Worldwide Internship Program
IAP Academic Notes – Spring 2015

Please refer to your IAP Study Abroad Handbook for a complete list of UW policies. These academic notes supply additional information specific to your program.

The Academic Program
You will complete an online course during the term you are abroad. Students’ start and end dates and duration all vary, but the course dates are the same regardless so plan ahead and consult with the instructor if you will have a significant portion of the course where you will not be at your internship site.

The Worldwide Internship Program is a collaboration between the International Internship Program, International Academic Programs, and your course instructor. All staff members are regularly in touch with one another other and available to help you make the most of your experience. Each office plays a different role in the overall program.

International Internship Program (IIP)
IIP reviews applications and approves them for the Worldwide Internship Program. If you have any concerns with your internship placement, visa, or general logistics please contact IIP.

General Contact: internships@international.wisc.edu (Skype is uw-iip)
Advisor/Program Coordinator: Carly Stingl (stingl@international.wisc.edu)

International Academic Programs (IAP)
IAP will handle registration, billing, posting courses and grades to your transcript, and address any health or safety concerns you may have. IAP has a 24/7 emergency phone number in case of an after-hours emergency for a student abroad. If you have any questions regarding MyStudyAbroad, your enrollment, billing, or CISI insurance please contact IAP. More detailed information can also be found in IAP’s Study Abroad Handbook.

Contact information for your IAP Study Abroad Advisor, Enrollment Specialist Advisor, and Financial Specialist can be found in your MyStudyAbroad account’s sidebar.

Course Instructor
Please consult your syllabus for your course instructor’s contact information. You will be in contact with your instructor regularly throughout your time abroad through the online course. Any academic or course questions can be directed to them. If you have any concerns that come up that they are not able to address, they may contact IAP or IIP to help answer and address the situation.

E-mail/Internet
You will need access to internet for the Worldwide Internship Program online course. You should check with your host regarding any policies for private e-mail and internet use at work – you may be able to use it on your own time after your responsibilities are done for the day, but you should not assume that this will be possible. You may have internet available in your home; otherwise there may be places to access it nearby such as internet cafes or libraries. You need to budget for this accordingly; the cost of internet cafes is not a valid excuse for not completing your online coursework.

Please check your @wisc.edu e-mail account regularly as the instructors will use that for any course updates outside of the online system.

**Syllabus**
You will receive a syllabus from your course instructor before you depart for your program; either at orientation or via e-mail at a later date. Be sure to review this and ask any questions up front. You may need to purchase one or two books which will be easier to do before you go. These could make for good travel reading!

**Readings**
Readings will be available to you via online access and IIP tries to provide a hard copy course reader so you can easily take readings with you during your commute or weekend travels. Some students have used a tablet to download PDFs or books so they have easy access when offline as well.

**Credit Limits and Credit Load**
Students doing WIP during a spring or fall semester will be considered full-time for logistical purposes. IAP and IIP send a letter to the Registrar noting the number of credits you will be enrolled in (3-6) and that you will be doing a full-time internship in addition and should be considered full-time.

This makes sure that you maintain your status for registration priority for the coming term and that any loans you have do not go into repayment (which happens if you drop below full-time). If you are looking at scholarships requiring full-time status or other concerns please let us know or ask about clarification. Depending on the scholarship, “considered full-time” could be sufficient, but other scholarships may require a certain number of credits.

Some students have asked about enrolling in more credits. We generally hear that 3-6 credits in addition to a full-time internship in a different country is challenging for time management so we do not recommend doing more.

**Course Sections & Equivalencies**
During the semester (spring or fall) all students are in International Studies 320 for three credits. During the summer we have more students so there are sections for International Studies 320 (3 credits) as well as International Business 365 (3-credit or 1-credit). The content is the same, but some of the projects and exploration of the content will be different based on the instructor’s background, as well as the credit load.
IAP will register you for a special “Study Abroad Course” for the term you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

By default, whichever section you are in will appear on your transcript at the end of the term (IS-320 or IB-365, for example). You do not need to do anything for this to happen. However, if you would like to request a different equivalent you would need approval from the relevant department. For example, an engineering student may ask for 1 credit as engineering co-op credit and 2 credits as International Studies 320. If you are interested in this, discuss this with your Enrollment Specialist Advisor.

If you are looking for the course to fulfill a requirement for a major or certificate (such as Global Health, SOHE or Rehabilitation Psychology) you should talk to your major/certificate advisor in advance on whether they can indicate in DARS that this course fulfills your requirement or if you need to do additional coursework beyond the WIP online course.

**Directed Study**

Students in the Worldwide Internship Program have the option to add additional 1-3 credits of directed/independent study with a UW-Madison faculty member. This does not increase the overall program fee. Some students use this opportunity to take a discipline-specific internship reflection course for their major. Others identify a topic and faculty member and propose a project. This is most common during fall or spring semester, but is also possible in the summer. Adding additional credits may help with financial aid eligibility, so if you hope to use financial aid to help fund your experience you may want to explore this option. Students must carry at least 6 credits during the semester to be eligible for aid, but carrying 6 credits does not guarantee aid. If you plan to use financial aid while abroad, be sure to discuss the details with the Office of Student Financial Aid.

If you plan to pursue directed study you will need to upload the optional Directed Study Form into your MyStudyAbroad account so IAP knows the course and number of credits you will be taking to accurately report to the registrar and financial aid. IAP cannot increase your placeholder registration credits until a Directed Study Form is uploaded. You should NOT register for the course through your Student Center. Doing so will result in you being charged for it separately, in addition to your program. If there is an online section the faculty member should manually give you access. Your faculty member will need to report your grade to IAP at the end of term and IAP will process the grade and course to show up on your transcript at the end of your term, along with your WIP course.

It is the responsibility of the individual student to identify and get permission for a directed study. IIP and IAP are not able to coordinate these for students. Please keep in mind that supervising a student’s directed study work is an additional burden on a UW faculty member, above and beyond their regular load of research, teaching, and service. It is generally best to approach a faculty member with whom you already have a relationship. Remember, a faculty member agreeing to a plan of directed study is doing you a favor!
Note: You cannot use this directed study option to take a course offered online. It needs to be a directed/independent study course (often 399 or 699). Some students have taken online courses while doing WIP, but have enrolled through Student Center and paid for that tuition in addition to WIP. If your internship is full-time keep in mind that taking additional courses will be an added time management challenge.

**Credit Conversion**
The courses taught through the Worldwide Internship Program are offered by UW-Madison instructors, so the credit does not need to be converted from a foreign scale.

**Grades and Grade Conversions**
Worldwide Internship Program grades are issued using the standard UW-Madison grade scale:

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