



# STUDY ABROAD PETITION FOR PROGRAM APPROVAL

## INTERNATIONAL INTERNSHIPS AND INDEPENDENT STUDIES

1207 Blair Hall  
Charleston, IL 61920  
[www.eiu.edu/~edabroad](http://www.eiu.edu/~edabroad)  
Phone: 217-581-7267

To participate in any **International Internship or Independent Study Experience** for credit (whether organized in consultation with an EIU professor or independently), a student must submit a *Petition for Program Approval (International Internships and Independent Studies)* to OSA.

Name: \_\_\_\_\_ Major: \_\_\_\_\_ SSN : \_\_\_\_\_ EIU ID#: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Current GPA: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_ Term/Year you would like to go abroad: \_\_\_\_\_ # of Weeks: \_\_\_\_\_

City/Country where you intend to intern/study: \_\_\_\_\_

Sponsor of Proposed Program (if any): \_\_\_\_\_ Website: \_\_\_\_\_

Host of Proposed Program (if any): \_\_\_\_\_ Website: \_\_\_\_\_

Working arrangements (please explain where you intend to work): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be paid?  Yes  No If yes, please explain: \_\_\_\_\_

Hours per week? \_\_\_\_\_ Visa type/cost: \_\_\_\_\_

Housing arrangements (please explain where you intend to live): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain your personal and academic goals for a study abroad experience and why your proposed program will help you meet these goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# STUDY ABROAD PETITION FOR PROGRAM APPROVAL

## INTERNATIONAL INTERNSHIPS AND INDEPENDENT STUDIES

Name: \_\_\_\_\_ SSN : \_\_\_\_\_ EIU ID#: \_\_\_\_\_

In order for a student to receive credit for an international internship or independent study, one of the following must be checked:

\_\_\_\_\_ (a) The student will receive an official transcript from the sponsoring program/host, specifying the academic credit received.

OR

\_\_\_\_\_ (b) The student has secured an EIU Professor who will monitor and oversee the internship or independent study course for academic credit.

Students who conduct international internships through the Office of Study Abroad do not pay regular tuition/fees; instead, they are charged a \$300 study abroad administrative fee.

There are several possibilities for enrollment: STA 4275 (undergraduate), STA 5980 (graduate), or the Office of Study Abroad (OSA) can create a study abroad section for any course on campus with authorization from the appropriate department chair.

EIU Course Number (OSA will use this to enroll the student)	Instructor of Record, if applicable* (EIU Professor overseeing the course)	Substitution or Equivalency (if STA prefix is selected)	Cr Hrs	Div (U/L)	Lab (Y/N)	CR/NC or Graded?

\_\_\_\_\_  
Student's Signature Date

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Office use only

\_\_\_\_\_  
Study Abroad Rep's Signature Date

\_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved    \_\_\_\_\_ Initials

Notes: \_\_\_\_\_

**I agree to monitor and oversee the internship course for academic credit.**

\_\_\_\_\_  
Instructor of Record's Name/Signature\* Date

**I authorize study abroad sections of the above course(s) to be created for this student.**

\_\_\_\_\_  
Department Chair's Name/Signature Date

**Host Institution Agreement  
(Non-Partner Programs)**

The Board of Trustees of Eastern Illinois University and

\_\_\_\_\_ (hereinafter Host)  
[Host Institution or Provider Responsible for the Student]

agree as follows:

Host acknowledges that \_\_\_\_\_ (hereinafter Student) is seeking a degree through EIU. Upon acceptance of this agreement, Student will be permitted to earn academic credit through Host, which can be applied toward EIU degree requirements, pursuant to its academic policies and procedures, as amended. Host agrees:

1. To notify EIU if Student withdraws from the program or decreases enrollment before its conclusion and also to notify EIU of any known grants or scholarships that Student receives from non-EIU sources.
2. To forward to EIU transcripts of all coursework completed at or through Host by Student, within thirty (30) days after the completion of coursework.
3. To arrange and conduct a comprehensive on-site orientation program for Student. This program shall include but not be limited to information concerning any known, abnormally dangerous conditions on the premises or in the host city or country, such as the threat of crime, terrorism, civil unrest or disease.
4. To ensure that Student is granted the same rights and privileges within the Host Institution as its own degree-seeking students, including but not limited to access to available health, dental or counseling services, the Student Union, if any, and athletic/fitness facilities.
5. To immediately notify EIU of any known accident, illness, injury, death, adjustment difficulties, academic/behavior problems, arrest, significant absenteeism, alteration in the number of credit hours, or emergency involving Student.

<p><b>Main Office</b> Office of Study Abroad 1207 Blair Hall Charleston, IL 61920 Phone: 217-581-7267</p>	<p><b>Wendy Williamson</b> Director of Study Abroad Telephone: 217-581-3390 Email: <a href="mailto:wwilliamson@eiu.edu">wwilliamson@eiu.edu</a></p>	<p><b>Farhan Aziz</b> Coordinator of Study Abroad Telephone: 217-581-7267 Email: <a href="mailto:faziz@eiu.edu">faziz@eiu.edu</a></p>
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6. To train and require all employees, faculty, staff and host family members to immediately report to EIU, in writing, any complaints alleging sexual harassment, discriminatory harassment or discrimination of any kind.
7. To adhere to all applicable laws, statutes, court decisions, ordinances and codes, including but not limited to fire safety codes, building codes, safety codes and zoning ordinances or their foreign equivalents, in performing its obligations arising out of this agreement. Host hereby represents and warrants that all academic facilities utilized by Student will be in compliance with the foregoing requirements at all times during the term of this agreement or any extensions hereof.

The Host Institution agrees to indemnify, defend and hold harmless the Home Institution and its officers, trustees, employees and agents from and against any and all claims, damages, actions, causes of action, judgments and expenses, sustained, claimed or alleged by any person, firm or entity, in connection with or as a

result of the programs contemplated hereunder, or by reason of any of the acts or omissions of the Host Institution or its employees, officers, directors, host family members, representatives, contractors, vendors or agents; including, without limiting the foregoing, those claims, actions and causes of action alleging personal injury, death, property damage, negligent supervision, negligent hiring, unlawful discrimination or any other claims or actions relating to, connected with or arising during the term of this Agreement or any program contemplated hereunder.

In the performance of the services contemplated herein, neither the Host Institution nor its employees or agents shall be considered employees, agents, partners or joint venture partners of the Home Institution; rather, the relationship between the parties to this Agreement shall be that of an independent contractors. The undersigned parties agree that the Home Institution shall have no control over the day-to-day operations of the academic programs contemplated herein. The Host Institution shall control the manner, means and methods of the performance of its obligations under this Agreement.

The Host Institution/Provider agrees to designate the following individuals and/or positions to oversee and facilitate implementation of this agreement in cooperation with other appropriate administrators:

Insert Full Contact Information:	Insert Full Contact Information:
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Signature/Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_