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CUSTOMIZED

PROGRAM PROPOSAL

REF: Michigan State University – Summer 2020
Remote Global Internships

PREPARED FOR:

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DATE: April 28, 2020

LEARNING ABROAD PROGRAM PROPOSAL

MICHIGAN STATE UNIVERSITY

SUMMER 2020 GLOBAL REMOTE INTERNSHIPS

PROGRAM DATES

Start of Program: Monday, July 6, 2020
End of Program: Friday, August 14, 2020

ACADEMIC PROGRAM

Michigan State University and CAPA will collaborate on this Global Remote Internships Program, including determining enrollment requirements, procedures and administration. Michigan State University will issue credit for the experience. All global remote internship experiences arranged by CAPA must be for academic credit.

GLOBAL INTERNSHIP COURSE

CAPA will organize and hire faculty to instruct a Global Internships Course, which is required for all students enrolling in the Global Remote Internship. The Global Internship Course will help to enhance students' global perspectives, professional development, intercultural awareness, and academic understanding. The course focuses on interview skills, mock interview assignments, industry research, and guides students to develop a professional online presence. The faculty will have an advanced degree in his or her field, and CAPA Boston will provide his or her *curriculum vitae* upon request.

The CAPA-provided online instruction will be a combination of synchronous and asynchronous instruction and project work. The content of the course is arranged around three key themes:

- Personal and Professional Development
- Intercultural Competence, including understanding work culture
- Comparative Analysis between remote internship location and the United States

Upon completion of the program, CAPA will provide Michigan State University with a student grade report.

GLOBAL REMOTE INTERNSHIPS

GLOBAL REMOTE INTERNSHIP PROGRAM INCLUDES

- Application materials and information on application procedure, including individual advice and guidance from CAPA Boston Staff. Assessment on initial resumes, cover letter and portfolio documents with feedback and support for improvements.
- Virtual meetings as needed with CAPA staff to understand student skills, abilities, career aspirations and discuss remote internship opportunities
- Comprehensive online internships orientations hosted by CAPA staff that will cover a range of topics to best prepare students to succeed in a remote global internship

- Detailed placement description outlining students' role, responsibilities and expected outcomes
- A personalized remote internship placement with a global organization that will challenge, inspire and create opportunities for personal and professional development
- Monitoring of the students' progress throughout the placement
- A dedicated site supervisor positioned within the host organization to mentor students throughout the program
- Access to e-timesheets to accurately log weekly working hours
- Evaluation by the internship site supervisor at the end of the placement
- Global Internship Course – as noted under Academic Program
- CAPA support throughout the internship program

CONTACT HOURS

Part-time internship placements will be available to all students. Students are required to complete synchronous and asynchronous work for a total of twenty hours per week. The weekly schedule will be determined by the internship site, and may likely require a flexible working schedule from the students to adjust for different time zones.

COMPETENCIES

With participation in a CAPA Remote Global Internship, CAPA aims to provide students with professional development opportunities, including strengthening skills and competencies in the following areas:

- COLLABORATE with and learn from professionals in an international context
- ACQUIRE experience in your field from a global perspective
- GAIN exposure to, understanding of, and appreciation for diverse working cultures and practices
- DEVELOP intercultural communication skills and emotional intelligence
- PERFORM meaningful work developing specific vocational skills
- BUILD professional and social relationships with international references
- EARN academic credit through the required Global Internship Course
- ENHANCE your resume and professional media presence
- IMPROVE your employment prospects
- EXPAND your global commercial awareness
- LEARN how to effectively articulate your learning experience and newly developed skills to graduate schools and hiring managers

PROCESS

CAPA considers the needs of each internship site, as well as the student's interest, abilities, need for support, and need for supervision. CAPA will place each participant in a non-paying internship based in an international city. If there are any difficulties with the placement, CAPA will contact Michigan State University to discuss options before the applicant begins the remote program.

Michigan State University will direct students to submit completed applications to CAPA Boston for approval. Michigan State University will advise CAPA if a student must complete a learning agreement. CAPA must receive the following items as part of a completed application within a minimum of thirty days before the program begins:

Mandatory required documents:

- The completed CAPA internship application
- Cover Letter
- Resume / CV

Potential or optional other documents:

- One or two letters of reference (can be academic or professional)
- Police Background Check – only if requested due to the nature of placement field or industry
- Portfolio of work – only if requested due to the nature or placement field of industry
- Transcript (these can be unofficial transcripts listing courses taken and grades received)

Applicants will receive their placement information prior to the program start. All internship placements are contingent on a successful virtual interview with the designated internship company. This internship will begin after the internship orientation, and at least within the first week. All internship placements are contingent on a successful interview with the designated internship company. Sites reserve the right to refuse an intern based on their interview. CAPA will discuss alternatives with Michigan State University if a student is not accepted at the designated internship after their interview. CAPA will seek a second internship placement if the student needs a different placement to remain a full-time student on the program.

Should a student fail to secure an internship (e.g. unsuccessful interview, failure to attend, reluctance to be open to placement options etc.), CAPA and Michigan State University will assess the situation and provide options. Due to the competitive nature of some internship areas, students must always be open to alternative placement areas. If, due to unacceptable behavior or poor performance, the internship site terminates the student's placement, CAPA will dismiss the student from the program and the student will not receive a refund.

STUDENT SERVICES

PROGRAM SERVICES

- Services of CAPA staff in Boston, MA, to coordinate all aspects outlined in the program agreement and answer any questions from students, families, and Michigan State University.
- Program Orientation: all students will take part in an orientation to prepare them to be successful in the remote global internships program.
- Grade reports will be provided to Michigan State University following program completion.

STUDENT SERVICES

- Access to CAPAs online skills and knowledge-based workshop sessions
- Opportunities to engage in virtual networking sessions
- Options to engage in virtual volunteering events and activities

PROGRAM FEES

NOTE: Program fees are per student and include all services, facilities and activities described in this proposal.

Summer 2020 Program Fees

Per student fee: \$1,250

Letter Agreement

Michigan State University – Summer 2020

Program dates: Start July 6, 2020 / End August 14, 2020

Reference: 200706MIMSUONLINE01

- 1) This letter will record an Agreement between CAPA International Education, LP (“CAPA”) and Michigan State University (Institution”).
- 2) CAPA agrees to provide the services described in the Program Proposal with the reference number that appears at the top of this page.
- 3) This is a single-year Agreement for the program dates referenced above.
- 4) CAPA agrees to customize the billing procedure for the Institution based on the following information:
 - a. The student program fee is invoiced to: Institution
 - b. Additional costs are invoiced to: Institution
- 5) All invoices to the Institution should be sent to (name and email of contact):

Inge Steglitz - [REDACTED] _____

- 6) CAPA and the Institution agree to the following schedule based on the program dates referenced above:
 - **30 days prior to program start date:** Application Deadline - individual Student Application forms for all program participants must be received by CAPA.
 - **30 days prior to program start:** CAPA will invoice the institution for the total program fees as described in the Program Proposal on a Group Bill basis based on the number of expected student enrollments.
 - **7 days prior to program start date:** Payment to CAPA is due. The institution agrees to pay any final invoice and to have no outstanding balance.
- 7) The Institution agrees to make every reasonable effort to recruit students to participate in the program.
- 8) The Institution will be subject to the following Cancellation and Refund Policy for individual students confirmed on the program who withdraw. Cancellations can only be accepted in writing, by email:

Withdrawal Date	Cancellation Fees
1 to 30 days prior to program start date:	\$300
On or any day after program scheduled start date:	100% of the total program fee

Program Cancellation: Should the Institution cancel the entire program within 30 days of start of the program, the Institution will be subject to cancellation fees calculated according to the schedule described in paragraph 8 above on a per capita basis for all students registered for the program at the date of cancellation. Program cancellation prior to 30 days before the start date will incur no penalty.

- 9) Please indicate acceptance of this Agreement by signing and returning two copies of this Agreement and the Program Proposal to CAPA.
 - 10) No change to this Agreement will have any validity unless it is recorded in a revised Program Proposal and a new Agreement executed by both parties.
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- 11) All services are subject to availability. CAPA will confirm all services upon receipt this signed Agreement and will inform the institution of any availability issues within two weeks of receipt.
- 12) The Institution agrees not to contract with directly or indirectly, or in any way use any contacts or personnel utilized during a CAPA program, for a period of three years from the program end date.
- 13) CAPA reserves the right to make the following changes which will not constitute grounds for a full or partial refund: a) Changes in course syllabi b) Changes to the remote internship placement c) Changes to course offerings due to insufficient enrollment – CAPA will take reasonable efforts to provide a suitable alternative course.

Signature: _____

Name: David Enda

CAPA International Education

Vice President of Institutional Relations and Marketing

Date: _____

Signature: _____

Name: ____Matt Gosselin_____

Michigan State University

Title: Senior Purchasing Agent

Date: 5/11/2020