

Application for Admission to the **iBA International Internship Option**

mun.ca/regoff/calendar/sectionNo=ARTS-10595#ARTS-10660
mun.ca/coop/programs/iba.php

Application deadlines:

- **May 15 for Winter semester internships**
- **January 15 for Fall semester internships**

Submit this completed application via email to the Co-op Office for the Faculty of Humanities and Social Sciences: coopscihs@mun.ca.

Overview:

The International Internship Option (IIO) is one of two options for completing the iBA international experience requirement. The IIO is a structured work-integrated educational experience that supports the development of intercultural competencies and global citizenship. The internship will be completed between a student's first registration at Memorial University and the time of their graduation, normally after the completion of 60 credit hours and prior to the final semester of the iBA program. The internship should build on a student's prior coursework, education, employment and personal experiences to allow the student to experience workplace culture in a location outside of Canada.

A student who is admitted to the IIO may only complete their internship during a fall or winter term.

The [Co-operative Education office for the Faculty of Humanities and Social Sciences](#) is responsible for administering the International Internship Option, in consultation with the Head of the student's declared Major(s) and the Office of the Dean of Humanities and Social Sciences as applicable.

Eligibility

Admission to the **International Internship Option** is limited and competitive, and is available only to full-time students in the iBA program. In consultation with an academic advisor, an admitted student is encouraged to follow **[Table 5 Possible Course Sequencing for the iBA, International Internship Option \(Final 60 Credit Hours\)](#)**.

Eligible students will normally have completed at least 60 credit hours, including a minimum of 12 credit hours with a minimum 70% average in designated IS courses and a minimum of 6 credit hours in designated LS courses, prior to commencement of the international internship.

Applying

Applications must include the following:

- All pages of this application form, completed and initialed where indicated
- A letter (one page maximum) to the Academic Staff Member, Co-operative Education, explaining your interest in the program and why you feel you are a good candidate
- A current resume
- An unofficial transcript
- A signature from your department head (of your major) supporting your application to the program.

Admissions Notification

Applications will be reviewed and offers of admission to the program will be made by the Academic Staff Members, Cooperative Education (ASM-CEs) in consultation with Department Head for the student's declared major. Applicants may be asked to attend an interview. Students may be accepted into the program on condition of successful completion of prerequisite courses.

Initials _____

Planning the Course Schedule

Students who wish to pursue the international internship option need to pay close attention to their course selections. This is so that they can: qualify to enroll in the course INTL 399W; so that they complete courses in the recommended order; and so that they do not face a delay in graduating. Remember, not all university courses are available every semester. Students are encouraged to consult with an academic advisor and international office.

Initials _____

Preparing for the work term

Students enrolled in the IIO must participate in professional development and debriefing sessions offered by Co-operative Education before and after the placement. Students must thoroughly research and comply with visa and/or work permit requirements of the country they intend to visit. Visa and/or work permit processing times and requirements may vary depending on the student's nationality, the internship location, and the nature of the visit.

Initials _____

Securing a work term

Students who are admitted to the IIO are responsible for identifying and securing their internship. Internships must be full-time (normally paid) and must be at least 12 weeks duration within the dates for Fall or Winter semesters specified in the University Diary. Regardless of the location of an international internship, the supervisor must have sufficient command of the English language to communicate with Co-operative Education personnel.

Students are strongly advised to complete all arrangements and secure approval before travelling internationally. All internships must be approved in writing by Co-operative Education, in consultation with the Head of the relevant academic unit, before the first day of the internship. Failure to secure this approval in advance may render the work experience ineligible as an international internship for credit purposes.

In extenuating circumstances, duly authenticated, a student may apply for permission from the Undergraduate Waivers and Appeals Committee to self-initiate and complete a work placement during the Fall or Winter semester *within Canada involving an equivalent immersion in international cultures*. As per [Waiver of Regulations for Undergraduate Students, Other Regulations](#), a detailed rationale for the request must be made in writing to the Secretary of the Committee of Undergraduate Studies, Faculty of Humanities and Social Sciences, c/o The Office of the Registrar. Prior to doing so a student is expected to meet with Co-operative Education to discuss requirements associated with the proposed equivalency placement.

Initials _____

During the work term

Students are required to register for INTL399W and pay the associated fees for this course. INTL399W is considered a full-time course load.

Students must complete the required forms at the beginning and end of the work term with the workplace supervisor; these forms must be returned to the co-op office by the dates specified in the course syllabus. In addition, students and workplace supervisors will participate in a midterm evaluation with the ASM-CE (normally by phone or web conference).

Initials_____

Evaluation of the work term

Students are required to complete the internship reporting requirements as set out by Co-operative Education in the course syllabus for INTL 399W. The evaluation of the internship by Co-operative Education will result in one of the following grades being awarded: pass with distinction, pass, or fail.

Students who drop INTL 399W without approval from Co-operative Education or who fail to honour an agreement to work with an employer, or conduct themselves in a manner which results in their discharge from the internship, will normally be awarded a grade of fail for INTL 399W and will not be eligible to re-apply to the International Internship Option.

Initials_____

Application Form

International Bachelor of Arts (International Internship Option)

Please include all supporting documents in your application package as indicated on page 1.

Name:		Student ID:	
MUN Email:		Telephone:	
Local Mailing Address:			
Permanent Mailing Address:			
Immigration Status	<input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student (Student Visa)		
Are you a declared iBA student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Intended internship start: (indicate term and year)	<input type="checkbox"/> September 20__ <input type="checkbox"/> January 20__
Will you have completed at least 60 credit hours by the intended start date of the internship?	<input type="checkbox"/> Yes <input type="checkbox"/> No: <i>If no, how many credits do you expect to have completed by then?</i>		
Have you completed the following prerequisites?	6 credit hours in language study	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no: expected completion date: _____</i>	
	12 credit hours in IS courses	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no: expected completion date: _____</i>	
Department Head's Signature: <i>(an electronic signature is acceptable)</i>		Date:	
<i>This signature indicates the Department Head's support should the student be accepted into the IIO program.</i>			
Student's Signature: <i>(an electronic signature is acceptable)</i>		Date:	
<hr/>			
For Office Use			
Date Application Received:			
Approved by ASM-CE			
Signature:		Date:	_____