

IX. International Internships Policy

Students participating in academic internship programs will be subject to the guidelines listed below.

1. Students will be required to complete their academic department procedures and the centralized academic credit internship approval process monitored by Career Services.
2. Students will be required to provide Career Services and the Study Abroad Office the names, contact information, and emergency contact information for their employers abroad as well as personal contact information.
3. As all NW students studying abroad, students participating in international internships will be required to purchase the Study Abroad Health insurance. Participation in the health insurance program is waived for international students (F1 students).
4. The Study Abroad office will provide interns with a Study Abroad placement packet which includes the "Health Disclosure form" and "Insurance Enrollment Form/Emergency contact information". This packet must be completed and returned to the Study Abroad Office.
5. The Study Abroad Coordinator will review all students' "Health Disclosure Form" and follow up regarding legality of medications abroad, continuation of care accommodations for students with disabilities, etc.
6. The Study Abroad Coordinator will work with the Dean of Students to check the Disciplinary Status of all NW students going abroad and issue "Behavioral Contracts" when appropriate.
7. Interns are highly encouraged to attend the pre-departure meetings and pre-departure orientations provided by the Study Abroad Office. The pre-departure orientation is a comprehensive event that addresses health, safety and cultural adjustment.
8. The Study Abroad Office creates and maintains Emergency Preparedness plans and the study abroad office staff is on call 24/7 through the NW Campus Safety Office in case of emergency. The Study Abroad Coordinator also monitors OSAC (Overseas Security Advisor Council), Department of State and other news sources for the locations where all NW students are studying and will send students updates about events that could affect their health, safety or security (e.g., Department of State Travel Alerts, Warden Messages, etc.).
9. Students participating in international internships will follow the Northwest Travel Warning and Study Abroad Programs policy when selecting the location of their internship.

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