



Iacocca International Internship Program

Iacocca International Internship Program (IIIP)  
**Request for Proposals**  
**Faculty/Staff-Led theme-based internships - Summer 2020**  
**Submission Deadline: September 24, 2019**

Please direct all inquiries and submissions to:  
Carol Strange, *Director, International Internships*  
Email: [cs205@lehigh.edu](mailto:cs205@lehigh.edu) Extension: 83467  
[global.lehigh.edu/internships](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. Through these immersive experiences, students develop intercultural competency, self-efficacy, and career readiness skills.

In providing the initial funding to create the Iacocca International Internship 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 eight years since the program’s inception, nearly 600 students have interned in 50 countries. IIIP has become highly competitive within our student body and recognized nationally as a model for international experiences. In 2019, the Institute of International Education (IIE) awarded the program the Andrew Heiskell Awards for Innovation in International Education in the student mobility category.

The overarching IIIP portfolio changes on an annual basis and is intentionally diverse to attract students from many disciplines. A critical goal of the program is to expand access to international experiences. All Lehigh University students are eligible for consideration. The selection process is holistic with a myriad of criteria and an emphasis on financial aid status and lack of previous international experience among the top two criterion.

**THEME-BASED INTERNSHIPS (formerly referred to as IIIP group internships)**

Lehigh faculty and staff lead students on Iacocca Internships, typically in groups of four to a maximum of six students. Faculty/Staff-led theme-based internships intend to meet the following objectives:

- Explore a particular academic or program theme
- Enable a broader geographic reach, especially in locations where students are less likely to travel independently



### Iacocca International Internship Program

- Expand upon institutional partnerships
- Create opportunities for research collaboration where faculty/staff may have existing relationships at host sites

The annual selection process for Faculty/Staff-led theme-based internships is competitive for faculty/staff. The IIIP Steering Committee, in conjunction with the Vice President and Vice Provost for International Affairs, fund Faculty/Staff-led theme-based internships that offer meaningful student experiences at reasonable costs.

Selection criteria for Faculty/Staff-led theme-based internships include:

- Alignment with university's internationalization plan
- Balance of IIIP portfolio across locations, disciplines, number of students, etc.
- Internship description includes meaningful work aligned with intentional learning outcomes
- Understanding of logistical plans (housing accommodations, ground transportation, etc.)
- Cost
- Location

The IIIP funds are not intended as permanent funding for Faculty/Staff-led theme-based internships. Faculty/Staff theme-based internships funded for three years, in most cases, will not be renewed, depending upon the types/locations of placements needed to support the IIIP portfolio. Please contact Carol Strange if you are considering a request that will extend support beyond three years.

Faculty/Staff leaders of theme-based internships will work within the IIIP policies and procedures while developing the program, plan the logistics, prepare students for the work experience and cultural immersion, mentor students throughout the internship, and manage the budget. Faculty/Staff leaders are typically, but not always, on-site for the first week of the program. Faculty/Staff leader expectations are clearly stated in meetings with IIIP staff as well as a Faculty/Staff IIIP Leader Agreement.

### **FACULTY/STAFF LEADERS FOR THEME-BASED INTERNSHIPS**

Please contact Carol Strange to learn more about the administrative responsibilities of leading a theme-based internship. IIIP theme-based internships fall within the overarching structure and corresponding funding of the Iacocca International Internship Program. Designated faculty/staff leaders will be generally responsible for logistical arrangements, relationship management, liaison with host organization and LU/IIIP, student preparation specific to country and internship, budget management, and support of crisis management protocol if and as needed. IIIP staff oversee and support faculty/staff responsibilities.

### **FUNDING**

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

- Airfare (one-round trip only per faculty/staff and all students)
- Housing
- Allowance for most, not all, meals
- Allowance for in-country ground transportation, not US ground transportation



**Iacocca International Internship Program**

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 theme-based internship budget
- International phone plans/ SIM cards

**IIIP LEARNING OUTCOMES**

- Students will seek out and actively engage in cross-cultural interactions.
- Students will approach new ideas and understandings by being intellectually curious and culturally open-minded through successful navigation of international organizations.
- Students will demonstrate an awareness of and appreciation for cultural differences.
- Students will be able to position their own worldview in relation to other global perspectives.
- Students will make gains in cultural and professional competency areas through application of theory in a practical setting.
- Students will be impacted by, and make meaningful contributions to, the internship organization.
- Students will refine career aspirations and reshape their career trajectories through applied learning abroad.
- Students will demonstrate professional behaviors as they progress through iiPATH and begin marketing themselves for employment.

**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. Input from faculty/staff leaders will be sought prior to the Steering Committee's selection meeting. The program director, 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 as well as budget considerations.

Additional selection criteria:

- Student preferences (each student will note their top three preferences in their application)
- Alignment of student academic background and interests with the host organization needs and corresponding position description
- Class year (all student eligible with greater consideration for upper classmen)
- Language capabilities, as applicable
- Academic success
- Extracurricular activities as relevant to the experience

Because student preference is a selection factor, some internships (individual and/or theme-based) can potentially go un-filled at the discretion of the program director, IIIP Steering Committee, and/or VP OIA.

### Iacocca International Internship Program

Due to grant stipulations, international students are not eligible for internships in Asia or Southeast Asia through summer 2021.

#### PROPOSAL SUBMISSION PROCESS

Faculty and staff interested in applying for Iacocca funding for a theme-based internship in summer 2020 must submit a proposal based upon the following template, including a detailed budget, to Carol Strange at [cs205@lehigh.edu](mailto:cs205@lehigh.edu) by **September 24, 2019**.

For approved Faculty/Staff-led theme-based internships, an index will be created within the Iacocca International Internship Program budget. Faculty/Staff Leaders must adhere to the IIIP the Faculty/Staff Leader Agreement, including financial reporting.

#### IIIP Faculty/Staff theme-based internships - PROPOSAL TEMPLATE

Please submit your complete proposal by **September 24, 2019**. 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 theme-based internship information
- Executive Summary
- Goals and Objectives
- Internship Description and Schedule
- Outcomes from Previous IIIP Awards (if applicable)
- Detailed Budget

#### Cover Sheet with Theme-based internships Information:

Program Leader Name

Topic of theme-based internship

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)



Iacocca International Internship Program

Executive Summary:

Provide a brief summary of the proposed activity, including the purpose of the internship experience.

Goals and Objectives:

Describe the goals and intended outcomes for this specific theme-based internships.

Internship Description and Schedule:

Provide a comprehensive description of the IIIP theme-based internship, including the type of international internship (research, corporate, teaching, language skill development, service learning, practicum) and how and why you are recommending it (your interest in an opportunity for international 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 and responsibilities
- Partnering organizations or agencies, including previous experience with the partner(s)
- The role for the faculty/staff member participating in the internship, 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 and/or Lehigh's Internationalization Plan.
- 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 theme-based, faculty/staff-led internships:

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



Iacocca International Internship Program

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

| 2019 IIIP Theme-based internship - 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 |
| <b>Travel Expenses</b>   |                       |                  |            |                       |                             |  |
| Airfare  |                       | \$               |            | \$                    | \$                          | \$   |
| In-country ground transportation   |                       | \$               |            | \$                    | \$                          | \$   |
| <b>Program Fees</b>  |                       |                  |            |                       |                             |  |
| Partner Provider fees  |                       | \$               |            | \$                    | \$                          | \$   |
| ISOS/Insurance   |                       | \$ 100           |            | \$                    | \$ 100                      | \$   |
| Cultural Experiences   |                       | \$               |            | \$                    | \$                          | \$   |
| Activity Fees  |                       | \$               |            | \$                    | \$                          | \$   |
| Other  |                       | \$               |            | \$                    | \$                          | \$   |
| <b>Meals and Lodging</b>   |                       |                  |            |                       |                             |  |
| Housing  |                       | \$               |            | \$                    | \$                          | \$   |
| Meals  |                       | \$               |            | \$                    | \$                          | \$   |
| Incidentals  |                       | \$               |            | \$                    | \$                          | \$   |
| One Card transaction fees  |                       | \$               |            | \$                    | \$                          | \$   |
| <b>Other</b>   |                       |                  |            |                       |                             |  |
| Other (list specifically)  |                       | \$               |            | \$                    | \$                          | \$   |
| Contingency Fee (recommended 10%)  |                       |                  |            |                       |                             | \$   |
| <b>TOTAL BUDGET REQUEST:</b>   |                       |                  |            |                       |                             | \$   |