

Are you ready for the most educational & rewarding experience of a lifetime?

You have the opportunity to embark on a grassroots **internship journey** to Ghana in order to help woman entrepreneurs grow their businesses and become self-sufficient through business and IT consulting and training.

Through a *Women in Progress* internship that is customized specifically to your academic track, skill set, and interests, you will gain **hands-on, real-world, international experience** in all functional areas of a business and make a difference in the future of small woman-owned businesses. This personally satisfying and meaningful internship will be highly respected by potential employers.

Women in Progress believes that women micro and small entrepreneurs recognize what is needed to expand their businesses. In most cases they lack resources (education, technology, and capital) to execute their ideas. By taking a long-term, "assisted implementation" approach, *Women in Progress'* internship program helps women help themselves to independently improve internal business efficiencies and sustain business growth by providing hands-on, personalized assistance with implementing practical business strategies into their day-to-day operations.

ACADEMIC TRACKS

Academic tracks that are well suited for an internship are as follows:

- Business
- Education
- Information Systems/Technology
- Graphic Design
- Journalism



INTERNSHIP DATES

The Internship Program operates year round in Ghana. Internships can last from 2 weeks to 4 months, depending on your personal timeline and academic requirements:

- Summer internship
- Semester overseas
- Holiday abroad

INTERNSHIP POSITIONS

As an intern, you will be matched with a woman-owned business where your skill set fills a need and in an area where you express interest. Interns generally work in teams (with local staff, volunteers and other students) in order to bring a more diversified and complete skill set to each client. You may be assigned to multiple clients, in addition to providing one-on-one support through the Women's Technology Center.

Example internship activities may include, but are not limited to, the following:

- Introduce a woman entrepreneur to office applications (i.e. Word, Excel, etc.)
- Assist women business owners with computerizing their record-keeping systems
- Show businesses how to be more productive through effective email communication with clients
- Assist entrepreneurs with Internet research in order to expand to new markets
- Help a small business create a marketing plan and execute it through designing and creating brochures
- Create a comprehensive business plan for a small business planning to grow through product exporting
- Help companies generate product ideas for successful export
- Help businesses prepare for international trade via the Internet through the creation of product descriptions, graphic design and web page development



PROGRAM FEES

Students are required to pay a Program Fee, which covers the expenses of the internship program. The Program Fee covers the following items:

- Pre-departure support
- Volunteer Orientation Kit
- Lodging in Ghana
- In-country volunteer support

Students will be responsible for obtaining the following items prior to departure:

- Airline ticket
- Travel medical insurance
- Visa to Ghana
- Required vaccinations

In an effort to keep the internship program flexible enough to cover the needs and wants of all types of participants, students are responsible for covering the cost of food and in-country ground transportation during their stay.



Visit www.womeninprogress.org/main/student/studentfees.asp to see the most up-to-date Program Fee listing.

MONTHS	WEEKS	PROGRAM FEE
1	1	Not available
	2	\$1,025
	3	\$1,145
	4	\$1,275
2	5	\$1,405
	6	\$1,535
	7	\$1,665
	8	\$1,795
3	9	\$1,925
	10	\$2,055
	11	\$2,185
	12	\$2,315
4	13	\$2,445
	14	\$2,575
	15	\$2,705
	16	\$2,835

All Program Fees are tax-deductible for U.S. residents

Fundraising is a good way to raise enough money to cover your fees. *Women in Progress* has created a **Fundraising Kit** to assist you in this endeavor. The kit provides suggestions on effective ways to raise money, including a sample letter you can use to help achieve your fundraising goal.

APPLICATION PROCESS

If you are interested in this challenging and rewarding experience, follow these simple steps to apply for an internship position:

- Complete and submit the Internship Registration Form
- Send a non-refundable \$100 deposit to initiate the placement process

Women in Progress will contact you to discuss your interests and a potential internship position.

Once a match is made, you will receive a/n:

- Volunteer Orientation Kit (introduction to the culture, tips on packing, what to expect, etc.)
- Internship Assignment (overview of your assigned business(es) and your role during the internship)

Within 60 days of your departure date, you must submit the following:

- Volunteer Agreement
- Health & Emergency Contact Form
- Program Fee

Within 30 days of your departure date, you must submit the following:

- Detailed flight itinerary (via email)

