

Iacocca International Internship Program

Iacocca International Internship Program (IIIP)
Request for Proposals - Group Programs Summer 2019
Submission Deadline: September 26, 2018

Please direct all inquiries and submissions to:
Carol Ham, *Director, International Internships*
Email: cs205@lehigh.edu Extension: 83467
<http://global.lehigh.edu/internships>

PROGRAM OVERVIEW

The Office of International Affairs supports the Lehigh University vision of an education “grounded in fundamental, transferable skills across all disciplines and in real world challenges” with a variety of applied global learning experiences. One of the most distinctive is the Iacocca International Internship Program (IIIP), in which students live and work overseas for six to ten weeks, getting real-world professional experience while being immersed in a new culture. Students develop intercultural sensitivity and competency and self-efficacy while preparing for their careers.

In providing the initial funding to create the program, Lee Iacocca '45 explained: “The idea for the Iacocca International Internships emerged from the questions: How do you go about building global leadership? How do you demonstrate to people from different worlds that their commonalities are greater than their differences? By putting together cross-cultural situations, students are under pressure to perform by working through their cultural differences. They say yes to globalization, yes to cooperation. The students’ enthusiasm is infectious and I would like to think it will infect the world.”

In the seven years since the program’s inception, nearly 500 students have interned in 46 countries. It has become highly competitive and is considered a benchmark for successful models at other institutions.

One goal of the program is to expand access to international experiences. While all Lehigh University students are eligible, financial aid status and lack of previous international experience are two of the key selection criteria. Undergraduate and graduate students in all disciplines can participate.

Internship opportunities range from experiences combining academic and formal work components; international research (typically at partner institutions of higher education, national laboratories, or research-focused corporations); or teams of Lehigh students working on faculty-led projects, sometimes with peers from another country, to address a common problem in an organization. Most internships do not carry academic credit.



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GROUP PROGRAMS

Lehigh faculty and staff lead students on Iacocca Internships, typically in groups of four to six students.

Goals of group internships are intended to:

- enable a broader geographic reach, especially in locations where students are less likely to travel independently,
- provide opportunities for those students not comfortable with independent travel and work abroad,
- expand upon institutional partnerships, and
- further research collaboration for faculty with existing relationships at host sites.

The annual selection process for group programs is competitive for faculty/staff, just as being accepted into the program is competitive for students. The IIIP Steering Committee, in conjunction with the Vice President and Vice Provost for International Affairs, fund group program proposals that offer meaningful student experiences at reasonable costs.

Selection criteria for group programs:

- Alignment with university's international strategic plan
- Balance of IIIP portfolio across locations, disciplines, number of students, etc.
- Internship description includes meaningful work and intentional learning outcomes
- Cost
- Location

The IIIP funds are not intended as permanent funding for programs. Proposals that have been funded for more than three years may not be considered for renewal, pending total requests to the IIIP Steering Committee. Please contact Carol Ham if you are considering a request that will extend support beyond three years.

Program Leaders will work within the program policies and procedures while developing the program, planning the logistics, preparing students for the work experience and cultural immersion, mentoring students throughout the internship, and managing the budget. Program Leaders are typically expected to be on-site for the first week of the program. Program Leader expectations will be clearly stated in meetings with IIIP staff as well as a Program Leader Agreement.

FUNDING

Internships are mostly funded. IIIP covers the following expenses for students and one faculty member:

- Airfare
- Housing
- Allowance for most, not all, meals
- Allowance for in-country ground transportation



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Funding is available only for the specific dates of the program. It does not cover:

- Passport application fees
- Visa application fees
- Immunizations
- Weekend excursions or travel expenses beyond program parameters and not specified in the group program budgets
- International phone plans/ SIM cards

STUDENT SELECTION

The IIIP Steering Committee has implemented a holistic selection process that prioritizes financial need and lack of previous international experience, particularly on a Lehigh program. The IIIP Steering Committee and Vice President and Vice Provost for International Affairs have final decision-making authority to ensure the appropriate distribution of internships and students in the program at large.

Additional selection criteria:

- Student preferences
- Alignment of student experience and interests with the internship description
- Class year
- Language capabilities, where applicable
- Academic success
- Extracurricular activities related to the experience

Because student preference is a selection factor, some internships (individual or group) may not be filled.

Due to grant stipulations, international students are not eligible for internships in Asia or Southeast Asia through summer 2019.

PROPOSAL SUBMISSION PROCESS

Faculty and staff interested in applying for Iacocca funding for a group internship in summer 2019 must submit a proposal based upon the following template, including a detailed budget, to Carol Ham at csh205@lehigh.edu by **September 26, 2018**.

For approved programs, an index will be created within the Iacocca International Internship Program budget. Program Leaders must adhere to the IIIP financial guidelines. Instructions on how funds will be awarded and the guidelines will be provided at the time of program approval.

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IIIP GROUP PROGRAM 2019 PROPOSAL TEMPLATE

Please submit your complete proposal as a PDF by September 26, 2018. Only completed proposals received by this deadline will be considered. Note that the proposal process has changed from past years and that the following components must be detailed. Proposals should not exceed two pages, excluding the budget spreadsheet and the cover sheet. Please reference samples of successful proposals [here](#).

A complete proposal will include:

- Cover Sheet with Group Program Information
- Executive Summary
- Goals and Objectives
- Internship Description and Schedule
- Outcomes from Previous IIIP Awards (if applicable)
- Detailed Budget

Cover Sheet with Group Program Information:

Program Leader Name

Program Title

Country

Dates

Duration (6 weeks, 8 weeks, 10 weeks)

Total budget request

Number of students who will participate as Iacocca Interns

Additional students (if applicable: funding source, number of anticipated students, purpose)

Will additional students beyond IIIP Program be considered? If so, approximately how many students and what other funding sources?

Host organization name

Host organization website

Host organization contact information (name, title, email, phone)

Executive Summary:

Provide a brief summary of the proposed activity, including the purpose of the internship experience and why it should be a group program.

Goals and Objectives:

Describe the goals and intended outcomes for this specific group program.

Internship Description and Schedule:

Provide a comprehensive description of the IIIP group program, including the type of international internship (research, corporate, teaching, language skill development, service learning, practicum) and how and why you are recommending this program (your interest in an opportunity for international



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research, an existing partnership, benefits to students, how this group program adds value to IIIP, etc.).

Descriptions should specifically address each of the following:

- Summary of internship experience, including a description of the intended student projects
- Partnering organizations or agencies, including previous experience with the partner(s)
- The role for each faculty member participating in the internship program, their experience with the partner or specific project, and the dates on which the faculty member will be traveling with the students
- How the proposed group program advances the goals for the Iacocca International Internship Program
- Tentative schedule for the group internship program, including dates of student and faculty travel and professional and cultural activities
- Qualifications or profile of those students best prepared for this specific program, including relevant majors, previous experiences, etc. These will be referenced as part of student selection by the IIIP Steering Committee.

Outcomes from previous IIIP Group Awards:

For repeat program proposals, please describe the outcomes of your past IIIP group program. Also, please addresses any changes or enhancements to the program that you are proposing.



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Budget: Please submit a detailed budget in the following format (Word or Excel are acceptable). In submitting this proposed budget, please note that, once approved, the program budget will not accommodate additional activities or changes to the program plan.

2019 IIIP Group Program - Proposed Budget						
Insert Proposed Program Name & Country Here						
<i>Note: IIIP does not cover the following expenses for students or faculty: passport or visa application fees, U.S. ground transportation, immunizations, weekend excursions or travel expenses outside the scope of the program.</i>						
Category	Description and notes	Cost per student	# students	Cost for all students	Cost for one faculty member	Total budget request for all students and one faculty member
Travel Expenses						
Airfare				\$ -		\$ -
In-country ground transportation				\$ -		\$ -
Program Fees						
Partner Provider fees				\$ -		\$ -
ISOS/Insurance		\$100		\$ -	\$100	
Cultural Experiences				\$ -		\$ -
Activity Fees				\$ -		\$ -
Other				\$ -		\$ -
Meals and Lodging						
Housing				\$ -		\$ -
Meals				\$ -		\$ -
Incidentals				\$ -		\$ -
One Card transaction fees				\$ -		\$ -
Other						
Other (list specifically)				\$ -		\$ -
Contingency Fee (recommended 10%)						
TOTAL BUDGET REQUEST:						\$ -