



cea™

Learn your potential



Internships Abroad Family Guide



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To whom it may concern,



Creating opportunities for students to develop and explore what brings them meaning professionally and personally is not simply work for me. It's a passion. Over the past two decades, I have been truly inspired by every student who takes the risk to step up to the personal and professional challenges that come with embarking on an international internship and who reap its rewards.

The student's journey to career readiness begins the moment the student submits an application and continues through the student's return to campus. To ensure students are able to make the most of their internships, the program is grounded in cultivating eight career readiness competencies. These competencies have been identified by the US's top employers as the eight critical skills they are seeking in new hires. These competencies are:

- » Global/ Intercultural Fluency
- » Professionalism/ Work Ethic
- » Oral/ Written Communications
- » Teamwork/ Collaboration
- » Critical Thinking/ Problem Solving
- » Digital Technology
- » Leadership
- » Career Management

The student's CEA internship journey is composed of three parts:

Discovery:

- » Engagement in individualized career exploration.
- » Career coaching by certified career coaches throughout the placement process.

Development:

- » Participation in meaningful internship placements that are as diverse in career fields and in project opportunities as the students who participate in our programs.
- » Enrollment in a required internship course that teaches to the eight career competencies.

Demonstration:

- » Skill assessment and analysis by employers and co-workers
- » Distribution of career development reports that identify student strengths and areas for growth at the conclusion of their internship.

Each part of this process has been intentionally designed to encourage students to broaden their skill sets and to support them in successfully entering the workforce. Combined with the award-winning academic, health, safety, and student development infrastructure and support for which CEA is recognized, the program design provides students with every opportunity to thrive over the course of their experience abroad.

I invite you to learn more about the journey your student has chosen and become another pillar of support. Explore the breadth of expertise and resources available to your students. Encourage them to fully embrace the opportunities available to them.

I remain inspired by our students and am honored to be a part of your student's personal and professional journey.

Kind Regards,

Cynthia Engel

Director, CEA Internships Abroad

A handwritten signature in black ink, appearing to read 'Cynthia Engel', located below the printed name.

The Journey to Career Readiness

Since we opened our doors in 1997, more than 40,000 students have benefited from CEA's thorough pre-departure process, our exceptional study and internship programs abroad, and the opportunities and resources we provide to our alumni. While each program is unique, your student's path will follow three general phases.



PHASE 1: Discover

Career development coaching, internship placement process, preparing for a successful experience abroad.



PHASE 2: Develop

Arriving at the destination and settling into working and living in a different culture.



PHASE 3: Demonstrate

Returning home and translating their experience into future professional opportunities.



iberōMEDIA

What is an Internship?

Internships integrate knowledge and theory learned in the classroom with practical, hands-on experience gained in a professional setting.

As an extension of your student's educational experience, internships offer the opportunity to develop skills within a specific career area through a combination of supervised field experience and related classroom-based experience.

The primary goal of an internship placement is to allow your student to observe, participate in the working environment, and then apply what they learn as they transition into the workforce. Each internship is unique and depends on the alignment between a placement and your student's background and skills.

Internship duties generally range from clerical work, reception, and administrative assistant responsibilities to teaching, researching, or playing a unique role in the execution of special projects. Often, interns perform work that regular employees don't have the time to complete. That said, your student's work will provide value to their employer and their résumé. Though some responsibilities may be simple, the networking connections, cross-cultural communication skills, knowledge, and exposure to the industry (known as soft skills) that your student will gain are invaluable.

How does an international internship differ from a domestic internship?

When your student interns abroad, they will gain first-hand knowledge of a host culture, adapt to local workplace culture, often practice speaking in another language, and develop cross-cultural competencies. As such, interning abroad involves a different set of rewards and a different set of challenges than interning domestically.

UNIQUE INTERNATIONAL CHALLENGES MAY INCLUDE:

- » Becoming used to different work cultures
- » Using a different language
- » Learning expectations for relationships between co-workers and management
- » Assimilating into a new workplace and a new culture at the same time

Another difference between international and domestic internships? While participating in any internship will benefit your student, an international internship will make their résumé stand out in a globalized workforce.





What's the difference between studying abroad and interning abroad?

More than simply an added component of studying abroad, internships abroad allow your student to take their experience and professional development to the next level. While both opportunities allow your student to earn academic credit abroad, interning has an added focus on developing marketable career skills, taking a deeper look into the host culture, developing cross-cultural communication skills, and building real-world experience in a career field of interest.

Another difference? Time commitments and responsibilities. When undertaking an internship abroad, your student should prepare for the additional requirements that come with being a working professional. While internship students have less flexibility than their study abroad counterparts, organization and planning can enable your student to take advantage of travel and cultural activities while abroad.



Study Abroad Programs

- » Clearly defined overall program structure
- » Host university staff serve as primary points of contact, support, and mentorship
- » Students are provided detailed syllabi that outline tasks, projects and performance expectations.
- » Classroom environment provides a familiar structure within an unfamiliar setting
- » Familiar teacher/student relationship
- » Friends and peers that are going through common, shared experiences
- » Host country language used in class is often tailored to second language learners

Internship Abroad Programs

- » Students will likely be part of creating their own internship workplan.
- » Company or organization may provide varying levels of orientation, supervision, and assistance, expecting student to take initiative and ask questions when direction is needed
- » Work tasks may be vaguely defined or unfamiliar; performance expectations may be less clear than those outlined on a course syllabus
- » Employees may be shy or even intimidated by students, due to their own perceptions about Americans
- » Students must take both coursework and internship hours into account when making travel plans.
- » Students are likely the only intern at that site at that time, and there may not have been previous interns to serve as a point of reference
- » Students may not have a professional fluency in the host language, increasing social challenges in the workplace



Phase 1: Discover

Talking about Pre-Departure

Whether your student has traveled extensively or has never left their home country, your student's preparations and impending solo travel will be a new adventure for everyone involved.

As your student embarks on the internship abroad process, you may encounter new challenges as you strive to find balance between helping your student and letting them take the initiative to accomplish necessary responsibilities. Asking questions and listening closely to your student's answers will reveal where your experience may be most helpful to them.

With your support and expert advice from our CEA Pre-departure team, your student can pro-actively maneuver through the pre-departure process. As your student accomplishes pre-departure requirements independently, they'll gain the confidence and program knowledge they need to be successful abroad.

The Journey to Career Readiness



PHASE 1: Discover

The discover phase is an important launching point in the career development and program planning process for your student:

APPLICATION PROCESS

- » Work one-on-one with a CEA Admissions Counselor to discuss academic and career goals to determine which program is the best fit
- » Submit an internship interest form that highlights past experiences, personal and career interests, and potential goals for participation in the program
- » Create and submit a résumé
- » Complete our online application form
- » Review [CEA Student Code of Conduct and Academic, Housing, and Financial Policies](#)

INTERNSHIP COACHING AND PLACEMENT PROCESS

- » Work with a Certified CEA Internship Career Coach to complete the first interview and the MyCEA To-Do List, including submitting all required documents and edits to the résumé
- » Once accepted into CEA, begin the personalized placement process. This process will take 6-8 weeks to complete:
 - o With our NACE career-coaching certified Internship team, explore career aspirations and identify the core competencies they can strengthen to facilitate a successful transition into their target industry
 - o Work with our internship team to understand strengths and skill gaps relative to those core competencies; identify 3 personal, professional, and academic internship learning objectives
 - o Interview with our onsite internship placement team to refine placement interests and internship learning objectives
 - o Engage with our internship team as we identify placements uniquely chosen to align with your student's internship learning objectives.
 - o Conduct a formal interview with the host company to assess mutual alignment and fit
 - o Await final confirmation of your student's acceptance by their internship host company.

HEALTH AND SAFETY

- » Complete the CEA Required Health Information
- » Visit a health care provider to receive any necessary prescriptions or vaccines
- » Research the political/social conditions and health advisories in the program destination

HOUSING

- » Submit housing preferences

ACADEMICS

- » Seek program and course approval from the academic advisor, study abroad advisor, and/or financial aid advisor at the home institution
- » Submit course preferences

FINANCES

- » Review financial deadlines, financial aid, and payment options
- » Review the CEA program sample budget with a family member

TRAVEL, PASSPORTS AND VISAS

- » Apply for or renew passport; U.S. citizens can enroll in [S.T.E.P., the U.S. State Department's Smart Traveler Enrollment Program](#)
- » Book flights and share info with CEA Internship Specialist
- » Research and obtain any foreign immigration documentation, such as a student visa

CROSS-CULTURAL PREPARATIONS

- » Join [CEA on Facebook](#) and explore the [CEA blog](#) to see what's going on in the host city
- » Review "Navigating the Workplace" in your student's MyCEA account

What's Included with CEA



CEA offers an array of services and amenities to create the best possible internship abroad experience for your student. Below, you'll find a general list of what's included and what's not included. Please check our website to review specific inclusions for your student's program.

What's generally included

Students are provided with an interactive and personalized student website & resource: the MyCEA Account that houses almost everything they will need to know prior to departure. In addition, the following is included:

ACADEMICS

- » Tuition and university registration
- » Access to university services
- » Online course descriptions and syllabi
- » One official transcript

FINANCES

- » Customized sample budget
- » Payment Plans
- » CEA Secure Program Insurance

HOUSING

- » Safe homestays, apartments, dorms, or residencia and the benefits that come with each
- » Periodic safety checks of the housing over the course of the term

CULTURAL IMMERSION

- » Excursions
- » Immersion activities that include museum tours, cooking workshops, dancing lessons, fitness activities, arts programming and many more options that vary by location.
- » Welcome reception and city tour

HEALTH AND SAFETY

- » Pre-departure assistance and helpful guides/handbooks
- » CISI Student Health Insurance
- » AXA/Travel Assist Emergency Services
- » Airport reception
- » Onsite/international staff support
- » Onsite orientation

INTERNSHIP COACHING AND PLACEMENT SUPPORT

- » Personalized career development coaching and internship placements
- » Mentoring by host site supervisors onsite
- » Internship guidance and coaching onsite
- » Required Multicultural Workplace course

...and what's not



- » Airfare
- » Airport reception for those not arriving within the CEA guidelines for the program
- » Return airport transportation
- » Travel insurance/property insurance
- » Medical expenses at time of service
- » Meal plan (some housing assignments may include meal plans)
- » Passport fees
- » Student visa or other immigration requirements, or costs incurred while obtaining a visa
- » Books, materials, and supplies
- » Commuting transportation (to school, internship, activities)
- » Personal transportation
- » Security deposit
- » Personal expenses
- » Cell phone

MyCEA Account

Every CEA student has a personalized, password-protected, online [MyCEA Account](#). Students can use it to find everything from next steps and payment information, to their available courses list and program calendar. They can also use it to prepare for all aspects of life abroad, including cell phones, managing money, and cultural adaptation. It's even helpful for after their program ends for keeping tabs on their transcript and security deposit refund.

PRE-DEPARTURE

- » To-Do List
- » Your CEA team and Advisor Contact Information
- » Access to their Online Pre-Departure Orientation

WHILE YOU'RE ABROAD

- » Available 7-14 days prior to program start:
- » Housing Assignment Address
- » CEA Arrival Card
- » CEA Onsite Staff Contact Info

ALUMNI

- » Re-Entry Evaluation Link
- » Security Deposit Info
- » Program Transcript Info

PROGRAM INFO

- » Program Summary
- » Sample Budget
- » Itinerary/Calendar of Program
- » Course Outlines

PAYMENT INFO

- » Payment Summary
- » Online Payment Page
- » Printable CEA Account Statement

RESOURCES

- » How to Navigate Your Host Country's Workplace
- » Program and Destination Info,
- » Visa Guides and Tutorial Links
- » Destination-Specific Guides/Resources
- » Health Insurance

The screenshot shows the MyCEA Account interface with a navigation bar at the top: Overview, Arrival/Departure Information, Health And Safety, and CEA Secure™. A red banner at the top reads: "Reminder: It's imperative to start reviewing the procedures and application timeframe for the student visa, which is required for your program. Please review the 'Visa Guidelines' item in your To-Do List." The main content area is divided into several sections:

- To-Do List:** Includes a link to download a free version of Acrobat Reader. Below is a table for "Prague, Czech Republic: 2019 Spring Semester (Full Curriculum)".
- Your CEA Team:** Lists the Enrollment Advisor (Maddie Lorubbia) and Financial Services (Jason Schultz) with their contact information.
- CEA Scholarships:** Provides links for application and information, along with submission deadlines for Spring, Summer, and Fall.
- CEA Mailings:** Shows a mailing for "Prague, Czech Republic Spring 2019" with an acceptance letter.

The "To-Do List" table for Prague, Czech Republic: 2019 Spring Semester (Full Curriculum) is as follows:

| Outstanding Items | Deadline | Notes |
|---|------------|-------|
| Verify Courses, Emergency Contacts and More | ASAP | |
| Review Cell Phone Policy | ASAP | |
| Upload Copy of Passport | ASAP | |
| Passport Info | ASAP | |
| Upload Advisor Approval Form | ASAP | |
| Flight booking options | 01/01/2019 | |
| Flight Information | 01/01/2019 | |
| Czech Visa | 01/08/2019 | |
| State Department Info | 01/15/2019 | |
| Required Health Information | 07/23/2018 | |
| Upload Digital Photo | 10/23/2018 | |
| Visa Guidelines | 10/30/2018 | |
| Place of Birth | 10/30/2018 | |
| Housing Application | 10/30/2018 | |
| CEASecure | 11/30/2018 | |

Below the table is a link to "Check Your Statement for Payments Due" and a "Learn more" link. At the bottom, there is a "Completed/Received Items" table:

| Completed/Received Items | Date |
|------------------------------|-------------------------|
| Upload Unofficial Transcript | Completed on 06/14/2018 |
| Complete Application | Completed on 06/13/2018 |
| Application Fee | Completed |
| \$100 Confirmation Payment | Completed |

QUICK TIP: Your student must provide you with the login information in order to access this account; CEA cannot provide access to anyone but the account holder.

Student Confidentiality

CEA respects the privacy of students who are of legal age when they sign the CEA Program Participant Agreement. Except in those cases where students cannot speak for themselves or give CEA permission to speak freely with a family member, information concerning a student's housing, behavior, academic standing, health condition, internship placement, or program location must be disseminated by the student. Please speak with your student about the importance of communication and how they will share information with you.

Money Matters



BUDGETING

Review the Sample Budget in the Program Info section of your student's MyCEA account.

FINANCIAL AID

If a student hopes to use financial aid funds to help pay for their program, CEA must receive the [Financial Aid Disbursement Form](#) (FADF) along with a payment for any portion of the balance due not covered by financial aid, by the payment due date. The student starts the process by taking the FADF to their school's financial aid office. That office completes the form and faxes it to CEA before the payment due date. The FADF, located in the Resources section of your student's MyCEA account, details these steps.

TAX DEDUCTIONS

If you claim your student as a dependent and wish to report tuition paid for their study abroad program, please know that CEA does not send out 1098 or 1099 tax forms, nor can we provide tax advice. However, we can provide a final invoice showing charges and a cost breakdown for tuition and fees. Please consult a tax professional if you have questions.

PROGRAM PAYMENT

Students can make online payments to CEA by e-check (electronic check), credit card, or debit card through their MyCEA Account or by phone at 1.800.266.4441, ext. 1807. As soon as payment is received, the student can click on the Payment Activity sub-tab in their MyCEA account to view a receipt. A processing fee may apply to debit and credit card payments. Please see our [payment policies](#) for more information. Our **Financial Services Team** is here to answer your questions.

TAKING MONEY ABROAD

Review the CEA Student Handbook for recommendations specific to your student's destination country. Basic recommendations include USD \$150-200 (in the local currency or newer U.S. bills in small denominations), a debit card, and/or a credit card. Opening a bank account abroad requires significant documentation and time, so we don't usually recommend it, unless your student wishes to work while abroad or is staying for a full year.

EMERGENCY FUNDS

Many students have found it helpful to grant power of attorney to a family member before they depart, so that money can be deposited into the student's checking account for withdrawal at an ATM. Prior to your student's departure, request advice from your financial institution. Using Western Union or another service can be expensive and inconvenient.

WITHDRAWAL

A student may be eligible for a partial refund of payments made to CEA if we receive a written request for withdrawal from the student on or before the program's withdrawal date. The application fee and confirmation deposit are not refundable. No refunds will be approved for program withdrawals requested after the program's withdrawal date. Once a student has signed their final internship placement commitment, a cancellation fee will be applied for any withdrawal from the internship component of the program. For more information, please review [CEA's withdrawal policies](#) and the CEA Secure program.



Money is a common topic of discussion; this quick guide will answer some of your money questions. The CEA Financial Services Team can help answer any other inquiries; reach them at 1.800.266.4441, ext. 1807.

Supporting your Student

in Pre-Departure

Over the course of your student's pre-departure preparations, they may have questions and look to you for advice. Following are some common points of discussion that can surface as they prepare to depart.

INTERNSHIP PLACEMENT PROCESS (More on PG. 8)

"What have you discussed with your internship coaches about your placement interests?"

It is helpful for students to understand that their internship placement is meant to provide them with the foundational skills they need to fulfill their career aspirations. This may mean they are placed in a broader, more generalized placement within the profession so they gain exposure to a breadth of opportunities in that field.

PASSPORT

"Let's check your passport; it might need to be renewed" or "Have you applied for your passport? We might need to pay for expedited service if your program starts in less than three months."

STUDENT VISA

"Does the country where you are studying require a visa?"



TO-DO DOCUMENTS

"How is your MyCEA checklist going? Is there anything left to do?"

CREDIT TRANSFER APPROVAL

"Have you talked with your Academic Advisor about getting credit for the classes you will be taking abroad? Have they approved the study abroad program you're interested in? Did you check out the steps on the CEA Website?"

PROGRAM INFORMATION

"Have you received any updates from your CEA Site Specialist?"

FINANCIAL OBLIGATIONS

"Have you thought about how to pay for the program? Have you looked at the cost of flights? Will financial aid cover any of the cost? Do you know when the final payment is due?"

Please call the CEA Financial Services Specialist at 1-800-266-4441 ext. 1807 if you have any questions.

S.T.E.P. (FOR U.S. CITIZENS)

"Have you registered for the [U.S. State Department's S.T.E.P./Smart Traveler Enrollment Program](#)? It's an easy way to get updates and stay connected with friends, family, and the U.S. Embassy if there's an emergency."

MONEY MATTERS (More on PG. 11)

"Have you worked out a budget for your time abroad? How can I send you money? Do you know the exchange rate or if there are ATM fees? Are you setting aside money for unexpected expenses, such as seeing a doctor?"

Supporting your Student

in Pre-Departure, continued

HOUSING (More on PG. 17)

“Have you submitted your housing preferences? Remember, housing assignments aren’t guaranteed — they’re first-come, first-serve.”

HEALTH AND WELLBEING (More on PG. 18)

“Do you need to visit the doctor before you leave? Do you need any vaccinations or to have your medication(s) refilled? Do you have copies of your prescriptions, passport, accounts, and passwords? Please leave me copies so I can help you if needed.”

SAFETY

“Did you read the CEA Student Code of Conduct? I want you want to have fun but also make good decisions. Have you checked out the Health & Safety tips sheet? Remember to do some research on your host country so you understand what’s going on there.”

COMMUNICATION IN COUNTRY

“Do you want to get your phone unlocked? Can you get a phone there to call us? WiFi may not be available when we want to talk.”

CEA requires students to have a number that works locally so onsite staff can notify students of any emergency and confirm student wellbeing.

AIRPORT PICK UP

“Will CEA pick you up from the airport? Are there any guidelines for arrival? Have you printed your arrival card with the emergency number if your flight is delayed? Your arrival card will be posted to your MyCEA account 14 days before the start date of your program.”





Phase 2: Develop

You and your student have spent weeks preparing for departure, and now they've arrived onsite. For your student, these first days will be a busy time of settling into housing, meeting new people, immersing themselves into a new culture and a new environment, starting work, and possibly adjusting to a new language. Students will also attend mandatory orientation, finalize their course schedule, perhaps take a language placement exam, and grow familiar with new classroom expectations.

For you, this is a time of waiting, hoping, and patience, as your student may not be in regular communication with you while they manage this transition. With the time difference, jet lag, and different levels of Internet access, it's important to prepare yourself for a change in the frequency and length of contact with your student and maybe even some calls at very late hours in the U.S.

The Journey to Career Readiness



PHASE 2: Develop

Upon arrival, it is important that your student engage with our teams in their new host locations, so your student is well-prepared for and able to make the most of their term abroad:

ARRIVAL: HEALTH AND SAFETY

- » Actively participate in CEA's onsite general orientation

INTERNSHIP

- » Actively participate in CEA's internship-specific orientation
- » Put their best foot forward in their internship placement by fulfilling their schedule and project commitments to the host internship site. Make the most of their experience by integrating themselves into the work team and taking the initiative to respectfully contribute ideas, talents, and time to their new colleagues
- » Actively engage in the internship seminar, the foundation of the internship program that supports students in developing the career readiness competencies employers are seeking. Participation will help students make the most of their internship experience onsite
- » Follow through on regular check-ins with the CEA Internship Placement Team onsite
- » Work 10-30 hours per week at the internship placement (depending on the offering); recognize that the host site is counting on the student to come to work consistently and be prepared to contribute and adapt to the project needs

ACADEMICS

- » Complete final course registration and/or course confirmation
- » Attend class regularly and adjust to a different academic learning environment that may feel unfamiliar

TRAVEL

- » Keep in touch with onsite staff, email travel itineraries, and check email regularly
- » Expect to either work or attend class on Friday mornings. Attendance is required, so travel arrangements should never be booked in advance on Friday mornings.
- » Refrain from booking travel prior to arrival or even too far in advance once they arrive. Students will make new friends at work who will provide some unique opportunities to travel and participate like a local in the host country. Missing out on those opportunities because of pre-booked travel with other Americans will not only limit your student's cultural experience abroad, but it will limit the depth of the relationships they are able to build with co-workers.
- » Our suggestion is to wait to book any travel outside of their host city until they've at least had their first full day of their internship placement

CULTURAL INTEGRATION

- » Participate in cultural immersion activities provided weekly by our CEA centers and engage with the local community
- » Recognize they are a visitor and approach the cultural differences and new environment with curiosity and openness. Seek to adapt to the host country rather than pursuing ways to adapt the host culture to a US lifestyle.



Arrival



Typically, your student is eligible for airport pick-up if:



They arrive at their program's preferred airport on the start date of the program before the cut-off time for airport pick-up



They provide their complete flight information to their MyCEA account at least three weeks prior to the start date of the program



They are living in CEA Housing

If a student has met these guidelines, they will be met at the airport by a CEA representative, have arranged transportation, and be taken to their CEA housing assignment or to a designated program meeting location.

It is critical that your student attend both the General Orientation and the Internship Orientation. During these mandatory meetings, students will learn more about their new cultural environment from onsite CEA staff (all of whom live locally), academics, transportation, planned activities and excursions, workplace culture, how to make the most of the internship experience at work, and important ways to stay safe and healthy as they transition to life abroad.

As excited as your student may be to arrive at their destination and eager to explore their new city, it is very important they attend the full Orientation Program where they'll connect with CEA onsite staff, faculty, and fellow students. Our staff have been looking forward to your student's arrival and will serve as their primary resource during their program.



Housing



Whether your student has indicated a preference for a homestay, residence hall/residencia, CEA apartment, or independent housing, their housing assignment will likely differ from what they are accustomed to at home or in their college housing arrangement. Unrealistic expectations about housing can disappoint and frustrate students, and become a concern for you. Despite the fact housing costs are generally much higher abroad, that additional cost doesn't necessarily translate directly to more amenities. It is important to know that when abroad:

APARTMENT TEMPERATURE CONTROLS

may be centrally managed by the landlord or only operated a few hours per day per local utility laws. **It's important to know that most apartments and homes in our program locations do not have air conditioning.**

CLOTHES DRYERS

are seldom available. The student may contract laundry services to launder clothes in the way they are accustomed. Commonly, clothes drying racks and clotheslines are used abroad and are provided.

MULTIPLE PERSONAL APPLIANCES

(hairdryers, flat irons, curling irons) will overload outlets. These items can also be damaged by repeated use with converters. In some locations, use of U.S. appliances is forbidden due to risk of electrical damage. Buy these items onsite to best manage this issue.

PRIVATE BATHROOMS

are rarely available, so students should expect to share and set up schedules to balance the needs of all roommates. Bathtubs with fixed or removable shower handles are the common fixture.

CLOSETS

and general clothes storage may not be as large in space or quantity as students are accustomed to; instead, students may find free-standing wardrobes and small dressers available. Encourage your student not to overpack; as a general rule, they should lay out what they want to take, then pack only half. Additionally, students should leave items of great sentimental or monetary value, which cannot be easily replaced, at home.

MANY COMMUNITIES HAVE "QUIET HOURS" LAWS


in place that prohibit loud gatherings in residences, including noise in common areas such as hallways and stairwells, between 10pm and 6am; repeated noise violations may result in eviction.

WIFI AND INTERNET ACCESS

may not be as consistently available or as fast as students are used to back home. Students may need to utilize the CEA Center, libraries, or cafes to access the Internet as needed. We advise students not to rely on WiFi for their communication needs.

COMMUTING TO WORK

It is common to expect to commute up to one hour each way on public transportation to the workplace on scheduled internship days. This time represents one of the best (and often most fruitful) opportunities to live life like a local as most people regularly rely on public transportation for both professional and personal commutes.



CEA cannot intervene or assist students who pursue independent housing with any aspect of securing housing, including their leasing or rental agreement. Students seeking independent housing should ask specifically about deposits or noise regulations, as it is possible for a student to be evicted due to repeated noise violations. While this may seem an extreme response to what is considered "normal college student behavior" by U.S. standards, it is important to remember your student has transitioned to a new cultural environment and may need to adapt their behavior to be respectful of local laws and to successfully reside in their new community.

Health and Wellbeing



We understand that your student's health and wellbeing are your first priority; they are ours, as well. Students must keep themselves healthy and safe in order to fully enjoy their experience abroad, achieve academic success, and reach their goals. Guidance from you, expert advice from CEA's Pre-Departure Team, and support from CEA's onsite staff make this possible.

Safety Overview

Crimes may be committed anywhere in the world, even in your own hometown. However, crime in an unfamiliar place can seem much more unsettling to families at home when their students are abroad. While it is also the student's responsibility to keep themselves safe and avoid risky behaviors, CEA supports your student through:

- » Consistent and transparent communication between CEA U.S. home office staff and CEA international staff onsite.
- » 24/7 emergency phones answered by CEA staff in each CEA location and at our U.S. home office.
- » Experienced, well-trained staff who understand college students and are responsive to student needs.
- » Dedicated Health & Safety Team that continuously monitors U.S. State Department resources, updates, and international news.
- » Multiple access points for students to learn about Health and Safety through their CEA Site Specialist, CEA onsite staff, and in-depth, onsite orientations specific to each city and country.
- » Individual student enrollment with AXA/Travel Assist Emergency Services through CISI Insurance.
- » Regular review of all CEA emergency protocols and emergency plans.

Health and Safety Emergencies

Outside of normal business hours, all students have access to local emergency services and a CEA emergency contact number to reach CEA staff 24/7. Students often contact their families when a serious issue or emergency occurs. Please encourage your student to call their onsite CEA staff first in case of an emergency or health issue. The U.S. CEA emergency number, 1.800.266.4441 ext. 0, is available to you to report a serious issue as well.

Medical Insurance

After the withdrawal date for your student's program has passed, each student in good financial standing will be enrolled in CEA's partner for student health insurance abroad, Cultural Insurance Services International (CISI). This mandatory insurance coverage is included in the total cost of the student's study program. CISI covers many of the general health needs a student may have while studying abroad, including illness occurring onsite, re-emergence of previously stable pre-existing conditions, and limited treatment of pre-existing conditions during the dates of your student's CEA internship program.

This insurance is a reimbursement plan, so students should expect to pay at the time medical services are rendered, then submit a claim with their receipts and medical documentation for reimbursement. A reimbursement check will be sent to their home address. Students may fail to budget for possible healthcare costs, or would rather use their money for travel or social activities; encourage your student to make their good health a priority and set money aside just in case.

CEA onsite staff direct students to local clinics and doctors, help make appointments, and accompany students as needed to assist with any language challenges.

“Fixing” your Student’s Problems



Personal

When your student talks with you after arriving in their host country, they may share their first impressions with you, including things that are “different” or make them uncomfortable. For instance, the Internet might be slower or not as available as it is in the U.S., the housing may be older than they expected, and locals may seem unfriendly. As a family member, you will likely be your student’s first call when they are faced with a new situation, before they have thought through how to manage the situation for themselves or contacted the CEA onsite staff. You may even receive several such calls in the first few days as your student copes with homesickness, needs a sympathetic ear, or wants to be reassured that they’ve made the right choice.

While it’s natural to want to “fix” these issues so your student can get on with having the great time they were expecting, students should be encouraged to communicate their feelings and concerns to CEA onsite staff. These experienced professionals are readily available (in the same time zone!) and are trained to assist your student as needed. They’re able to see the whole picture, while you only hear your student’s perspective. Encourage your student to connect with onsite CEA staff who will help explain cultural differences and provide resources to make your student’s transition easier. Remember, roommate challenges or academic issues are opportunities for your student to speak for themselves and resolve their concerns independently, which builds their confidence and coping skills.



“Fixing” your Student’s Problems



Internship

Your student is embarking on a powerful personal and professional learning experience by participating in an internship. The fact that they have been selected and successfully placed reflects our confidence that they possess the tools to take ownership of the responsibilities they are accepting as an intern.

For most students, this experience represents one of the first times they become the authors of their own “syllabus” rather than recipients of an outline that has been handed to them. Students who embrace this responsibility come home having developed a new level of maturity and wisdom. To succeed in the moment, it is valuable to remember that while it may initially feel uncomfortable or awkward, your student needs to take the initiative to demonstrate their eagerness to learn, share their ideas, and ask their supervisors and colleagues for feedback.

Your support in reinforcing this approach with your student will help them to thrive. If your student is struggling, remember we have an internship team onsite who are there to coach and support the students in making the most of their experience. Please remind your student to reach out to us early. If they wait too long or choose not to share their concerns with us, they risk losing out on the potential their internship placement has to offer.

In the meantime, what should your student expect during the internship experience?

TO BE A SMALL BUT INTEGRAL PART OF THE OFFICE COMMUNITY

It’s important that your student should not expect to be doing work a manager would typically do. Especially at the beginning of the internship, your student may be given simple tasks to demonstrate their level of eagerness to be a contributing member of the team. These tasks are a way for your student to demonstrate the host company can trust them to handle the responsibility of larger tasks and projects with outcomes that will have a meaningful impact on the company and its employees.

TO LEARN FROM THOSE AROUND THEM

In most cases, your student will be assigned a project, likely in partnership with a colleague, and will be expected to be accountable for their own experience. As mentioned previously, that means speaking up when they need help or doesn’t understand. Your student will have the opportunity to experience life as a local if they take the initiative and gets to know their new co-workers. In fact, if they keep their eyes open and observe, every minute of an internship can serve as a learning opportunity.

TO COMMUTE TO WORK LIKE A LOCAL

CEA housing is located near public transportation. As mentioned previously, commuting via public transportation is a regular and expected part of daily work life in our host countries.



“Fixing” your Student’s Problems



Internship continued...

TO TAKE A MANDATORY 3-6 CREDIT INTERNSHIP SEMINAR

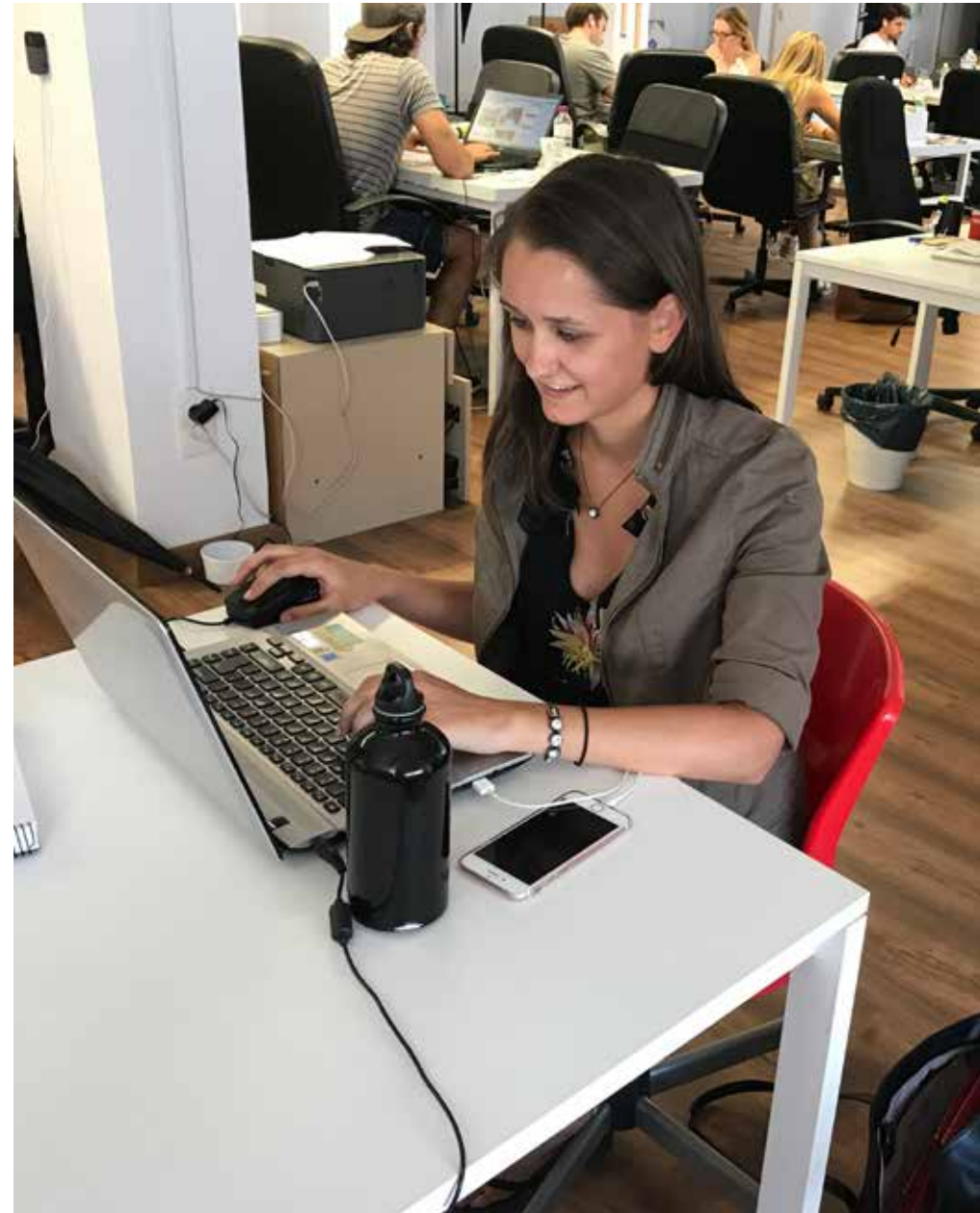
This academic seminar invites your student to analyze and evaluate workplace culture and the daily business environment they experience. Putting your student in touch with interns from other sectors, these seminars are designed to build the cognitive, behavioral, and affective skills your student needs to interpret and navigate the multicultural workplace. To this end, they will learn to apply current theoretical approaches to developing global competence, to intercultural communication, and to global workplace culture.

The academic component is comprised of a seminar that meets once or twice a week for 3-4 hours each week. Part of this seminar includes a career development portfolio project. For summer full-time interns, the project is reflected as a more robust capstone project. For all students, this project will form the foundation of a job seeker portfolio and be instrumental when looking for employment after graduation.

TO BE EXPECTED TO TAKE INITIATIVE AND OWNERSHIP OF THEIR LEARNING OBJECTIVES

Just as with any job, a successful internship is the result of a student willing to be a self-starter and identify how they can contribute to the host organization. This sends a message to the host supervisor about the level of the student’s willingness to learn, which will lead to a more engaged mentoring process.

If your student is expressing concern about their placement, please direct them to the internship coordinator onsite. The coordinator will meet with your student to understand your student’s concerns and form an action plan to address those concerns and improve the student’s placement experience.





Phase 3: Demonstrate

Interning abroad is a life-changing experience. When students return home, many experience a bit of what's known as "reverse" culture shock or re-entry shock. Sometimes, re-entry shock is more difficult than the culture shock students experienced when they arrived abroad.

Why? Most students expect to feel disoriented when entering a new culture but don't expect to feel that way when they return home to their own culture. This emotional experience is common after an extended stay abroad and might result in some challenging moments.

As eager as you are for your student to settle back in and finish their degree program at their home institution, they may want to focus on what they experienced overseas, the friends they made abroad, and how this experience may now impact their future plans. All of these feelings and behaviors are completely normal. Many students find it helpful to connect with other CEA program alumni or their home university's study abroad office to find an outlet for their enthusiasm. Be patient as your student transitions back into life in the U.S.

The Journey to Career Readiness



PHASE 3: Demonstrate

After an experience as powerful as an internship abroad, returning home can feel disorienting to most students. In addition, there are several administrative components to tie-up. Here's what to expect:

ACADEMICS

- » Receive transcripts (about 90 days after the program's end date and after financial clearance)

PROGRAM WRAP-UP

- » Complete the required CEA online program evaluation within 30 days
- » Receive a refund of any remaining portion of the security deposit (about 90 days after the program's end date, upon completion of the program evaluation, and financial clearance)
- » Send a thank you letter to host site colleagues for sharing the career development experience with them.

TRANSITIONS

- » Feel somewhat disoriented upon returning home and during the readjustment-to-life-in-the-U.S. period
- » Set an appointment with their university's career center to leverage the experiences and achievements they have acquired during their internship abroad. Identify a career search plan and maximize how to reflect the internship experience on their résumé
- » Explore further opportunities available to [CEA study abroad alumni](#)



Re-Entry



TRANSCRIPTS

In order for your student's internship abroad program transcript to be mailed to their home institution within 90 days of their return home, they must provide a [Transcript Release Form](#) (part of the CEA application), and their account with CEA must be financially cleared. More [information on transcripts](#) is available on the CEA website.

SECURITY DEPOSIT

To receive any remaining portion of their CEA security deposit, the student must complete their CEA program evaluation online within 30 days of the end date of their program and have their CEA account financially cleared. While completing the program evaluation, your student will be prompted to enter an address to which any eligible refund will be sent. Your student can review the process on the Alumni tab of their MyCEA Account.

CAREERS AND THE FUTURE

Ninety-five percent. That's how many employers prefer to hire graduates with relevant work experience. More than 60 percent of employers prefer to hire job applicants with experience gained through an internship (NACE Job Outlook 2015).

In fact, an internship represents the most important credential a recent college graduate can have on their résumé, according to surveys of employers across industries. That's why CEA is committed to providing internship opportunities around the world and helping your student rise above the competition in a crowded job market.

Internships abroad offer a range of benefits, from networking opportunities to the chance to develop valuable skills and the opportunity to learn about future possible career fields, all with an intercultural twist. Pre-professional experiences abroad help résumés stand out: potential employers strongly prefer job candidates with relevant work experience, and students who complete internships tend to find jobs faster and command higher starting salaries than students who don't complete internships (Saniter and Siedler, "Door Opener or Waste of Time?" 2016).

So what can your student do to maximize this experience upon their return home? The key lies in learning how to leverage the skills and experience they gained abroad on their résumé and in job interviews, and linking their overseas experience to their chosen career. We offer a range of helpful suggestions [career resources](#) to help our Alumni make the most of their education abroad:

- » **VISIT THE CAREER SERVICES OFFICE:** As with CEA, universities are committed to supporting their students in securing the job they want and deserve upon graduation. Upon return to campus, encourage your student to make an appointment with a career advisor at their career center who can help them refine and implement the career search plan they created during their internship abroad.
- » **RÉSUMÉ BOOST:** When it comes to highlighting study abroad on a résumé, it's not simply enough to list experiences and hope they get noticed. Placement and descriptions matter; ask your career counselor for examples of how to include study abroad on a résumé.
- » **MAKE STUDY ABROAD RESONATE WITH POTENTIAL EMPLOYERS:** When writing a cover letter or résumé, or talking about study abroad in an interview, it's essential that your student make explicit connections between the skills gained and lessons learned while abroad, from cross-cultural communications to language proficiency to problem-solving to flexibility.
- » **ALUMNI NEWSLETTER:** Our regular e-newsletter shares helpful tips, information, and advice with CEA study abroad alumni.
- » **ALUMNI AMBASSADOR:** This career-building opportunity allows students to develop their networking, communication, and interpersonal skills. Students share their experiences with peers and faculty on their home campus and, in return, gain access to career-building workshops, and a network of professional contacts and references.
- » **WORKING OVERSEAS:** Many CEA Alumni discover a passion for working overseas while they're studying abroad. Our career resources guide is a great place to start the search for international opportunities.



cea™

Learn your potential



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Interning abroad changes the game. You will really learn about the culture of the place you are living in, and you will come out of your internship with skills you never knew existed. It sets you ahead in the workforce, but more importantly gives you a broader perspective on life!”

ANTHONYROTOLO
Florence, Italy



Thank you