

# *IE3 Global Internship and Study Abroad Checklist*

## Research Internships and/or Study Abroad Programs

- Read the programs available to Biology students in the Study Abroad in Biology brochure.
- Research current internship positions at <http://ie3global.ous.edu> and study abroad programs at <http://oregonstate.edu/international/> or the Study Abroad Resource Center – 4<sup>th</sup> Floor Snell Hall.
- Come up with a list of the programs you are interested in.

## Attend a “First-Steps” orientation

Information on the First-Steps international advising sessions (generally held daily at noon and 4 PM) can be found by calling 737-3006 or <http://oregonstate.edu/international/studyabroad/students/choosing/first-steps>

## If interested in the International Degree Program, contact [Renee.Stowell@oregonstate.edu](mailto:Renee.Stowell@oregonstate.edu).

## After the “First-Steps” orientation, follow the appropriate steps below:

### **IE3 Global Internships Steps**

#### Meet with an International Ed. Advisor

Meet with Teppei Hayashi (4<sup>th</sup> Floor Snell Hall, 737-3006 or [tepei.hayashi@oregonstate.edu](mailto:tepei.hayashi@oregonstate.edu)) to discuss questions, applications and other information about each program.

#### Talk to your academic advisor

Based on your program requirements and when it is available, make a plan of when you believe you should do the internship so that it does not interfere with your major requirements. Talk your plan over with your advisor. If you have further concerns, contact Brock McLeod at [mcleodb@science.oregonstate.edu](mailto:mcleodb@science.oregonstate.edu).

#### Apply

Take note of the application deadlines at <http://ie3global.ous.edu/appinfo/appinfohome.html>. Deadlines for IE3 Global Internships are generally two terms prior to departure. Applications typically include recommendation forms, essays, a current resume and college transcripts. Start your application early!

#### Internship credit

You will need to apply for JNTL 410 Internships credit through International Programs. Work with Teppei Hayashi (4<sup>th</sup> Floor Snell Hall, 737-3006 or [tepei.hayashi@oregonstate.edu](mailto:tepei.hayashi@oregonstate.edu)) on questions you have related to internship credit, supervision and other issues and requirements.

### **Study Abroad Steps**

#### Meet with an International Ed. advisor

Meet with an advisor – 4<sup>th</sup> Floor Snell Hall [intl.advisor@oregonstate.edu](mailto:intl.advisor@oregonstate.edu) or 737-3006 (for appointments) to discuss questions, applications and other information about each program.

#### Determine the courses you could take

Talk to your advisor and use the Biology Checklist to determine remaining courses and when to go abroad. Look over the offerings abroad to see what you could take. Brock and some study abroad advisors have lists of classes taken before for some schools. Meet with Brock if you have other courses or timing questions

<http://biology.science.oregonstate.edu/preparing-and-making-advising-appointment>

#### Apply

Take note of application deadlines at <http://oregonstate.edu/international> (typically 6 months ahead). Applications include recommendations, essays, and transcripts, so start early. If the application requires an advisor's signature, submit it two weeks ahead.

#### After acceptance, get course approvals

- Research available courses in the program and determine the average student course load.
- Make a proposal to Brock McLeod <http://biology.science.oregonstate.edu/preparing-and-making-advising-appointment> of courses you would take and how you propose they count toward your degree. You will need to:
  - Provide Brock with the course description for each course with websites if possible. List some extra courses since some courses may not work when you get there.
  - Finalize your course plan before you leave and keep in contact with Brock if you have questions or changes.