



INTERNSHIP ADVISING GUIDE



LOCATIONS

INTERNSHIPS

Internships are part-time, with 14 hours of internship work over two or three days per week. Placements last the duration of the semester. Internship placements are available in a wide variety of fields.

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

STUDY + INTERN

Combine coursework with an academic internship on this unique study and intern abroad program! Alongside your part-time internship, you'll take three or four courses, one of which will be an internship-complementing course.

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

Our internships span 21 career fields:

- Architecture
- Art & Design
- Biology & Ecology
- Business & Economics
- Communications
- Education
- Engineering & Computer Science
- 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 Intern with Banking and Investment Firm

Tokyo, Japan

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.



Clinical Health Intern at Rural District Hospital

Chiang Mai, Thailand

You'll work in a large hospital in rural Thailand that caters to 60,000+ citizens. You'll shadow doctors and nurses and be able to work in different units throughout the hospital.

SAMPLE PLACEMENTS



Mechanical Engineer Intern at a Robotics Company

Tokyo, Japan

Develop your engineering skills in Japan! Assist in designing and building robots alongside experienced engineers at a leading Tokyo robotics company. This internship is a great opportunity to gain practical experience and contribute to the creation of innovative robots.



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 CIS Abroad advisor to learn about our options.



Begin the online application and submit \$90 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
- The Program Coordinator will share your goals with placement team



Receive conditional acceptance and pay your program deposit.



Receive your internship placement information and schedule 1-4 weeks before your program start date!

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

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 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?

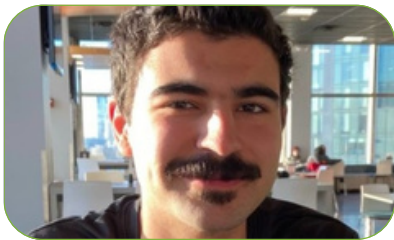
We send all interns a Placement Guide that has a lot of information in it, including info on the host company, what students will be working on, and where their internship is located. During orientation, on-site staff will show students the best way to get to and from their internship. Many students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

WHAT INTERNS ARE SAYING



"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,
Biomedical Engineering Major**



"During my stay in Barcelona with CIS Abroad, I was in charge of rebranding eRoots Analytics, an energy consulting startup with projects across the globe. With the help of my coworkers and supervisor, I was able to get a survey of this dynamic and growing sector along with a peek at the inner workings of the international business world. An internship abroad was a great experience for me and I would recommend it to anyone with the opportunity to go."

**Philip Sutherland, Intern in Barcelona Summer 2024,
Stevens Institute of Technology,
Visual Arts & Technology Major**



"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,
Elementary Education Major**