



NON-AFFILIATED INTERN ABROAD PROGRAM INFORMATION

A non-affiliated intern abroad programs is defined as an international internship, or credit-bearing service learning experience that is not affiliated with one of Maryville College's strategic partners overseas [ISEP, CEA Study Abroad, CISabroad, ISA, or Kaya]

Congratulations on finding an internship, service learning or program abroad that fits your goals! We encourage students to seek opportunities that will help them grow personally, academically and professionally. The Center for Global Engagement is here as a resource to help you make informed decisions and to navigate policies and procedures required of students. Students interested in pursuing a non-affiliated intern abroad option are expected to act independently in the research of an appropriate program and must adhere to all application requirements and deadlines as set by the program sponsor. There are a few things that Maryville College needs from you as well.

PLEASE READ THE FOLLOWING COMPLETELY AND CAREFULLY:

STUDENT GUIDELINES:

- 1. Identify a program and obtain APPROVAL from the Center for Global Engagement (CGE)**

CGE approval is required for all programs that intend to be used:

- a. to earn Maryville College credit (e.g. XXX 337)
- b. as a Significant Practical Experience (SPE) or
- c. to use or have access to Maryville College funds

It does not imply official endorsement of a program.

We generally are conducting a verification of accreditation status (if credit bearing), and making sure that internship organizations recognize international education industry standards. Please contact the Center for Global Engagement to discuss your plans prior to beginning the application process.

PLEASE NOTE: Maryville College does not support travel to countries in which there is an active State Department Travel Advisory (level 3 or 4) or a CDC Travel Notice (level 3 regular health notice or level 4 COVID notice). Current Travel Warnings are available at [U.S. Department of State website](https://travel.state.gov) and the CDC Travel Notices can be found on the [CDC Travel website](https://www.cdc.gov/travel).

When considering an intern abroad program, things to consider include:

- Location (see above, and consider related to your goals)
- Number of work hours and duration (this impacts the number of credits)
- quality of placement (what will you be doing, and will it serve your academic and career goals)
- ability to offer credit for the experience
- level of support (pre-departure, arrival, orientation, supervision, emergency assistance, and more)
- Language requirements and language of work environment
- Housing availability and inclusion
- Cost
- Ask yourself what you hope to gain by a period of study abroad and how you would like this experience to complement your Maryville College education as well as enable you to meet your academic, career and personal goals.

It is important to note that literally thousands of intern abroad programs exist all over the world. While the majority of these are of good quality, there are others which make promises that they can't keep. If a program looks too good to be true, it probably is. A good resource for study/intern abroad information is the Institute of International Education (IIE). IIE maintains databases of both study abroad programs and international scholarships. Visit www.IIEpassport.org for more information. You may also want to look for reviews of the program or internship, or ask to speak to a past participant. If you have any questions about the validity of a program, please feel free to speak with the staff in the Center for International Education.

2. Consider your financial aid package – PLEASE READ CAREFULLY

A non-affiliated study abroad program is one with which Maryville College has no formal agreement and you are not charged tuition at Maryville College. The only financial aid money which may be used to cover the costs of a non-affiliated study abroad program is Federal aid. **Work study funds, most state scholarships/grants and Maryville College scholarships may NOT be applied to study abroad on a non-affiliated program.**

Summer Programs Only: If you wish to use your federal financial aid funds for non-affiliated internships abroad, a **Consortium Agreement** must be developed for you by the Center for Global Engagement & Financial Aid Office. You will have to be enrolled in a minimum of 6 credits (the number of credits for your program will depend on duration and number of hours worked. 6 credits is approximately 270 practicum/internship hours). Please note that all financial aid questions should be directed to the Financial Aid Office.

3. Identify whether or not you want this experience to fulfill any Maryville College requirements, for example:

1. **SPE**

International Experience SPE: If you plan on applying to use this summer international experience for your SPE, you will apply using the international SPE form rather than the regular SPE internship form . Important: The link to the application form below will only function if you are signed in to your Maryville College Google account using your MC email address. If it does not work, please sign out of all Google services and then sign in again. [Got it. Take me to the application.](#) (You do not have to do this now – you can do it as part of the pre-departure preparation course, OVS 203)

2. **Internship Credit (XXX 337)**

Please indicate on your application form what requirements you hope to fulfill through this program and the CGE will work with you and your academic advisor to give you a clear answer on what is possible.

3. **Scholarship Requirements (E.g. Bonner, Isaac Anderson, etc)**

4. Complete the [Maryville College Application for Non-Affiliated Intern Abroad Programs](#) and submit to the Center for Global Engagement. One of our staff will reach out to set up an appointment once the program has been reviewed.

5. **Registration**

If you are participating in a non-affiliated program during the summer, you do not need to take a leave of absence. If you want to receive internship credit, or are completing the experience for your SPE you will need to register for summer internship (337) credit. The amount of credit will depend on the number of hours you will complete on your internship.

6. **Grades**

Students should be able to identify a supervisor or point person on site at the internship. That information will need to be provided to the CGE and 337 supervisor. Internships are completed as pass/fail (S/U)

7. **Health Insurance**

Students who choose to participate in non-affiliated study abroad programs who wish to transfer back credit are responsible for purchasing MC travel health coverage for the period of their term(s) abroad. This will be purchased through the CIE. (approx. \$40/month)

8. **Education Abroad Scholarships**

In order to be eligible for Maryville College education abroad scholarships, you must be completing the internship abroad for credit. Only students with approved programs (by

going through the process outlined here) will be eligible for Maryville College credit, scholarships, financial aid and support.

APPLICATION REQUIREMENTS & CHECKLIST

In addition to any application requirements established by the program sponsor/employer, students must submit the documents below to the Center for Global Engagement, unless otherwise noted:

Deadlines:

February 15 for summer programs

Step 1: Complete this form: [Maryville College Application for Non-Affiliated Study Abroad Program](#) (same link as above)

Step 2: Submit copy of Acceptance letter from Program Sponsor (submit as soon as available to studyabroad@maryvillecollege.edu)

Step 3: Register for OVS 203 for the spring semester (1 or 0 credits)

Non-affiliated study abroad program students are expected to attend the pre-departure orientation class sessions that take place at Maryville College each semester. This course will provide you with support to prepare you for a global work experience. Topics covered will include culture and cultural understanding, travel logistics, health & safety. The SPE application process also takes place during this course. *This is a mid-semester course.*

Step 4: Purchase international travel insurance through the Center for Global Engagement.

Step 5: Submit all required paperwork prior to departure (these are assignments in OVS 203)

Students are required to send their own application materials directly to the program sponsor.

Questions? Please contact studyabroad@maryvillecollege.edu