Global Internship Program

Pre-Departure Orientation

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http://oie.gatech.edu/content/gip
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Topics

- Before you leave:
  - Tasks for GT
  - Health, Safety, Logistics…
- Working Abroad Successfully
- Cultural Adjustment

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What do you do for GT?

- Complete the Registration process
  - Enter placement details in Career Buzz, including three learning objectives
  - Upload offer letter, assumption of risk form, GIP checklist/contract
  - Proof of insurance
  - If grad student, departmental approval
- Interning abroad for more than one term? Copy to a new work term in CareerBuzz
- When complete, permit will be issued and you should register for appropriate audit course.

DEADLINES: April 24 – Phase I; Summer Phase II – May 7-15; Fall Phase II – August 8-21
What do you do for GT?

- Assignments to complete for GIP:
  - Pre- and Post-Assessment (on CareerBuzz)
  - Assignment Record - within first 3 weeks (on CareerBuzz)
  - End-of-term Work Report - end of term (on CareerBuzz)
  - Student Performance Evaluation, to be filled out by supervisor at end of term (on CareerBuzz)
What do you do for GT?

- Remember to keep checking GT email while abroad!
- Don’t miss registration phases for upcoming semesters
- Remember to apply for parking, housing, financial aid, etc. while gone
Before you leave: Passport/Visa

- Ensure that your passport is up-to-date and will be valid for at least 6 months beyond the end of your internship.
- Ensure that you have the proper visa or work permit.
  - Host country’s embassy or consulate is the ultimate authority on requirements.
  - GT does not provide advising on visas; may need to provide documentation for you.
- US Citizens: Register with the U.S. State Dept’s Smart Traveler Enrollment Program.
Check required and recommended immunizations for your host country at http://wwwnc.cdc.gov/travel.

Start early – some immunizations are taken as a series of three.

Make an appointment at the Overseas Travel Clinic: Georgia Tech Student Health Services
Phone: (404) 894-1420 or online at www.health.gatech.edu.

Or, you can make an appointment with your primary care physician, or with an off-campus Travel Clinic.
All GT students going abroad are required to purchase international health insurance through CISI.

- Required by GT/USG
- Can be purchased online, costs $32/month
- Buy for the duration of internship (day of arrival – day of departure)
- Upload proof of insurance to Career Buzz record
- Includes repatriation of remains and medical evacuation coverage
- International students going to their home country do NOT need CISI insurance. You are advised to maintain your U.S. health insurance while abroad.
- CISI provides concierge service that can help you find a local doctor or hospital
Before you leave:
Health First Aid and Prescriptions

- Pack a first aid kit!
- Prescription Medication:
  - Pack all prescriptions in their original containers
  - Pack ALL prescriptions in your carry-on bags
  - Get a letter from your doctor if you have something unusual (syringes, insulin pump, large quantities, etc.)
- Make sure you know the local medication restrictions. Some drugs that are legal in the U.S. are illegal in other countries.
- NEVER ship medicine in the mail
- Take own contraceptives, feminine hygiene products, etc.
Before you leave: Money

- Inform all credit and debit card companies that you will be traveling abroad so they don't freeze your account. Record overseas customer service phone number.
- Be sure you have a PIN for your credit card
  - Shop for the best international credit card rate
- Have cash on hand for the first week
  - It is fairly easy to find ATMs that will take your U.S. debit card (look for the PLUS, Maestro, Cirrus, etc. signs that match the symbols on the back of your debit card
  - Know your exchange rate - xe.com
- In some cases, you may need to open a bank account abroad. Protocol for opening a bank account vary from country to country.
Before you leave:
Accessing Important Information

• Scan all of your important documents and email copies to yourself, your family, or someone else you trust:
  • Passport and Visa
  • Credit card(s) (front and back)
  • Flight info
  • Insurance info

• Give your parents all of your login and password information

• Keep copies (physical and electronic) of emergency contact numbers; give to parents as well

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Safety While Abroad

- Be aware of your surroundings; if it feels wrong, it probably is
- Use common sense
- Don’t walk around alone at night; there is safety in numbers
- Don’t keep all of your money in one place
- Don’t leave belongings unattended
- You are subject to local laws, not U.S. laws, while abroad
  - Freedom of Speech isn't embraced everywhere
  - Penalties may be much more harsh abroad than here
- Know local emergency numbers
- Give it up! If someone is robbing you, it’s better to let them have it then to risk injury
- For more tips: http://travel.state.gov/content/studentsabroad/en.html
Before you leave: Emergencies

- If you experience an emergency abroad, you should contact the GT POLICE at 1-404-894-2500.
- Additional steps:
  - Know the equivalent of "911" in your host country.
  - Keep the insurance company's contact info with you at all times.
  - Contact your supervisor and your parents to apprise them.
  - The U.S. Embassy may be able to help you in an emergency, depending on the nature. (U.S. Citizens only)
  - If there is an emergency in your country or region, post a status on Facebook so people don't worry about you.
Laws differ from country to country. Know the local laws!
Stay aware, especially on your own.
U.S. Embassy will not assist you if arrested for public drunkenness or drug violations.
Alcohol/drug abuse are a key factor in most mishaps abroad.
Sexual assault can happen to anyone, alcohol is often a contributing factor
Be culturally aware—what may be considered casual flirtation at home may mean something more or different abroad
Additional Things to Consider:

- Electricity & Outlet Adapters/Converters
- Cell phones – can you get a new SIM card or buy a cheap phone abroad?
- Establish a communication plan with your family before leaving
- Protecting your computer
- Recent local events
- Know the basic phrases before you go (hello, goodbye, thanks, excuse me, please)
Import & Export Control

It is unlawful under export laws and regulations to send or take export controlled information out of the United States or disclose, orally or visually, or transfer export controlled information to foreign nationals inside or outside the United States. “Foreign Person” is a person who is not a U.S. citizen or permanent resident alien of the U.S.

The penalty for unlawful export and disclosure of export controlled information under ITAR is up to two years in prison and/or a fine of $100,000, and under EAR the greater of $1,000,000 or five times the value of the export and imprisonment of up to 10 years.

"Exports" include:
- Verbal communication
- Transfer of written documents, and
- Transfer of U.S. computer software to a foreign national whether in the U.S. or abroad if the technology is controlled by export regulations.

http://www.irb.gatech.edu/export-control

Know your host company’s / university’s confidentiality rules
Share stories, photos, and videos from abroad on the GT Global Internship Program Facebook and Twitter pages!!

- [https://www.facebook.com/GTInternationalInternships](https://www.facebook.com/GTInternationalInternships)
- [https://twitter.com/GTInternAbroad](https://twitter.com/GTInternAbroad)
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Working Abroad Successfully: Preparation

• Preparation is the foundation of a successful internship.
• Setting goals will help ensure that you make the most of your time abroad.

• Think of two goals you hope to gain from this internship in each area:
  1. Professional Development
  2. Personal Development
  3. Cross-cultural Understanding
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College vs. Real World

Coding while learning it at College

Coding for a Project in a real Job

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Interning Abroad Successfully: Realistic Expectations

College:
Frequent and concrete feedback (grades, etc.)

Problems to be solved with plenty of direction by professors
Flexible schedule
Frequent breaks and time off
Personal control over time
Intellectual challenges
Focus on personal development
Individual effort
Right answers
Independence of thought

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Interning Abroad Successfully: Realistic Expectations

The “Real” World:
Infrequent and less precise feedback
(may receive only one evaluation)

Problems to be solved with few directions
Structured schedule
Limited time off
Responding to others
Organizational and people challenges
Focus on results
Team effort
Few “right” answers
Follow company expectations

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Clarify what is expected of you:
• Be clear on the objectives and training planned for your work term (e.g., the assignment record that you will complete)
• Ask how and when your work performance will be evaluated
  • Will you have one primary supervisor or several?
  • Will you have both a mentor and a supervisor?
• Remember to be flexible and open-minded.
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Interning Abroad Successfully: Adjust Expectations

Observe Supervisor’s Management Style
- Written or oral reports?
- Meetings or e-mail?
- Up close or hands off?
- When to talk?
- How are problems resolved?

Feedback and Reviews
- Ask for informal feedback
- Accept criticism without being defensive
- Do not interpret performance reviews as personal criticism
- Ask for frequent feedback about your foreign language skills
Observation throughout your internship experience:

- Keep a journal
- Think about the skills you used, hard and soft
- How will you incorporate these experiences into your resume?
International Students returning to Home Country may be excused.
Cultural Adjustment

SO MANY CHANGES….
• Workplace expectations
• Language barriers
• Country shock
• Culture shock

Going beyond comfort zone = most growth

Transitions take time
Global Competency

Cultural Intelligence
Ability to engage in a set of behaviors that uses skills (language/interpersonal) and qualities (tolerance for ambiguity, flexibility) that are tuned appropriately to the culture-based values and attitudes of the people with whom one interacts.

Global Dexterity
Capacity to adapt your behavior, when necessary, in a foreign cultural environment to accommodate new and different expectations that vary from those of your native cultural setting.
What does a globally competent person look like?

• Flexible, adaptable, able to work with different people, curious, good listener/communicator, sense of humor

• Able to see that there are many valid ways of acting/being

• Appreciate different cultures, understand their validity, and make informed decisions about how to behave effectively in different settings

➢ Being willing to act on what you know about cultures
Cultural Elements at Work

- Managerial styles (participatory vs directives; hierarchy vs flat)
- Low vs High Power Distance
- Relationship vs Task
- Communication style (direct vs indirect)
- Degree to which you bring personal life into work
- Individualism vs Collectivism
- Particularism vs Universalism
- Quality of Life
Cultural Elements at Work

- Directness - How straightforward are you expected to be? Are you expected to say exactly what you mean or is it more polite to hint at what you mean?
  - High vs low context
  - Saving face
- Enthusiasm - How much emotion and energy are you expected to show when communicating? Can you only express how you feel, or is it more appropriate to hide your feelings?
- Formality - How much respect and deference should be shown when communicating? Are there certain situations when informal communication is ok?
- Assertiveness - How strongly are you expected to voice your opinion and advocate for your point of view? Should you be forthright in expressing yourself, or try to veil or hint at your point of view?
- Self-promotion - The extent to which you can speak positively about yourself and how actively you can promote your positive qualifications.
- Personal disclosure - The extent to which it is appropriate to reveal personal information.
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Perception & Interpretation

- While abroad, you will constantly face new & different things
- Even if things seem similar, assume difference
- How you perceive situations is based on your culture and upbringing
- Natural reaction is to judge “different” as “wrong”
- Take time to observe behavior, look for trends
- Need to consciously suspend judgment and figure out why that behavior makes sense in the new cultural context
- **DESCRIPTION OBJECTIVELY – ANALYZE FROM MULTIPLE PERSPECTIVES – EVALUATE/REACT**

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Read your case study.
What are the two opposing viewpoints?
Consider the viewpoint that is furthest from your own. What would your reaction have been to this behavior?

Common Sense or Cultural Sense?
Assume positive intent
Treat any explanation that you’ve come up with as a hypothesis that is to be tested
Begin to incorporate this behavior into your own
Intercultural Email Activity

• Think about your audience – your communication style may not be the same
• To be effective, you should try to communicate in their preferred style
• Can only realize this through observing, trial & error, research, cultural informant
Cultural Adjustment

- The degree to which you learn about and adjust to your host culture will play a very important part in your success abroad.
- You can complete a comprehensive online orientation regarding cross-cultural adjustment (for free and at your own pace) at http://www2.pacific.edu/sis/culture/
- Learn about business protocol and etiquette specific to your host country on the website Going Global. You have free access via GT by clicking on the link at http://career.gatech.edu/pages/careertools.php
- OIE can suggest many other resources if you would like more information!
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