

Chico State Study
Abroad *INTERNSHIPS*



Internships Available to Study Abroad Alumni

(IP, USAC, Direct Exchange)

- ▣ Peer Advising
- ▣ Marketing & Recruitment
- ▣ Public Relations
- ▣ Special Events Planning

Please Note: All students who are accepted into the International Internship Program are required to mentor at least one incoming international exchange student per semester. All interns receive three units of credit.

What Are You Getting Out of This?

□ Resume Builder

Picture this entry on your resume:

Study Abroad Special Events Planning Internship

California State University, Chico

Office of International Education and Study Abroad

(Spring 2012)

□ Valuable work experience

Gain firsthand experience in a field that interests you and is pertinent to your future career goals.

What *else* Are You Getting Out of This?

- Three units of International Internship credit, which appears on your CSU, Chico transcript
- Campus involvement: Interaction with students (international and domestic), faculty & staff
- Possibility of landing a paid position with the Study Abroad Office or other international organization (networking)
- Ability to utilize Jenn and Steve as references on future job applications.
- An opportunity to share your experience with future study abroad students!!

Requirements for all Study Abroad Interns

- 90 hours of service during the semester
(Equivalent to around 4-5 hours per week)
- Mentor at least one incoming international exchange student per semester
- Attend weekly meeting with Study Abroad Coordinator or Marketing & Recruitment Coordinator
- Keep an updated time log of service hours.
- Write a two page summary of your experience at the end of the semester.
- Complete mandatory projects and attend international events.
- Be prompt, responsible, reliable and enthusiastic.

1. Public Relations Interns

- **Social Media and Website Design**
 - Update Study Abroad Twitter & Facebook Accounts
 - Maintain Study Abroad Website information
- **Write articles and Press Releases**
 - The Orion, CNR and other local newspapers
 - International Program updates via email
 - Promotion of International Education Week (IEW)
- **Design and implement special internship projects**
- **Serve as student liaison for Internationalization Committees & Task Forces at Chico State**

2. Marketing & Recruitment Interns

- ❑ Supports Study Abroad Marketing & Recruitment Coordinator in Study Abroad promotion and development
- ❑ Table at Study Abroad booths on campus and at educational fairs
- ❑ Give classroom presentations about your study abroad experience
- ❑ Display Study Abroad promotional posters around campus
- ❑ Hand out flyers and advertise for special events
- ❑ Publicize information session schedules on classroom white boards
- ❑ Devise creative marketing ideas
- ❑ Serve as student liaison for Internationalization Committees & Task Forces at Chico State

3. Special Events Planning Interns

- Plan and implement International Education Week
- Organize, attend and work at Study Abroad events (set up, meet-and-greet, clean up)
- Help plan and coordinate the pre-departure orientation for future Study Abroad participants
- Manage the Culture, Conversation and Cuisine (CCC) program
- Serve as student liaison for Internationalization Committees & Task Forces at Chico State

Peer Advisor Program

Peer Advisors will be selected for a specific region (i.e. Italy, Spain, Thailand, etc.) or program (USAC, IP, Direct Exchange).

Serve as mentors to 2-3 international exchange students & attend weekly workshops

- Learn advising techniques and improve interpersonal communication skills.
- Overcome advising challenges by collaborating with Team Study Abroad and other peer advisors.

Conduct weekly advising hours in the Office of International Education (OIE)

- Meet and greet students, give basic info, keep brochures & displays stocked, etc.
- Serve as country or regional “expert” (with support and training obtained at workshop).
 - Meet with students interested in your region, both individually & in groups.
 - Maintain email and phone contact with applicants and students currently abroad.
 - Assist students with their country/region-specific questions regarding applications, visa issues, and general preparation for living abroad.

International Buddy Program

- Each Study Abroad intern is paired with at least one incoming exchange student (buddy) each semester
- Interns provide the following types of support:
 - Pick up students from the airport or bus station (if possible).
 - Help students get settled into their new house or apartment by taking them shopping for groceries and other necessities.
 - Show students around campus, help them get their books, campus ID card, and other relevant errands.
 - Introduce students to the splendor and beauty of Chico and Northern California.
 - Introduce buddies to friends in Chico and when possible, families as well.
 - Serve as an emergency contact in case immediate assistance is needed in the evenings or on weekends when the Study Abroad office is closed.

Want to apply for an internship?

**E-mail us the necessary documents to
sa_interns@csuchico.edu
or drop them off in SSC 440.**

*Let's work together to further
internationalize the CSU Chico campus!*