



## International Internship Course Application

### Student Information:

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ GPA: \_\_\_\_\_

1) How many internship hours are you requesting?

\_\_\_ 1 hour = 4 weeks of full-time (40hrs) work MINIMUM

\_\_\_ 2 hours = 6 weeks of full-time (40hrs) work MINIMUM

\_\_\_ 3 hours = 8 weeks of full-time (40hrs) work MINIMUM

NOTE: As long as minimum work hours are met, you may request to enroll in fewer credit hours. For example, you work full-time for 8 weeks but only need/want to pay for 1 hour of credit, therefore you can enroll in only 1 hour.  
(Discuss these options with an academic advisor.)

2) For which year are you applying? \_\_\_\_\_

Indicate which summer session (subject to UA/Walton policies and advising):

\_\_\_ Summer I (5 week), \_\_\_ Summer II (5 week), \_\_\_ Summer 8 week, \_\_\_ Summer 10 week  
(Remember to leave sufficient time for travel, processing the experience, and writing the paper.)

3) Are you seeking credit towards a business minor? \_\_\_ Yes \_\_\_ No

(Students should verify minor substitution eligibility with an academic advisor.)

4) All students should meet with an academic advisor to determine how WCOB 320V credit will count in their degree program.

5) Have you previously received cooperative education (Co-op) credit? \_\_\_ Yes \_\_\_ No

If yes, how many hours have you received? \_\_\_\_\_

Emergency Contact Information—Person to contact on your behalf if there is an emergency:

Name: \_\_\_\_\_ Relation/Connection to you: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ 2: \_\_\_\_\_

### Internship Job Information:

Company Name: \_\_\_\_\_ Country: \_\_\_\_\_

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

Company Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sponsoring university/institution/agency for internship (e.g. Walton, ISA, CRCC Asia, etc. or Independent internship):

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Internship Job Title: \_\_\_\_\_

How many hours per week will you work? \_\_\_\_\_ Is this position paid? \_\_\_\_ Yes \_\_\_\_ No

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Attach your Letter of Offer.

**Letter of Offer Guidelines:** The Letter of Offer should:

1. Be addressed to you (student) and on company letterhead
2. Be written in English or a translation provided
3. Include the following information:
  - Company information—brief description, website, address, phone number
  - Dates of internship—start date and end date
  - Number of hours to be worked each week
  - Contact information for supervisor including email address.  
(I will need to email the supervisor and verify employment. I need to do this in English.)
  - Job title and description--responsibilities, duties you will perform during the internship and/or list of projects you will work on NOTE: This must be degree-related work experience which allows you to gain valuable on-the-job experience in business.
  - Confirmation that the employer agrees to provide an on-site orientation upon the student's arrival.

An electronic copy/PDF is fine as long as it is on letterhead and has a signature.

**Faculty Advisor Information:** *Must be a Walton College faculty member.*

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing this form the faculty member confirms working with this student for WCOB 320V credit:

Faculty member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Assignment:** *Note: Other learning objectives may be given by the faculty member.*

Students will be required to write an 8-10 page paper (for 3 hours of credit) regarding both their work and cultural experiences. Questions to be addressed in the paper include but are not limited to:

- 1) What were the tasks or major responsibilities of your internship?
- 2) How have you applied the knowledge learned from your business courses to your internship?
- 3) In what ways was your knowledge insufficient for what was needed in this international context?
- 4) What are the primary ways in which the international nature of this business altered how business is accomplished?
- 5) During your internship, did you encounter any challenges? How did you solve them? Please provide some examples.
- 6) Were any of these challenges specific to the fact that this internship took place abroad? How did you handle that difference to solve the problem?
- 7) How do you think these challenges would differ if your experience was in another country? In other words, are these challenges specific to the country you worked in, or are they challenges that come with the simple nature of working in another country?
- 8) Summarize the major things that you learned from your internship?
- 9) What is your overall experience with your internship?
- 10) What did you find to be the most unique and surprising thing you learned about the country and its culture?
- 11) How did this experience alter your view of the world? Of yourself?
- 12) Did this experience alter your plans for your future career?
- 13) Did this experience alter your personal goals?



## WCOB 320V International Internship Course Credit Information

Please read the following and initial on the line next to each to confirm your understanding and agreement.

The following requirements must be met in order to be eligible for WCOB 320V:

- Completion of the Pre-Business Core
- Completion of at least 60 hours of courses (junior or senior standing)
- Cumulative GPA of at least 3.0
- Approval and signature of a Walton College Faculty Advisor to oversee work and paper
- Be in Good Standing with the University of Arkansas (including good academic standing and good conduct standing)

Once this form is submitted and before the class begins, your supervisor will be contacted to verify your eligibility for academic credit. If approved, you will be registered for the WCOB 320V course.

\_\_\_\_\_ I understand that the Sam M. Walton College of Business will only provide academic credit for an international internship that is degree related work experience and allows me to gain valuable on-the-job experience in business.

\_\_\_\_\_ I will be responsible for paying the tuition and fees associated with the course credit. WCOB 320V costs the same per credit hour as other Walton College courses.

\_\_\_\_\_ I will complete the course assignments to the best of my ability and in a timely manner (by due dates).

\_\_\_\_\_ I agree to work as indicated in this application and to uphold the commitment of hours and service established with my employer.

\_\_\_\_\_ I will register my travel with the Study Abroad Office.

\_\_\_\_\_ I understand there will be an additional service fee from the Study Abroad Office and I am required to purchase insurance Health & Accident Insurance from the Study Abroad Office unless provided by employer. (This insurance must include accident, health/illness, repatriation, and emergency evacuation internationally. As of March 2016, the current rate from the Study Abroad Office is \$1.50 a day for a minimum of 14 days.)

\_\_\_\_\_ I will notify my faculty advisor and the Global Engagement Office of any changes in my position, including job duties, supervisor or location.

\_\_\_\_\_ If, in the case of extenuating circumstances, I feel I must leave my job, I will notify my faculty advisor and the Global Engagement Office immediately and I will not take action without their consent.

\_\_\_\_\_ I release the University of Arkansas, its officers, employees and agents from and against any and all claims or damages arising out of or in connection with my participation in this internship experience.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_