



Remote Global Internships

FREQUENTLY ASKED QUESTIONS

What are the acceptance criteria for the CAPA Remote Global Internship program with CAPA?

- You must be enrolled in a US higher education institution
- Strongly recommended that students are a second semester sophomore or above
- GPA must be 2.5 or higher
- Students are responsible to ensure the credit earned as a part of the experience will be transferable to their home institution. Non-Credit internships are also available.

What does the application process require for a Remote Global Internship with CAPA?

To apply for a Remote Global Internship through CAPA, you will fill out a brief application consisting of a questionnaire about your past experience and goals for the internship. In addition to this, you will submit a Cover Letter, Resume, Transcript and One Letter of Recommendation. You will also need to select three distinct areas of interest that you'd like to pursue an internship in. All of this information and supporting documents are collected via the CAPA application.

Does CAPA have resources to help me develop my application?

Yes! You are encouraged to review our Internship Application Guide as you progress through the application process. This can be accessed here: <http://go.capa.org/internship-guide/>. Your CAPA Program Manager is also available for advice and guidance regarding the internship application. Additionally, students are encouraged to utilize their campus Career Center for help with resumes and cover letters.

How does CAPA match me with an organization?

It is important to pay your deposit right away so the CAPA internship team can get started on the placement process! Once you are committed to the program by paying your deposit, CAPA's Internship Coordinators will begin to review your application and identify potential sites that align with your interest areas. During the placement process, CAPA will review your skills and abilities based on previous related experiences as well as relevant coursework and transferrable skillsets. CAPA also takes into consideration, your goals and desired outcomes for the internship experience during the matching phase. To get an idea of CAPA's Internship Placement Process, have a look at this brief video: <https://www.youtube.com/watch?v=5S6vI4a5rg8&feature=youtu.be>

Will I be able to select which of CAPA's Global Cities my placement will be in?

You should denote on your application and let your CAPA Program Manager know if you have a special interest in a particular Global City that you'd like your remote internship to be within. These requests will be addressed on a case-by-case basis and cannot be guaranteed. Availability of placement opportunities within the student's areas of interest in a given Global City will influence the feasibility of such requests. You should expect to be placed with an organization in any one of CAPA's Global Cities.

Will I get to choose from multiple internship placements?

Students will be assigned an internship placement by CAPA's Internship Team. The internship coordinators identify placements for students that align with students' experience level and their goals for the internship. CAPA fields student application materials out to only one site at a time. There are several reasons for this, however, the main reason is because we cannot expect internship sites to wait while students look around for other placements. This sends the message to that internship site that the student is not interested in the work they'd be doing within that role and also limits the number of available opportunities to CAPA students as a whole because the "unchosen" sites would be left without an intern and ultimately, in time, fewer sites would work with CAPA. This is why students are only presented with one option in regards to their internship placement. Because of this, it is important that you fill out the CAPA application thoroughly so that our team has a deep understanding of what your goals are for the internship experience so that we can match you with an organization accordingly.

When will I find out my internship position?

Your official internship position description will be available for you to view in the CAPA Community approximately 7 days prior to the program start date. It is important to remember that a position description is a one-page document that does not and cannot capture the full experience of the placement. Depending on your interest, you may be offered some more specific tasks and projects. All students are expected to participate in an interview with their prospective site to better understand the reality of the placement and the day to day expectations.

Will I have an interview with my potential site supervisor before my placement is secured?

Yes. Once CAPA has identified an internship placement for you, we will coordinate an interview between yourself and your potential site supervisor via email. You will then set up a time to interview that works for you and the supervisor. Be sure to keep time zones in mind when coordinating this meeting. Leading up to the interview, CAPA will provide you with details on the site you'll be interviewing with as well as tips for virtual interviews. Following the interview, CAPA will be in touch with you to let you know the outcome. Please know that interviews are coordinated on a rolling basis so some of you and your classmates will undergo the interview process at various points in the pre-program process. Official position descriptions will be shared with students via the CAPA Community approximately 7 days prior to the program start date.

Will I be able to do the work that I want?

CAPA requires internship host sites to create an "Internship Position Description" for every placement role. This document will be provided approximately 7 days prior to the start of the program and provides comprehensive details about the internship opportunity, the types of roles and responsibilities undertaken by interns, and associated skills and competency development.

As part of CAPA's internship application, we also require students to share insight into their desired internship experiences. This allows CAPA to personalize each placement and match you with an opportunity that is a suitable fit. Upon the start of the internship placement, students will complete a learning agreement with their site supervisor in which the student and the supervisor will discuss the expectations of the role as well as the student's expected learning outcomes. It is, however, important to note that students will be required to complete the work that has been laid out by the internship site supervisor. If there are any concerns, they will need to first discuss these concerns with the site supervisor directly and if extra support is required, they should reach out to their assigned CAPA Internship Coordinator. CAPA's internships are a wonderful platform to gain insight into the world of work, but please remember that all job roles have elements that are more attractive than others, and an internship is no different!

Will my internship be paid?

No, CAPA internships are not paid positions. Students will receive academic credit for the program. Students enrolled in the Non-credit internship will have the opportunity to engage in mentoring experiences and are also not eligible for monetary compensation through their CAPA internship.

What is the Global Internship Course?

The Global Internship Course is a 3-credit academic course that is required of all for-credit remote internship students. It is a unique academic experience that provides students with the opportunity to discuss and analyze theories and models of work organizations in a cross-cultural context. It also creates a framework for personal reflection on issues related to professional development, using the internship experience as a vehicle for students to contextualize and discuss the wider significance of internship activities. You will need to select this course in the Course Preference Survey. To view the Global Internship Course Syllabus on CAPA's website click here: <https://www.capa.org/all-courses#students> (filter by Internship subject).

How many hours per week will I intern for?

You can expect to intern for approximately 20 hours per week with your assigned internship site. Some of this work will require you to log on at a certain time of day to connect with work colleagues. Other hours could consist of independent work on projects and tasks. You will set their weekly schedule with your internship supervisor once the program begins. If you have any specific hours requirements to earn credit at your home university please make sure CAPA is aware of this as soon as you apply for the program.

Will I have a specific point person at my internship site?

All students will have a designated site supervisor. This supervisor will serve as your main point of contact at your internship site. However, in most cases, students can expect to interact with multiple individuals across the internship site. At the beginning of your internship, you will meet with your site supervisor to go over your Learning Agreement which is a document designed to shape your internship experience so that your goals are met throughout the program.

What do I get out of a remote internship with CAPA?

There is much to be gained from a Remote Global Internship with CAPA! You will earn international work experience and develop global professional competencies through the work carried out through your placement. Additionally, you'll have the opportunity to enhance your intercultural communication skills by furthering your understanding of diverse workplace cultures and practices. For more takeaways, check out our "25 Benefits of a Remote Global Internship" piece [here!](#)