Evaluating Third-Party Companies
Internship, Study Abroad, and Service Experiences

These steps will help you in determining if an internship/volunteer/work provider is a best fit.

Steps to Take

1. Look the company up on the internet:
   A. number of employees
   B. date established
   C. locations around the world
   D. products and services rendered
   E. types of programs
4. Ask for testimonials from other students, preferably from your college.

Questions to Ask About Existing programs

- What is the program model?
- How many students per year do they send on their internship/service program?
- From what universities?
- Academic credit provided? If so, how many credits?
- Required or optional coursework?
- Any prerequisites that the students need to complete the program?
- Paid or unpaid?
- Full-time or part-time?
- What majors may apply?
- What level in school is required?
- Average length of internships/service project? Timeframe?
- Application process? Application fee? Program fee?
- Language needed? What is the language of instruction?
- In-country support? (e.g. staff members in the country in case of emergencies)
- Ability to handle work permits/visas?
- Health insurance availability and costs?
- Are scholarships available?
- What costs are students responsible for?
- Other included benefits (e.g. housing, meals) of the program?
- What types of housing is available? Is it close to the internship/volunteer site? Who else lives in the home?
- What are the logistics for arrival at the country (e.g. pick up from the airport)?
See Over For More

- What types of pre-departure orientation session(s) are provided (e.g. in-person, over the phone, online?)
- What is the balance of free time to explore and structured program activities?
- How much contact do program participants have with the host communities?

Placement Questions

- How are interns/volunteers placed? Are there pre-set placements to which students apply or is the internship/service customized for the student?
- What are some of the organizations with which interns/volunteers may work?
- What are the typical tasks done by the intern/volunteer?
- How early in advance, before traveling, does the student know what their placement is going to be?
- Is the internship/service placement guaranteed?
- About how long does it take to get a confirmation of a placement (Note: Critical for Opportunities Fund application)?
- If they arise, how do you facilitate or resolve conflict or difficult situations between the employer and the student?
- What methods or protocols do you have in place to evaluate student satisfaction with the internship/service experience?
- What happens if the organization and the participant are not a good fit?

Information provided by: Jill Burya, GT Work Abroad Program; Sarah Tschida, University of Minnesota; Kristy Beavers, Chapman University; Connie Marianacci, COINED International

Additional information:
Ofronama Biu, Assistant Director of Internships and Professional Development, Macaulay Honors College
Joy Phaphouvaninh, International Education Coordinator, City University of New York