



Western Heads East Intern Commitments

Pre-Departure

- Pre-departure online modules, reflection questions, and F2F sessions
- Register in Western's Travel Registry, access ISOS, register with ROCA
- Review and sign WHE Intern Agreement
- Attend orientation sessions
- Review Intern Handbook
- Learn phrases in your host country language and attend Kiswahili lessons if available
- Organize course credit for the internship
- Set up a blog and review blogging/social media best practices for ethical engagement

During Internship

- Regular communication with WHE (weekly by phone or email)
- Blog regularly about your learning and work (recommended once per week)
- Complete required reflections (3 weeks in, halfway through, and with 3 weeks remaining)
- \$200 contribution on-the-ground
- Take photographs and videos for WHE social media and website content – ensure you have permission before filming/photographing people
- If the student receives a Global Opportunities Award, it is required to either write a letter or make a short video to thank the donor and share your learning
- Start your final report

Post-Internship

- Submit final report within 15 days of returning from internship
- Complete 1-pager summarizing your final report to share with the host community in Kiswahili or Kinyarwanda
- Complete debriefing questions document and come in to meet with WHE staff to debrief 1-2 weeks within return from internship
- Complete re-entry programming
- Public education – All interns must complete at least 4 public education engagements. Some examples are listed below:
 - Poster at Africa-Western Collaboration Day **(required)**
 - Table at International Opportunities Fair **(required)**
 - Speak at Fundraising/Education committee general meeting **(required)**
 - Speak in your classes or organize your own event
 - Plan an event/awareness campaign with Fundraising & Education committee
 - Speak at international learning information sessions
 - Presentation at 1 of the 2 local schools twinned with Buswelu or Mtoni
 - Orientation with outgoing interns **(required)**