

CENTER FOR INTERNATIONAL PROGRAMS ABROAD
EMORY COLLEGE

**Statement of Responsibility for Students Studying Abroad
on an Emory Approved Study Abroad Program with an Internship Component**

(to be filled out at the time of application or before a student is finally accepted to a study abroad program)

Name: _____ Student ID: _____

Study Abroad Program/Location: _____ Semester: _____

Major: _____ Minor: _____ GPA: _____

Emory College Study Abroad Internship Policy: The Education Abroad Committee has agreed that academic credit can be granted for internships taken abroad if the internship is of high quality and if it includes a strong academic component. As students will also be enrolled in other courses overseas, it is the Committee's view that an internship should receive no more than 4 hours of credit. Academic credit can only be given with the endorsement of a particular academic department; therefore, departments will have control over whether a particular internship qualifies for credit in that department.

Principles for Study Abroad Internships that receive Emory Credit:

1. Students can earn a maximum of 4 hours of academic credit for an internship taken while studying abroad for a semester. For Emory approved semester programs, students are expected to be enrolled for three additional courses or 12 additional hours of credit.
 2. The overseas internship should have a clearly identified location and a clearly defined internship project that is approved both by CIPA and the relevant department that will award the credit.
 3. The internship must meet all criteria (for written work, amount of time devoted to the internship, etc.) established for internships by the academic department at Emory. In addition, there should be some supervision of the internship by the internship coordinator or director of undergraduate studies (whichever is appropriate) within the department granting credit. This supervision can easily take place via email. Semester internships should usually have an 8-12 week duration and require a minimum of 15-20 hours in the internship per week. All internships should include an academic component that involves supervision by a faculty member within the resident country, relevant readings, and the preparation of a research paper.
 4. The internship must appear on the official transcript produced at the conclusion of the study abroad program.
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- _____ 1. I understand that in order to receive credit for the internship abroad I must obtain approval from the Faculty Study Abroad Representative in the department in which I am seeking credit. This approval must be in the form of a signature on the CIPA Course Equivalence Form or in an email sent directly to my Study Abroad Advisor in CIPA. A list of Faculty Study Abroad Representatives can be found at:
<http://www.cipa.emory.edu/media/FACULTY%20S.A.%20REPS.pdf>
- _____ 2. I understand that if there is an accompanying academic seminar attached to the internship that I must also obtain approval for that course from the appropriate Faculty Study Abroad Representative. This approval must be in the form of a signature on the CIPA Course Equivalence Form or in an email sent directly to my Study Abroad Advisor in CIPA.
- _____ 3. I understand that failure to obtain the appropriate approvals prior to departure may preclude me from receiving academic credit for my internship abroad.
- _____ 4. I acknowledge that I have read the above statements and that I am making the choice to enroll in an internship during my study abroad experience.

Signature: _____ Date: _____