

**Penn International Internship Program, 2009
In Conjunction with
The Penn Global Development Initiative**

STUDENT HANDBOOK

Congratulations on your IIP internship! You have been selected by Penn GDI to intern with one of the Penn GDI 2009 partners: Africare, Plan International, the Rural China Education Foundation, or TechnoServe. Please read the following information carefully, as it pertains to many of the planning aspects of your upcoming internship abroad.

I. Pre-departure Requirements

1. **Pre-Departure Forms.** All pre-departure forms are available on the IIP website: sa.oip.upenn.edu/iip. Please make sure to fill out everything completely prior to your departure. This is an important step to ensure that we are able to contact you and your parents or guardians in case of an emergency, that you have received medical clearance and proper vaccinations, etc. All of the forms can be filled out online, with the exception of the medical clearance form, which is available for download. Instructions for submitting the medical clearance form are included on the IIP website.
2. **Immunizations and Health**
 - A. **Vaccinations and Doctor's Visit.** Each intern should call Penn Student Health as soon as possible. You will schedule two half-hour appointments: the first with your physician to fill out the medical clearance form available on the IIP website (see above), and the second to obtain malaria medication and all other necessary vaccines. Instructions are provided at the IIP website: sa.oip.upenn.edu/iip. [Please note that the yellow fever vaccination can take up to 2 weeks, and may be necessary if you have visited a country where yellow fever is present. Please check the WHO website to see if you will need this vaccine and plan accordingly.]
 - B. **Emergency Medical Care.** All interns on the Penn IIP program are provided with emergency medical evacuation through Penn SOS. However, interns **MUST** check with their insurance provider to ensure that they will receive reasonable coverage during their IIP internship.
3. **Passport.** You will need a valid passport for travel abroad and back to the US. If you are a non-US citizen, you will also need to be certain that you have a visa or other authorization for re-entry into the US. Double-check to make certain that your passport is in order.
4. **Visas, in General.** You are responsible for securing your own visa, if needed, prior to departure. Please find out as soon as possible whether you will need a visa for travel associated with your internship. The following link may be helpful for US citizens and some others:
<http://travel.state.gov>
 - A. **Type of Visa.** Not all visas are the same. Many countries issue different types of visas for tourism, work, study or meetings. Each Penn IIP intern is responsible for finding out if s/he needs a visa, and if so, what kind of visa is required for his/her position. OIP may be able to make recommendations, and they can provide a letter or other

documentation of your internship if that is needed for your visa application, but OIP cannot obtain a visa for you.

- B. **Time Required to Obtain a Visa.** The time it will take to secure your visa will vary by country. If you are behind schedule on getting your visa, you may utilize an express visa service, such as found at www.cibt.com, or www.visaexpress.net. These charge an express fee, but can save time and ensure excellent service.

5. Receiving your Penn IIP Grant Funding

- A. **IIP Grant.** The 2009 Penn IIP internship grant will total \$3,000, and may be used to cover airline expenses, room and board, local travel (taxis or buses to work each day, if needed), visa fees, and other incidental living cost expenses directly related to your internship. Your NGO may cover some of the above expenses, which is okay. However, your IIP grant may only be used for professional expenses related to your work.
- B. **Budget.** In some cases, it will be unlikely that the IIP grant will cover all of your expenses for your internship. In most cases, it will be sufficient to cover MOST of your expenses as in the item above. All interns should be prepared with a draft budget, and be sure to bring along supplemental personal funds (at least 25% of total budget) in case you have personal expenses and/or if your budget is incorrect. This is essential.
- C. **Receiving your grant support.** You received an email in mid-April with information about grant support and instructions for necessary paperwork. The deadline to return these forms is May 1st. Payment will come in the form of one check paid to you directly, unless you are signed up for direct deposit. For any questions, please contact Jennifer Kobrin (jkobrin@upenn.edu)
- D. **Accounting for Funds Used.** Please see Appendix A, which appears below.
- E. **Return of Funding.** If you have made advanced purchases (e.g., for your international airfare ticket, vaccination, insurance, etc.), and your internship is terminated by your inability to begin your internship (for any reason, such as personal reasons, disagreement with the NGO before service abroad, failure to complete forms as required, or a conduct or medical review by Penn), you will be required to return to Penn any funding received from Penn. If you terminate your internship before completion of time period agreed with NGO, you must return a proportional amount of funding to Penn that is the exact fraction of daily expenses not used. (For example, if you agree to spend 70 days in country, and your return in 35 days (50% time period), you will return 50% of your funding (after subtracting international airfare costs of your original ticket).

II. Pre-Departure Arrangements with your Host Organization

- 6. **Start/end Dates for Internships and Initial NGO Contact.** Please email your proposed start and end dates to Jennifer Kobrin as soon as possible, if you have not done so already. Your dates will be emailed to your host organization for confirmation. Once your dates have been confirmed, you will be introduced directly to your in-country supervisor to discuss matters such as deliverables and expectations, accommodations, getting to/from work, and airport transfers.

7. **Lodging.** Your NGO contact(s) will have in-country knowledge regarding safe neighborhoods, home-stays, short-term sublets, or hotels/hostels. It is your host NGO's responsibility to suggest safe housing options for you, which may include home-stays, hostels, or guest apartments. However, it is ultimately your responsibility to secure and pay for your housing.

III. Arriving at your Internship.

8. **International Transportation.** Naturally, your start/end dates will be tied to your international transportation dates. Costs of international travel are your responsibility to cover with your IIP grant. You will need to purchase your own ticket, and provide complete flight information on the form located on the IIP website (sa.oip.upenn.edu/iip).
9. **Getting to and from the Airport.** In many cases, your NGO will be able to provide ground transportation to and from the airport in-country. Please check in with them to see if this is possible. If they are unable to provide this service, you will need to clarify a reliable and secure method of traveling to and from the airport with your supervisor prior to your departure.
10. **Transportation in-country.** Your NGO will provide transportation during field visits, but it is your responsibility to get to and from the office each day and to cover any incurring costs such as taxi fare if you are not within walking distance of your office (buses are not recommended in most areas).

IV. While Abroad

11. **Expectations.** You will be given a list of expectations prior to your departure, which will describe both what will be expected of you, and what will be expected of your NGO, during your internship. They will also be shared with your in-country supervisor. Please remember that you have been selected for the internship to represent Penn and at all times, during the internship and your stay in-country.
12. **In-country Emergencies.** If you have an emergency while abroad, please contact International SOS and your in-country NGO supervisor.
13. **Required Check-ins While Abroad.** You are responsible for contacting either Pat Martin or Catie Heimerel at the following times (see list below). **GDI interns traveling to Africa:** Pat Martin (martinp@pobox.upenn.edu); **GDI interns traveling to China & Latin America:** Catie Heimerel (cheimerel@upenn.edu)
 - A. **Initial check-in:** Within 24 hours of arrival in-country
 - B. **In-country contacts:** As soon as you have your cell-phone number and in-country address
 - C. **Change of travel plans:** If you change the flight itinerary you listed on the OIP website
 - D. **Field reports:** 1-2 pages with general information on your internship, problems or issues, questions or concerns
 - i. Within 2-3 weeks of arrival
 - ii. 2 weeks before the end of your internship.

- e. *Weekends away from site: it is not mandatory to inform OIP, but you are required to tell your in-country supervisor. Really, let someone know your plans. It is important!*
- F. **Extended travel:** Itinerary for extended travel before or after internship (1 week or more)
- G. **Return check-in:** Within 24 hours of arrival home (please notify OIP of any persistent medical conditions)

V. After your Internship

14. Final Report and Fall 2009 Briefing. Each IIP intern is required to file a Final Report of his/her 2009 Internship. There are several parts to this Final Report.

- A. Online survey to evaluate your internship experience. This will be solicited from you in the Fall of 2009.
- b. A summary of the work you performed during your internship. This report should be 5-10 pages in length and should be shared with your in-country supervisor prior to departure.
- c. Fall 2009 Briefing on Penn campus. A de-briefing workshop will be held in the Fall of 2009 at Penn. All IIP interns, including those who have graduated, are expected to participate.

Additional questions? We have done our best to be comprehensive in this note, but you may have remaining questions or concerns. Please contact Jennifer Kobrin (kobrin@upenn.edu) if you have a question; she will answer or refer you to a person who can answer your query (up to June 30, 2009). After June 30, you will need to contact Patricia Martin at OIP (martin@pobox.upenn.edu).

Appendix A: International Internship Program: Grant Award Procedures for GDI Interns, 2009

Please follow the following steps to make sure you receive your award in a timely manner. All students will receive an award in the amount of \$3,000. Your stipend will be considered a travel advance for which you are being reimbursed, and you will need to fill out the necessary paperwork

1. **T&E Reimbursement Form.** Some fields have been filled out for you. In order to complete the form you must enter information into the fields marked in **red** ONLY. **This form must be typed, with the exception of your signature.**
 - A. You can find your **Vendor ID** in the attached spreadsheet
 - B. You must print and **sign** the form. Electronic signatures are not acceptable.
 - C. **Destination** is the country where you will be traveling to complete your internship
 - D. **Travel dates** correspond to the dates you will be working at your internship (if you plan to arrive before or after your internship to pursue language training or to travel, do not include these dates).
 - E. In the same box that says **Per Diem**, fill in the total number of days you will be working at your internship (including weekends and holidays), and your Per Diem amount (found by dividing \$3,000 by the total number of days) exactly in this format (substituting your own number of days and Per Diem amount): 61 days @ \$49 per day (e.g. if you started your internship on June 1, and ended on July 31, that would be 61 days. 61 divided by \$3,000 is \$49 per day).
2. **Statement of Business Connection Form.**
 - A. Please use **today's date** and your **campus address**
 - B. Under **scope of work**, please write a short (1-2 sentence) description of your internship
 - C. Leave **term** blank
 - D. Under **student/trainee**, sign your name and add the last 4 digits of your SSN or Tax ID
3. **Travel or Entertainment Advance Request.** Some fields have been filled out for you. In order to complete the form you must enter information into the fields marked in **red** ONLY. **This form must be typed, with the exception of your signature.** Use the same **dates** and **vendor ID** that you used for the T&E Reimbursement Form.

4. **Travel Justification Form.** This form must be typed, with the exception of your signature. Please add the name of your destination and the internship dates you used for the T&E Reimbursement Form, and then date & sign at the bottom.
5. **Steps for International Students Only.** All International students must submit a completed copy of the Foreign National Information form, and a copy of their passport, visa, and I-94 form.
6. **Submitting your forms.** All forms are due in **hardcopy** to the Penn Abroad reception desk (3700 Chestnut St., Suite 1W.) by no later than **Friday, May 1, 2009**. All checks will be processed within 30 days. *Note: If you would like to receive your grant funding prior to your arrival in India, simply hand in the form earlier than May 1st. You will receive your funds within 30 days. For example, if you would like to receive your funds by May 20th, hand in the forms by April 20th.*

Receiving your award funding. You will be notified via email when your funding is available. Students who have signed up for Direct Deposit via the Penn Payroll system will receive their award via Direct Deposit. Students who are not signed up for Direct Deposit must pickup their award in person from the Penn Abroad office. If you plan to leave campus prior to May 29th, please send the address when the check should mailed to: Jennifer Kobrin (jkobrin@upenn.edu)