

Health and Human Development (HHD) International Internships Guidelines

Students can participate in an international internship that may range from ten weeks to six months of full-time work. The internship integrates academic credit at Western Washington University with on-the-job experience, allowing students to gain valuable skills while working towards a degree. Students should start planning at least two quarters in advance for an international internship. Education Abroad (EdAbroad) and the Career Services Center offer internship resources.

Academic Requirements:

- Meet Education Abroad (EdAbroad) and Health and Human Development (HHD) eligibility requirements for international internships (min. 2.5 GPA, completion of at least 30 credits at WWU).
- Internship approval by a faculty advisor and academic department or college chair; faculty advisor must determine how the internship is evaluated and graded.
- Acceptability to the internship program or agency.

Procedures:

- Meet with faculty advisor and obtain approval for internship.
- Obtain and complete [EdAbroad Independent Study Abroad Application](#) and follow departmental internship procedures including departmental registration.
- International internships credit can only be applied to one academic department. It is up to the student and faculty advisor to determine how the internship will be graded. Some departments have specific guidelines and students must follow departmental and EdAbroad guidelines for international internships.
- Submit the EdAbroad Independent Study Abroad Application and schedule an advising appointment with an EdAbroad advisor to process the application.
- If the internship program provides this service, the student must request the program or agency to send the evaluation or transcript directly to EdAbroad for processing upon completion of the internship. EdAbroad will send the internship evaluation or transcript to the faculty advisor for review.
- After the internship is completed, the student must meet with his/her faculty advisor to discuss the internship and evaluation before a grade and number of credits is determined.
- The Registrar's office will then post the grade and number of credits earned to the student's WWU transcript.

For more information, contact Krista Mantello, Education Abroad, Krista.Mantello@wwu.edu; 360-650-7627.