



The Global Internship Program gives Gallaudet undergraduate and graduate students opportunities to gain practical experiences while broadening their perspectives by being exposed to other cultures. Through the program, students engage in international internships, where they work with deaf, hard of hearing, and/or hearing populations for various periods of time (up to one semester). In the past, students have had the opportunity to serve internships in countries such as Austria, China, Costa Rica, Greece, India, Kenya, and the Philippines.

# GALLAUDET GLOBAL INTERNSHIP PROGRAM



## DEADLINES

INTERNSHIP SEMESTER	PRE-APPLICATION DUE	ALL PAPERWORK DUE
Spring 2020	October 15, 2019	November 15, 2019
Summer 2020	March 1, 2020	April 1, 2020
Fall 2020	May 1, 2020	June 1, 2020

Email: [abroad@gallaudet.edu](mailto:abroad@gallaudet.edu)

<https://abroad.gallaudet.edu/?go=internships>

# Gallaudet Global Internship Program

VERSION 10/12/18

This checklist can be a big help when planning your internship abroad. You should start collecting information as soon as possible. You can find more detailed information about each step by clicking on the links below. Please visit the Education Abroad Office's web-based application portal at [abroad.gallaudet.edu](http://abroad.gallaudet.edu)

## 2 SEMESTERS BEFORE

- > Make an appointment with your academic or faculty advisor to discuss your internship plans and how they fit into your degree program at Gallaudet. Make sure to discuss what types of internships would be most appropriate for your major.
  - > Look for available internship positions. (See [Bison Career Link](#), [The Explorer](#), or [RSIA World Deaf Information Resource](#))
  - > Fill out the Education Abroad advising form ([Make an Advising Appointment](#)).
  - > At the end of the advising form you will have the opportunity to make an advising appointment with the Coordinator of Education Abroad. During your advising appointment you can discuss the types of study abroad programs and scholarship opportunities that are available.
  - > Apply for scholarships early! Review scholarship opportunities in the Resources section and see if you are eligible.
  - > Narrow your choices to three organizations you are interested in working for. Contact Beth Keller in the Career Center to start discussing the internship process.
- Send inquiry emails to the organizations you are interested in working for. (See [sample inquiry letter here](#))
- > Start Part 1 of the Global Internship Program application ([Global Internship Program Application](#)). You can complete Part 1 without having an internship.
  - > Apply for a passport if you do not have one ([US Department of State Passport Website](#)).

## 3 - 4 MONTHS BEFORE

- > Finish Part 1 of the Global Internship Program application and provide information about your academic work, health, passport, emergency contacts, etc. ([abroad.gallaudet.edu](http://abroad.gallaudet.edu)).
- > Get a formal internship offer from an organization. Email Becca AbuRakia-Einhorn in Education Abroad ([abroad@gallaudet.edu](mailto:abroad@gallaudet.edu)) and Beth ([beth.keller@gallaudet.edu](mailto:beth.keller@gallaudet.edu)) and inform them of the offer. Your formal offer letter needs to include specific information. You can use this [sample offer letter](#) to help your organization write an appropriate letter.
- > Schedule a meeting with Beth and discuss the conditions of the internship
- > Start the second part of application where you will submit information about your internship ([abroad.gallaudet.edu](http://abroad.gallaudet.edu)).
- > Check to see if the country you are traveling to will require a visa. Email Becca with questions. (See [abroad.gallaudet.edu](http://abroad.gallaudet.edu))

## 2 MONTHS BEFORE

- > Book a follow-up appointment with the Coordinator of Education Abroad.
- > Find accommodations/housing for your internship. The organization you are working for might provide you with housing OR have recommendations about where to live while you are interning. Figure out how you will commute from your residence to your internship. Upload this information to your Education Abroad application ([abroad.gallaudet.edu](http://abroad.gallaudet.edu)).
- > Prepare a budget for your time abroad (see [SAMPLE BUDGET WORKSHEET](#)). Once you have totaled your expected expenses, upload your budget to your Education Abroad application ([abroad.gallaudet.edu](http://abroad.gallaudet.edu)).
- > Call your health insurance company and ask what type of coverage they can offer for you while you are abroad.

## 1 MONTH BEFORE: IT'S TIME TO GO!

- > Attend the Education Abroad Orientation (**required, no exceptions**).
- > Pay for and receive your iNext card (international travel health insurance) at the Education Abroad Orientation.
- > Collect information about the country and specific location of your internship and the local culture.
- > Make a specific arrival plan. Get in touch with your employer about what to do when you arrive in the country and if anyone will pick you up at the airport.

Main Contacts:  
**Becca AbuRakia-Einhorn**,  
Coordinator of Education  
Abroad  
([abroad@gallaudet.edu](mailto:abroad@gallaudet.edu))  
**Beth Keller**, International  
Internships Career Consultant  
([beth.keller@gallaudet.edu](mailto:beth.keller@gallaudet.edu))  
Student's Faculty Sponsor:  
\_\_\_\_\_  
(write in name)