International Internship for Global Leadership Program
Request for Proposals
Group Program Summer 2014
Deadline to submit Proposals: August 2, 2013

The International Internship for Global Leadership Program is the result of a gift from Lee Iacocca and other donors. The Office of International Affairs welcomes faculty and staff to propose a Lehigh-led Student Practicum in an international setting.

The following should be considered when developing group proposals:

- The program should have a professional component that may be defined as a practicum, research or internship.
- It should be noncredit-bearing.
- There should be a sustained duration abroad of at least six weeks, but preferably eight weeks or more.
- The budget should cover the complete cost of the internship for the student(s) and the Faculty/Staff Program Leader.
- Group size should be approximately 4-8 students.

Please be thorough in developing the proposal and include details in all categories of the template provided below. Feel free to reference samples of past proposals. Additionally, Carol Ham, Director of International Internships, is available to support your efforts in developing the proposal, as needed.

The International Internship Steering Committee will make recommendations to the Vice President of International Affairs in August regarding program selection. In the fall, marketing and recruitment of students will begin. Students will be evaluated through a holistic process, which includes the following considerations:

- Financial Need (those with higher need are more closely considered)
- Experience abroad on a Lehigh-sanctioned program (those with no previous experience are considered before those who have had an experience abroad)
- Rising Juniors and Seniors will be considered before lower classmen
- Undergraduate Status

When developing your program, consideration can be made for additional full-pay students that will fall outside the realm of this internship program funding model. Also, please keep in mind that the key responsibilities of a Program Leader include: internship design and approval, at-site programming, at-site operations and logistics, student selection, country-specific orientation, and program evaluation. Study Abroad will support Program Leaders with marketing and outreach, student applications, airfare, collection of necessary student forms/paperwork, financial management including the payment of invoices, a general student pre-departure orientation, and a Program Leader Orientation to the university crisis management plan and protocols.
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Group Program Summer 2014 RFP
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Please direct all inquiries and make submissions to:
Carol Ham, Director of International Internships
Email: csh205@lehigh.edu Extension: 83467
International Internship for Global Leadership Program - website

<table>
<thead>
<tr>
<th>Name of Program:</th>
<th>Length of Work-week (hours):</th>
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<tbody>
<tr>
<td>Country/Location:</td>
<td>Faculty/Staff Leaders:</td>
</tr>
<tr>
<td>Dates/Duration:</td>
<td>Estimate of # of Participants:</td>
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</tbody>
</table>

Please provide a one-page summary detailing the type of internship experience, program objectives and activities, itinerary, and other relevant information.

Program Location:

Program Dates:

Program Director:

Faculty Staff Participants:

Number of Student Participants:

Target Population (note as applicable):

    Major/Discipline:

    Year:

    Affinity Groups:

    Other:

Recruitment process:

Number of students to be funded:

Other funding sources:

Faculty/Staff accompanying students on the program:
Faculty/Staff experience with similar programming:

How will the program be evaluated upon return?

Pre-requisite Course Work, if applicable:

Health and safety concerns (list if known; how will they be addressed?):

Other issues to be considered:

**On-site Support / Partnership**

   Organization Name:

   Contact Information:

   Description:

   Budget (see attached example template below):
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**Budget Template**

*Please note that there is no compensation for faculty/staff leaders*

<table>
<thead>
<tr>
<th>Projected Expense</th>
<th>Cost Per Person</th>
<th># of Participants</th>
<th>Total</th>
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<tbody>
<tr>
<td>Flight</td>
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<tr>
<td>Housing - Students</td>
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<tr>
<td>Housing - Faculty/Staff/Other</td>
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<tr>
<td>Meals - Students</td>
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<td>Meals – Faculty</td>
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<tr>
<td>Partner Co./Guide Fees</td>
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<td>Activity Fees</td>
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<tr>
<td>Transportation to/from US airport for faculty/staff (and students, if applicable)</td>
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<td>Transportation to/from foreign airport for faculty/staff/students</td>
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<tr>
<td>On-Site ground transportation for faculty/staff/students (*including fuels and tips)</td>
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<tr>
<td>LU International Services and Insurance Program</td>
<td>$100</td>
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<td>In-country landing fees, if applicable</td>
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<td>Estimated On-Site Incidentals (e.g. Tips, VAT, ATM fees, etc.)</td>
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<td>Mobile Phone/Top-up Minutes-Faculty/Staff</td>
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<td>Domestic Costs (Passport, Visa, etc.) Faculty/Staff</td>
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| Total Program Cost: | |
|---------------------| |