

# Internship Coordinator Review Form – CIEE Programs

This form is required by the Arizona State University (ASU) Global Education Office (GEO) for any student who wishes to earn academic credit for an internship completed through one of the approved CIEE programs.

Student Name	ID Number
Major(s)	Minor(s) and/or Certificate(s)
CIEE Program Name	Term and Year of Participation

## CIEE Internship Program Highlights:

- CIEE will place students at an internship site based on their academic field, career goals, existing skill set, work experience, and available opportunities in the host city. Placement is not guaranteed.
- Students may not receive official notification of their placement until they arrive on-site at their program.
- While on-site, students will enroll in a graded CIEE Internship Seminar course taught by local faculty.
- 135 contact hours at internship site = 3 credit hours, per ABOR requirements
- 270 contact hours at internship site = 6 credit hours, per ABOR requirements
- To meet ABOR standards, ASU students may have to work more hours than their non-ASU peers do.

## INSTRUCTIONS FOR STUDENTS

- Schedule an appointment with the Internship Coordinator in the appropriate academic unit to discuss the requirements for obtaining internship credit (i.e. 484 course number) for the work you wish to complete during your international internship.
- Review the program highlights section above, and consider asking the following questions during your meeting with the Internship Coordinator:
  - Are there any pre-requisite, academic level or GPA requirements for me to earn credit?
  - Will I need to work additional hours beyond the amount listed above to earn departmental credit for this internship?
  - Are there additional forms I need to complete or steps I need to take before, during, or after the program ends?
  - If I cannot earn internship credit (i.e. 484 course number) for the specified number of credits, can I instead earn Special Topics credit (i.e. 394 or 494 course number) or Independent Study credit (i.e. 499 course number) for the work I complete abroad?

## INSTRUCTIONS FOR ASU INTERNSHIP COORDINATORS

- This student wishes to complete an internship as part of an ASU Global Education program. Participants in this program will earn ASU credit and grades for all coursework completed abroad, including internships, but they must secure advanced approval to earn specific credit for an internship placement based on the specific requirements of their academic unit.
- Please review the program highlights listed above. During your meeting with the student, please discuss the following:
  - Your department's internship placement requirements for receiving credit (industry, work responsibilities, etc.)
  - Relevance of student's desired internship placement to field of study
  - Number of work hours required per credit – academic unit may require hours beyond ABOR standards
  - Additional academic requirements (reflection activities, journal entries, alternate assessment methods, etc.)
  - Course and credit to be awarded (XYZ 484, 3 or 6 credits) upon completion of internship
- Please use the reverse side of this form to assign the appropriate internship credit. If 484 is not possible in this case, or if 484 is not available for the specified number of credits, please indicate if Special Topics (394/494) can be awarded for the appropriate number of credits.
- If it is not possible to assign internship credit at this time, please complete the Denial section on the next page and instruct the student on what s/he must do to earn the internship credit. You can consider assigning credit later if that is a possibility!

### **ASU INTERNSHIP COORDINATOR APPROVAL**

I hereby verify that I have met with the student named above and acknowledge the following:

1. I am aware of his/her intention to complete an internship on an ASU approved CIEE program.
2. We have discussed the college/school/department requirements for earning internship credit on this program.
3. The student has completed the departmental internship approval process.
4. The student should receive the following credit upon successful completion of the internship:

Foreign Course Title	ASU Prefix & Number	Credit Value	Pass/Fail or Grade	ASU Course Title
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Internship Seminar	=			
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**Are there any additional assignments/requirements the student will need to complete in order to earn the above credit?**

**Yes** (check all that apply)

- ☐ Enroll in ASU Canvas course & complete assignments
- ☐ Submit written assignments to ASU instructor
- ☐ Submit log of hours to department's internship coordinator
- ☐ Other (attach separate page if needed):

**No** (CIEE coursework is sufficient)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
College/Department

### **ASU INTERNSHIP COORDINATOR DENIAL**

I hereby verify that I have met with the student named above and acknowledge the following:

1. I am aware of his/her intention to complete an internship on an ASU approved CIEE program.
2. We have discussed the college/school/department requirements for earning internship credit on this program.
3. **In order to earn credit, the student must do the following and/or the internship must meet the following requirements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
College/Department

### **STUDENT SIGNATURE**

I hereby verify that I have met with the Internship Coordinator in the academic unit noted above and I understand it is my sole responsibility to meet the requirements of this academic unit in order to obtain academic credit at ASU for the internship work that I plan to do abroad. I understand that I may be required to provide additional information to the Internship Coordinator in order to receive academic credit for my internship placement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date