earn the Working Across Cultures Micro-Credential.

Jacksonville University, CIS Abroad's accrediting partner, is a SACSCOC-accredited institution.



# FREQUENTLY ASKED QUESTIONS

## Are the internships paid?

Our internships are all unpaid. Working abroad in a given field almost always requires sponsorship of a work visa, which is difficult to obtain. Unpaid internships allow students to have access to a wide range of host organizations and positions while gaining meaningful work experience. International work experience will set them apart, providing them with a competitive edge as they develop key competencies throughout their international internship. Students can earn a Working Across Cultures or Working Remotely Across Cultures micro-credential to further boost their resume.

## What do you mean when you say your internships are customized?

Our internships are customized based on an applicant's needs, interests, and skills. We find the best fit for students during their interview with our Program Enrollment Coordinator. During the interview, we will learn more about the student's interests and the professional skills they wish to improve upon or acquire. We work closely with our on-site internship placement team to find and customize an internship based on our conversations with them. This also means certain locations are stronger than others for certain academic/professional fields. Our internship placement team uses their professional network and connections to find the best placement. We have stronger placements in the locations where staff members have the strongest network in the students desired field.

## How long are your internships?

The length of an internship can vary based on location, term, and program! However, our internships range from 5-10 weeks in the summer, and around 6-14 weeks during the semester, depending on the program. Some study + Intern programs range from 13 - 16 weeks.

## When do I find out my internship placement?

We aim to have students matched with a host company at least four weeks before the program starts. However, for summer programs, the placements are finalized closer to 1-3 weeks before the program starts.

## What does transportation to and from my internship look like?

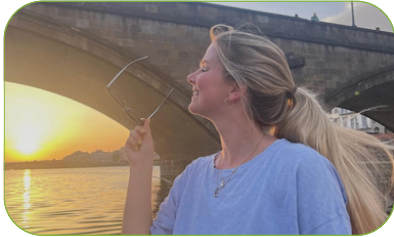
We send all interns a Placement Guide that has a lot of information in it, including info on the host company, what students will be working on, and where their internship is located. During orientation, on-site staff will show students the best way to get to and from their internship. Many students will use public transportation while others may be within walking distance.

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# WHAT INTERNS ARE SAYING



“During my internship in Florence, I learned how different cultures can have different paths to success. I had the opportunity to shadow a real estate agent where I observed his relationships becoming the key to his success. This is true in life and business, especially in the Italian culture.”

**Ella Boswell, Intern in Florence Summer 2022, University of Arkansas - Fayetteville**



“Although this work experience was very technical, I grew in many more ways than professionally. The skill that I will cherish the most from this experience is how I learned to communicate about medication topics through a language and cultural barrier.”

**Ashley Binette, Summer on the Italian Coast - Engineering 2023, University of Michigan - Ann Arbor**



“The greatest success in my internship has been being a teacher. What a joy it has been to watch my students grow and have a desire to learn English. Not only that, watching myself grow and come up with new ways I can help the kids learn English “

**Alexa Kath, Intern in Chiang Mai Summer 2023, Winona State University**

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