

## IGP Internship/Fieldwork Experience Guidelines and Requirements

### Introduction

NAU's Interdisciplinary Global Programs (IGP) is the umbrella term for the Global Science and Engineering Program (GSEP), the Global Business Program (GBP) and Global Affairs Program (GAP). As part of the IGP program student participants must complete an internship during the second semester of their year abroad, completing a **540 work hours over the course of a semester within their major discipline, fully immersed in the language and culture of the host country**. The definition of the term "internship" is broad and can range from a research project within a university laboratory to work at a company.

Parameters for the internship include:

- **Language and cultural immersion:** The goal of IGP is for students to gain an in depth practical experience from a perspective they could not achieve in the United States. It is essential that students operate in the language<sup>1</sup> and culture of the host country to gain this type of authentic international practice of their discipline.
- **Credit:** Ideally, IGP students receive credit from the host institution for their internship experience which is reflected on their transcripts in a pass/fail grade upon successful completion of their work. This model varies, however, according to the structure of the different IGP partner institutions worldwide. *We work directly with partners to identify crediting models that work best at each institution.*
- **Mentorship:** One lead mentor should be identified for IGP students. They can work with a community of other people within a laboratory setting, for example, but our staff will communicate with the lead mentor for the welcome, mid-semester language survey, and ending work acknowledgement and certificate.
- **Timeframe:** The 540 hour requirement can include social time outside of the work setting, where students gain a holistic understanding of what it is like to practice their discipline in another country. IGP internships typically last for a period of 4 – 5 months, with students working approximately 25 – 30 hours per week.

### Overview of the IGP Concept

The goal of IGP is to prepare culturally competent professionals in science, engineering, business, and international affairs. **IGP students are double majors** in their professional discipline and a foreign language.

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<sup>1</sup> Full time language immersion is required for students studying French, German, and Spanish. Full time language immersion is *not* required for students studying Arabic, Chinese, and Japanese.

## GSEP - Science and Engineering majors:

Biology	Electrical Engineering	Geology
Biomedical Science	Environmental Engineering	Mathematics and Statistics
Chemistry	Environmental Sciences	Mechanical Engineering
Civil Engineering	Environmental Studies	Microbiology
Computer Science	Exercise Science	Physics
Construction Management	Forestry	Physics and Astronomy

## GBP – Business majors

Accountancy	Hotel and Restaurant Management	Management
Business Economics	Management	Marketing
Finance	Information Systems	

## GAP – International Affairs

International Affairs

## Language and Culture majors:

1. **Language majors: French, German or Spanish.** By the end of the program, students are expected to achieve professional functionality and fluency. A full immersion during the internship where the language of study is used almost exclusively.
2. **Comparative Cultural Studies majors: Arabic, Chinese or Japanese.** By the end of the program students are expected to gain a sufficient level to communicate and gain a deep understanding of the customs and cultures of the host country. Students are encouraged to use their language of study as a primary language but might need support in English to be able to complete all tasks required during the internship.

IGP is a 4.5 - 5 year program. During their first three years of study at NAU, students participate in our intensive **on-campus programming** and prepare professionally and culturally for their year abroad. We invite your exchange students to these professional development opportunities as well. By the third year, all students are required to prepare a bilingual online portfolio. This is to specifically prepare them start the process of finding internship abroad.

In Year 4, all students are required to complete a full academic year abroad during their fourth year of study. The first semester is an immersion with full-time academic coursework and the second semester is an “internship” experience. Students complete and internship proposal and a final presentation during their internship.

In Year 5, students return to NAU campus to complete their study. They will present their internship to the NAU community during the Global Language and Culture Summit. Students give 15 minute presentations in their language of study. They will be work



with NAU language professors on their presentation and be evaluated on their language and cultural competency.

### Role of IGP internship mentors

The role of the IGP mentor is critical in ensuring the success of the internship experience. In general, mentors play two important roles during the internship: (a) they act as direct work supervisors, assigning tasks, monitoring task completion, and providing technical training as needed for the student; and (b) they act as professional advisors to the student, helping the student understand and learn the professional culture and language of the host country.

Specific mentor responsibilities include:

- Provide supervision to IGP interns, assisting with the development of their project and outlining student responsibilities within the workplace or laboratory.
- Make clear what the expectations are of the student, helping them learn the cultural practices of the professional environment.
- Identify a secondary mentor who can also work with the student to spread the mentoring responsibility across at least two people.
- Review and comment on students' internship proposals.
- Complete a brief on-line evaluation of the student mid-way through the internship so we can be made aware of any issues that need to be addressed with the students' performance.
- Guide students through a final presentation of their internship to the workplace community and provide them with feedback.
- Communicate openly with IGP staff about problems that develop with any IGP intern.
- Complete a follow-up survey at the end of the semester to provide valuable feedback to the IGP team so we can continuously work on improving this experience for students and mentors.

### Note on language and culture immersion

Mentors in host countries speaking **French, German, and Spanish** should be aware that IGP students are required to practice the local language during their entire experience abroad. Students have taken advanced language coursework at NAU and with the exchange partner institution. They have language mentors at NAU and have participated in a series of language checkpoints to get feedback on their language level. All internship activities should be conducted in the local language; English should be used only for rare occasions when needed for critical clarifications or explanations.

Mentors in host countries speaking **Arabic, Chinese and Japanese** should be aware that the students have not taken enough language coursework to become fluent in Arabic, Chinese or Japanese, and so considerable interaction in English may be required. However, these IGP interns should also improve their language skills by speaking the local language when possible. Students have a NAU mentor in Comparative Cultural Studies and will be working on a cultural analysis that they have identified and prepared for before going abroad.