

Professional Development Toolbox

Getting the most out of an international internship



INTERNATIONAL STUDIES ABROAD

The World Awaits... Discover It.



Internship? Work experience? Volunteer work? Work integrated learning?

- Stepping stone to beginning a professional career
- Yet – an internship is only going to be as valuable as the intern makes it
- How to best prepare students and ease their transition into global professionals

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What drives students to apply to an internship overseas?

Top factors from our recent surveys:

- 1. Career building:** “64% graduates with an international background are given greater professional responsibility”*
- 2. Work experience:** “Gain skills in their field of expertise, work place communication ”
- 3. Personal Development:** language, cultural awareness

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Workplace Readiness is often a Problem for Recent Graduates

Skills valued by employers and that young graduates often lack:

- Adaptability
- Resilience
- Initiative
- Creative Problem Solving
- Organizational Skills
- Intercultural awareness
- Communication skills

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Filling the Gap in Workplace Readiness through International Internships

- Cultural Immersion
- Hard Skills
- Soft Skills
- Self Discovery
- Global Network
- Confidence

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Skills Students Gain

Hard Skills

- Specific to the student's area of study
- Examples
 - Data analysis
 - Computer coding
 - Research methods
 - Business strategies
- Not easy to replicate within the classroom
- Typically they know what they have gained and can express this to future employers

Soft Skills

- Examples:
 - Cross-cultural communication
 - Adaptability
 - Flexibility
 - Ability to take initiative
- Transferable to any job
- More desired by employers because soft skills make great team members
- Students don't think to articulate these skills and give examples of how they have gained them as readily as hard skills

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The Value of International Internships

- Student's resume stands out
- Differences help students to reflect on what they may have learned in school
- Students can expand their Global Network
- Improvement of Language skills or Chance to Learn a New Language
- Develop a Global Perspective and Understanding

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Beyond “It was Awesome!”

- Students don't necessarily have the language to articulate their experience
- It is important to educate students on how to integrate the value of their international experience into their communication with future employers
- Students who utilize the Toolbox are able to readily articulate both the hard and the soft skills they gained while interning abroad



Setting Up the Right Program Model is Key

- More Than a Placement Agency
 - Pre-departure
 - In-country
 - Post Experience
- Academic Credit
 - Gives Program Learning Structure
- Professional Development Toolbox
- Orientation
 - Cultural Learning and workplace preparation

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What is the ISA Professional Development Toolbox?

- The key component to the professional development of all interns on our programs
- Resources are provided throughout the program to help students identify the skills and knowledge they have acquired through their international, academic, and personal experiences abroad
- Teaches students how to communicate the value they offer to future employers



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Tools – for Pre-departure

- Personalized resume and cover letter advising
- Personal brand coaching
- Interview skills workshop
- Online career resources
- Goal setting tools
- Subscription to an online video resume and portfolio platform (View You example)





ViewYou Example

<http://viewyou.tv/>

What is view you?

Platform to promote people and businesses using video.

Thanks to this platform - Not only participants are able to create their very own **video resumes**, but our placement team is also able to share these ViewYou profiles to potential internship sites.

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Tools – for the time abroad

- Bridging Cultures program
- Networking events with local companies and organizations
- Individual supervisor and 24/7 support
- Online academic course



Tools – for after the return

- Interactive training
- Career Resources Guide
- Online Career Resources
- Alumni program (Global Ambassador program)
- Membership to the ISA-Geared portal of Better Weekdays
- Membership to the New York Times



Tools = Success

Students who utilize the tools within the Professional Development Toolbox:

- Know how to talk intelligently about their international internship and the skills they learned
- Have developed a personal brand to help them stand out
- Are prepared to Interview for job
- Have confidence to apply for a postgraduate degree



Testimonial

- **Shelby Light - ISA intern who came to intern in Australia**

My experience with ISA has been phenomenal! From the very beginning they have been so supportive and guided me every step of the way! When I started my journey through the application process all the way through my departure from Australia, ISA has been nothing but helpful! As for the internship site that ISA paired me with, I was so fortunate to have been sent to the Club Kidpreneur Foundation. This organization was a perfect fit for me. The position that I had, PR and Social Media Assistant, fit exactly into the requirements for my major and interests. My employers were exceptionally nice and accommodating. They not only helped me professionally, but also socially. If I didn't know how to do something on one of my tasks, they were more than willing to teach me.

- **Supervisor, Shelby Burns, Club Kidpreneur Foundation**

Shelby has been great. On my way to work this morning I started thinking that we only have her for a few more weeks - and what are we going to do once she has gone? She has become part of our team and we are able to rely on her. While she is studying similar things, she has abilities and strengths in different areas within communications, which has also worked really well for us.

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Thank you

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What's Included

- PROFESSIONAL DEVELOPMENT TOOLBOX
- Placement with a host organization
- Housing
- Meals*
- Comprehensive advising and support
- Pre-departure orientation materials
- Airport reception and transportation
- On-site orientation through the Bridging Cultures Program
- Placement supervision
- Academic supervision
- Academic credit options
- International medical insurance
- 24/7 on-site support
- Option to participate in cultural activities and
- Excursions*
- Project materials stipend
- Cell phone or SIM card*
- On-site transportation pass or stipend*
- Optional language lessons*

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