

# COMMON QUESTIONS: VIRTUAL INTERNATIONAL INTERNSHIPS



## Application

### What are the eligibility requirements for the program?

Minimum 2.5 GPA.

Sophomore class standing.

### How do I format my cover letter?

Keep your cover letter general. You can mention transferable skills that would be beneficial in a wide range of placements, what you hope to learn, and what skills you hope to develop.

### Can I apply to internships in multiple cities or countries?

Yes, but you only need to submit one application. The initial Virtual International Internships application is the same for all locations and allows you to express interest in up to three industries and/or locations, ranked in order of preference. We do our best to match you based upon your preferences; however, you may be offered an internship in a different location if placements in your original location(s) are already full, or if a different location is a better fit for your area of interest and skill set.

### Do I need to know the language of my internship placement country?

It depends on the country. Most locations have placements available in English.

Ecuador is the only location that has no placements in English. In France and Senegal, some placements require French language skills. In Argentina, Ecuador, and Spain, some placements require Spanish language skills.

### How do I apply?

1. Visit the Virtual International Internships page to review the Internship Industries chart.
2. Use the location links to read through the different placement positions on the Academics tab of the program pages. You can apply for up to three.
3. Using the Apply tab on any of the program pages, click on the Apply Now button. The initial application is the same for all placement locations.
4. Rank your internship position preferences and upload a document containing a cover letter and your resume. After we've reviewed your application, we'll email you and walk you through the next steps. Internship positions will be offered and filled on a rolling basis, so apply as soon as you're ready.

## Program Dates & Timelines

### When will I learn about my placement?

Placement notification timelines vary by placement location and range from a few weeks after application until two weeks (14 days) prior to the program start date. Consult the specific web page for your desired location(s) for more details.

### When does the class start?

[Visit the Virtual Internships web page](#) for program dates.

### When will I know my class schedule?

At least two weeks before the first class.

The available class times will be listed on the Virtual Internship webpages. After you confirm your participation in the program, you'll complete a form indicating your top preferences for class times, and we'll assign you to a class time based on your preferences.

### **I can't make one of the synchronous class sessions. Can I still participate in the program?**

No. Since there are six synchronous sessions throughout the semester, we ask that you arrange your schedule to attend all six sessions. (You aren't permitted to register for classes that overlap unless you successfully petition for permission to do so.) The class is offered at a few times so you can choose one that doesn't overlap with your other classes.

## **Internship Placement**

### **How many hours per week will I spend in my internship?**

The exact number of hours per week will vary by location and term depending on our partner organization, host country laws, and the needs of your placement organization:

- Montpellier—15-20 hours per week (semester and summer)
- All other locations—12-15 hours per week during the semester; 15-20 hours per week during the summer.

This does not include the time spent on the accompanying four-credit course. (See "Course Information" section below).

### **Is the internship paid?**

No. Instead, you will receive academic credit for completing a corresponding four-credit course.

### **How will I communicate with my supervisor in a different country, considering the time difference?**

Once you are introduced to your supervisor, you'll set regular meeting times. Much of your communication will be via email, but consider meeting virtually outside of regular work hours (i.e., earlier in the morning or later in the evening) to compensate for the time difference.

### **How does the placement process work?**

After the initial application submission, you may need to submit additional application materials with our on-site partners. This could include a transcript, and/or a cover letter and resume in the language of your host city/country. You may also be asked to conduct interviews with potential internship placements. You will be notified of an acceptance decision by email.

We will work with our on-site staff to place you in your first, second, or third site and placement preferences as long as you meet the qualifications for the specific internship. Candidates for this opportunity must be flexible and patient since the placement process involves many moving parts.

If accepted, you'll be assigned a confirmation checklist to complete to confirm your participation in the program. If you decide to quit the application process, log into the online application system and submit a Cancel Request.

### **When do I need to be available for my internship work? How much of it is synchronous (in real time) versus asynchronous (can be done anytime)?**

Internship work will be both synchronous and asynchronous, with the amount of each being flexible and dependent upon your specific placement and organization. All placements will require periodic synchronous check-ins with a supervisor at the organization. After you're placed, you'll work with your internship supervisor to set your schedule and review the expectations for the position.

## **Course Information**

### **Does this class fulfill any liberal education requirements?**

Yes, it fulfills the Global Perspectives liberal education requirement.

### **What is the workload for this course like?**

This internship course is 4 credits and includes six synchronous class sessions that you'll attend virtually during the semester. All other coursework will be asynchronous. The course will help you learn about the virtual work environment through an intercultural lens and gain intercultural awareness and self-knowledge to strengthen your core career competencies. Taught by an instructor at one of the locations abroad, the course will challenge and support your skill-building, learning, and work at your internship placement.

Semester students: As a general guideline, because these internship placements can be time-intensive and they include a full, four-credit course, we don't recommend students go above their maximum credit totals. Every individual student is different but typically, students are most successful in this course and at the internship placement when their total enrollment for a semester is at or below 16 or 17 credits. Speak with your academic adviser about your unique situation.

### **Can I receive foreign language credit for this experience (e.g. French & Spanish)?**

UofM students should review the Coursework paragraph on the Academics tab of the program web page for more details and consult with the corresponding language department for approval.

Non UofM students should check with their home institution to see how the course can be applied to degree requirements.

### **Can I receive credit for my major's internship requirement?**

Consult with your major academic adviser to determine if the internship and coinciding course can count toward your major requirements.

### **What is the course number for this class?**

FOST 3896.

### **If I'm completing my internship in a second language (e.g. Spanish, French), am I required to take the internship course in that language?**

No. You can enroll in the internship course taught in either the corresponding language or in English, depending upon your preference and circumstances.

### **Can I participate in the program more than once and/or stay on at my internship placement?**

Yes, you're allowed to enroll in the program more than once; however, we cannot guarantee the availability of your current internship for the following term. Additionally, students who repeat the course will enroll in only 3 credits (instead of 4) during the subsequent term.

## **Registration**

### **How do I register for this class?**

After you have confirmed your place, we'll register you closer to the start of the semester. Prior to confirming your place, ensure that you have space in your registration for this four-credit course to be added. Also, make sure that the six synchronous meetings for your section of this course don't overlap with any of your other course meeting times.

### **If I can't make one of the synchronous class sessions, can I still register for the course?**

No. Since there are only six synchronous sessions throughout the semester, we ask that you arrange your schedule so that you can attend all six sessions. (You cannot register for classes that overlap unless you successfully petition for permission to do so.) We'll have a selection of times available for the class, so select one that doesn't overlap with any of your other classes.

### **How can I drop this class?**

Consult with your academic adviser and OneStop about the consequences of dropping the course. Then contact your Learning Abroad Center program contact to be removed from the course. General UofM withdrawal policies apply. Non UofM students should consult with their home institution about dropping the course to confirm the applicable policies and procedures.

## **Costs**

### **What are the costs associated with virtual internships?**

Semester

- The tuition rate for this four-credit course is the same as other undergraduate UMTC courses and will be billed to your UofM student account. In addition to tuition, you will also be billed a \$600 placement fee. If you are already taking 13 credits during fall or spring semester, you can add the virtual international internship course at no additional tuition costs, but will be billed the additional cost of the \$600 placement fee. Visit Onestop for additional information about tuition costs.

Summer

- A program fee of \$2,050 will be billed to your UofM student account. This amount is equivalent to a four-credit course on the UMTC campus.

Non-UofM students will pay a program fee in lieu of tuition. See the fees tab of the specific program web page for more details.

### **What are the costs associated with canceling?**

If you decide to cancel your participation in a virtual internship course after confirming your participation, the Learning Abroad Center will bill your University of Minnesota student account for non-recoverable costs incurred to secure an internship/research placement on your behalf.

In addition to any tuition refund processed per Onestop policies, if you will be billed the following:

- \$400 cancellation prior to the course start date
- \$600 cancellation after the course start date

Consult with the Office of Student Finance for details on how registration