

SWAZILAND Internship Guide

Summer/Fall 2010



DRAFT

Dr. Tom Herskowitz Internship Advisor

Table of Contents

Introduction	3
Internship Etiquette	4
Problem Solving	6
Emergency Contact Information Dr. Tom Herskowitz	7
Additional Emergency Contact Information	Appendix A
Evaluation Form	7
Syllabus	9
Credit Breakdown	10
Consent Form	11
Training Program	12
Flight Information	14
AIDS Task Force	15
Internship Activity	16
Morningstar Contact Info	17
Vaccination	18
Packing List	22
Country Information	24-31
Do and Donts	32
Emergency Contacts Information	Appendix A
Intern Evaluation Form	Appendix B
Participant Consent And Hold Harmless Form	Appendix C
Sample Visa	Appendix D

Introduction

The Morningstar Institute is an international development and poverty alleviation training institute, housed in Southern Nazarene University's School of Business. Morningstar's primary purpose is to bring the knowledge of international development and poverty alleviation to students and to provide them with the opportunity to be empowered through receiving academic training in the classroom, analytical training through research as well as practical training on the field during international internships.

The Morningstar Institute was founded in 2005 by Southern Nazarene University to bring international development and microfinance opportunities to its students. Morningstar functions under Southern Nazarene University, administratively, financially, and upholds the ethics and values set by the University.

Morningstar Institute students are trained through a three part method:

Academic

All Morningstar Students are required to take an upper division course titled, International Economic Development and Poverty Alleviation. This course examines various methods of socio-economic development, including microfinance practices as well as the underlying economic and political causes of poverty. Students are challenged to examine different development theories, implementation and practices.

Analytical

Through researching in class and on their field internships, Morningstar students develop analytical skills that they will use throughout their academic and professional careers. Students are encouraged to document their experiences, both in the classroom and while abroad on their internships.

Practical

Students will have the opportunity to gain international experience through Morningstar's International Internship Program. This program will give students hands-on training in international development. Students will be trained prior to their internship experience in the classroom through the International Economic Development class as well as experiencing the International Internship workshop. After completing both the course and training workshop, students will be placed on various international sites, working with existing NGO's in a professional development setting.

This is a guide for the first international internship. This guide is focused on having SNU interns in Swaziland for the summer and spring semester, 2010. They will be staying at a Nazarene compound in Manzini, Swaziland and studying a community gardens project sponsored by Sister-to-Sister and Bethany First Church of the Nazarene (BFC) with the objective of evaluating if such a project can meet its objectives and become self-sustaining. They will return to the US in December, 2010. The following is a guide for the interns that will be going to Swaziland.

Internship Etiquette

It might sound a little strange to you that we are talking about etiquette in internships. Internship etiquette, however, is nothing more than the behavior and manners which are acceptable at your internship site.

For many of you, your internship will be the first time you have ventured out of the United States. It is important to remember that people don't expect you to be a student, they expect you to act the way they imagine you, as a professional.

Here are a few guidelines and ideas to help you have a great experience:

Follow the chain of command. It is important for you to know the formal and informal reporting structures within your host organization. Once you understand them, follow them! The unspoken rule is this: do not go around, behind or over anyone. Follow the chain of command in all your communications and actions. That means go to your site supervisor first, if there is problem speak with them and if that doesn't work follow the "In case of on-site problems" guidelines on Page 9. Organizational and reporting structures will be discussed and identified during the first week of time in Swaziland.

Respect confidentiality. You can talk about issues, projects and the work environment, but refrain from talking about people. Gossip can get back to people and wind up hurting you. Don't be hurt if you are left out of certain discussions - some issues are for staff ears and eyes only. Finally, don't take sides; steer clear of interoffice politics. Remember that you are there as a short term intern, some issues may be beyond your need to know.

Respect the support staff. They have been there longer than you, and they know more than you. They can be terrific allies in helping you break in, helping you understand the unspoken rules and customs, and helping you accomplish your goals if you treat them with the respect they are due. Follow the lead of others around you; mimic their interactions as often as you can.

Learn basic social skills. This might seem rather silly, but if no one ever taught you such rituals, you are well advised to learn them quickly! How you handle hellos, good-byes, and basic courtesies of speech and action will mean the world to people. For example, don't sit down in someone's office until you are invited to do so. Keep your feet off the furniture. Hats off inside/

Don't chew gum. Little actions may make or break your experience with people. Again, watch what is happening around you; do as your co-workers do!

Attendance and promptness are expected. Tardiness and absenteeism signal disrespect for others' time, a lack of interest in the internship. Promptness signals eagerness, responsibility, and respect for others. At the beginning of the day and at all your meetings, be on time. You may quickly realize that others may be late because it is their culture, but never make anyone wait on you. As for being absent from work, illness is the only reason which may justify an absence. It is important to call immediately and speak directly with your site supervisor if you have a problem which will keep you from your internship responsibilities. Also, be aware that unexpected absences will be a cause of great concern for everyone around you. So respect the people around you and respect their concern for you; communicate if you will not be where you are expected.

Learn to make a positive first impression. Practice until you acquire a firm handshake. Learn how to make introductions and how to introduce yourself to those you don't know. Be friendly, smile and extend yourself. These are all parts of those important first impressions which really can earn you points. Learn how to greet people of the opposite sex in the Swazi culture, this is often very important. Be conscious of this!

Dress the part. When you walk in the door of your internship site, you are no longer a student. Appropriate attire is different in every country and for every organization. Look around you. What are others wearing? Model your dress after that of your supervisor and other professional staff. Be mindful that many of the people you may be working with and dealing with as part of the internship project may not have a lot of money. Be sensitive to this. Leave expensive jewelry at home; this is both for your safety and to aid you in blending in. Be aware of cultural differences in dress, especially the women interns. Dress modestly and reflect the cultural norms of the area. That may mean wearing a longer dress or no slacks at times, even though such attire would be more comfortable or even practical for the job that you are doing.

Watch your language. Listen to the language of those around you, listen to your own language, and speak as a professional. Remember that sarcasm doesn't translate well and that people often take things literally. Saying such as, "That awful", "I almost died", "O my God" are often taken more seriously and literally abroad. Be mindful! It is better to stay quite than to offend someone! Also be careful that you do not inadvertently raise a person's hope by careless comments. Such things as "I'd love it if you could visit me in America" or "I will see if I can get someone to help you in America" are often interpreted as promises that YOU will undertake that act of bringing them to the US or supporting them.

ALWAYS be a good ambassador. Be cognizant that you represent SNU, the Nazarene church and the United States. How you perform and behave in your internship will affect the future of other Morningstar interns as well as the very internship itself.

Think about the long-term benefits of good internship etiquette. You may want to ask your site supervisors for job recommendations or contacts in the future. You may want to apply for full-

time or summer jobs at your internship site. Have you proven that you can make it in that type of environment? Have you earned a positive recommendation? What you do during your internship can help or hurt you for a long time. Make it count!

In case of on-site problems

The following guidelines will assist faculty and interns in working through internship concerns:

Discuss the problem. We strongly encourage the individuals involved to discuss the situation, negotiate on their own, and work toward agreement. Occasionally problems arise during an internship. Early intervention can usually lead to a solution which is acceptable to all involved. If a problem arises, it is important to deal with it immediately.

This, of course, is the ideal. If a solution cannot be found, and if the problem is with the intern or the site supervisor, consult with the faculty sponsor, Dr. Tom Herskowitz

Call. Interns should call or E-mail Dr. Tom Herskowitz (Internship Director) when a problem arises which cannot be resolved through discussion on site. These problems may include, guidelines not being followed, expectations are not being met, or when inappropriate behavior is seen. If you are uncomfortable at any time, call!

Intervene. If SNU faculty intervention is warranted, the Internship Director will gather information from the site supervisor and the student concerning the nature of the problem. A site visit and/or a meeting of appropriate individuals may be advisable.

Review the guidelines. All individuals should review the guidelines of the internship. What expectations were outlined at the beginning of the internship?

The Internship Advisor will make recommendations to the student and/or the site supervisor and encourage the two individuals to discuss the issue and work out an acceptable solution.

In case of emergency, Dr. Tom Herskowitz will be accessible to interns through a _____.
Twenty-four hour contact information for Dr. Herskowitz is:

Home: 1-405-470-6637

Office: 1-405-491-6639

Cell: 1-405-250-1715

E-mail office: THerskow@snu.edu

E-mail personal: Tom@Therskowitz.com

Additional emergency contacts are listed in Appendix A attached to this guide

Internship Syllabus

Morningstar Internship: Swaziland Fall 2010
Herskowitz
Preface 4000

Description:

Morningstar Institute international internship program combines coursework in a particular academic area with professional work experience. These two strategies classroom, or theoretical, training and professional, or practical, experience complement each other. Together, they ground students in the reality of daily life in the host culture, and at the same time enable an increased understanding of microfinance, economic development and poverty alleviation.

Objectives: Through the learning experience provided by the internship, the intern is expected to:

1. ***Achieve a cross-cultural experience***, which broadens the student's vision of the world through cross-cultural immersion. The interns will live and work in Swaziland with Swazi citizens in order to build understanding and friendship.
2. ***Learn through a work/service learning experience***, where the students *learn about* the community garden work and activities, and *work for* their host organization in the garden projects to assist the organization's activities. Specific assignments are set forth in the following syllabus activities. The interns will learn through practical involvement with people and organizations which are effectively integrating personal commitment, professional skills, and cultural sensitivity.
3. ***Complete a Joint Study project***, which develops the student's capacity to analyze a question or issue in a logical and effective manner as well as develop the ability to work together on a joint report. The topic for this study is whether the garden project is or will become self-sustaining within 1-2 years. This project will be developed by consultation between the AIDS task force in Swaziland, the U.S. funding organizations (Sister-to-Sister and BFC), the Swaziland academic advisor (Dr. Patricia Joubert) and the Intern Advisor. It is expected that the study will have direct relevance and meet the specific needs of the host organization.
4. ***A Christian reflection on global concerns***, which entails supervised directed reading as part of the course work assigned as additional credit during the internship and reflection, that addresses selected themes in global Christian thought and practice, including poverty and powerlessness, justice and reconciliation, and community and community development.
5. ***Assess individual strengths and weaknesses***, in relation to performance and career goals and strengthen professional and interpersonal skills through the internship experience.

Learning Outcomes:

The interns shall:

Demonstrate Character through developing and utilizing a Christian framework of:

- i. Ethical business conduct (demonstrated)
- ii. Creativity, initiative, and responsibility (Reinforced and demonstrated)

Understand the impact of business on Culture through developing and demonstrating knowledge of:

- iii. a Global perspective (demonstrated)
- iv. Current business trends in microfinance in developing countries (reinforced/demonstrated)

Bring the mind of Christ to the World of Business through understanding and demonstrating:

- v. Servant-leadership (demonstrated)
- vi. Work as a calling (reinforced)

Achieve Competence in the following areas through demonstrating and developing:

- vii. Content areas skills and knowledge (taught/reinforced)
- viii. Problem-solving skills (reinforced)
- ix. Professional Communication skills: oral and written (demonstrated)
- x. Teamwork skills (emonstrated)
- xi. Knowledge and skills in preparation for graduate studies, professional certification and careers (reinforced)

Interns will work a minimum of 35 Hours a week while in country.

INTERNSHIP COURSE WORK:

A. PERSONAL WORK

1. Weekly Journaling

Journal entries should include substantive information regarding observations made during your daily work experiences. Topics to consider when writing journal entries:

(Internship Specific)

- Office/ field environment
- Management/supervision techniques observed
- Interaction with gardening clients
- Challenges you have encountered
- Examples of effective teamwork
- Thoughts on organizational structure

(Other Experiences)

- Interesting events
- Challenges in your week
- Advancements made in communication
- Difficulties in communication
- Victories
- Disappointments
- Surprises

2. Mid-Internship Reflection Paper

The mid-term report is an in-depth assessment and reflection of the internship and should include the following: (5-7 pages)

- Describe the Swazi Organizational Structure: explain the structure of the organization, where do you see yourself? How do you relate to the organization and to whom do you relate to most?
 - Describe the management structure, both formal and informal, of the organization.
 - What have you learned from the organizational structure? How is it different/similar to structures you have seen in the US.
 - Is this what you expected before starting the internship? How does it differ?
- Communication methods and effectiveness: describe the communication characteristics of the organization, citing examples of effective and ineffective communication you observed. How have you dealt with these communication styles? What have you learned from them?
- Effectiveness: describe the effectiveness of the organization. Do you feel that they are enacting their mission well? Why or why not?

3. Final Personal Paper

This paper will be due December 15, it is to be completed shortly after returning to the US. (5-6 pages)

Topics to be covered in the paper:

- Document experience
- What experiences had the greatest impact on you personally? Why?
- In retrospect, how do you feel that you related to the people that you were working with and interacting with?
 - Looking back, what would you have done differently?
- What were some of the surprises you had on the field? How could you have been better prepared to face these surprises?
- What was the hardest thing for you to overcome during the internship?
- What were your greatest joy and/or accomplishments?
- With respect to the internship;
 - What were the best parts of the internship?

- What were the worst or most difficult parts of the internship?
- What changes would you recommend for future interns?
- Overall, how would you grade the experience for you?

B. JOINT PROJECT REPORTS

1. **PRE-PHASE** – Prior to arriving in Swaziland, the interns need to
 - a. Understand the initial purpose of the gardens. This can be determined by
 - i. Contacting Barbi Moore
 - ii. Contacting Jim Copple
 - iii. Reviewing copies of written proposals
 - iv. Understanding relevant PEPFAR requirements
 - b. Understand initial funding of gardens
 - i. Target market for participants
 - ii. Source of initial funds
 - iii. Requirement and limitation of funding
 - iv. Amount of initial funds available
 - v. Future funding commitments
 - c. **Project Report # 1 with results of this pre-phase submitted prior to orientation week¹**
2. **PHASE 1** – Establish baseline data (estimate 1 month²)
 - a. **Participants** – We need to know about the participants going into the garden projects
 - i. Demographic information
 1. Age, gender, marital status, children etc.
 - ii. Health information
 1. HIV or AIDS positive, progress of the disease
 2. Other illnesses or physical limitations
 - iii. Social status information
 1. Social standing in the community, stigma issues
 - iv. Economic information
 1. Personal income, family income, typical monthly expenses, school fees, etc.
 2. Accessible extended family income
 3. Savings or other family assets

¹ All Project Reports are to be a joint effort of both interns, i.e., one paper prepared by both students.

² Initial timelines are only estimates at this time. They need to be reviewed once the interns are on the ground in Swaziland and revised as necessary.

4. Home
- v. Develop a standardized interview questionnaire
- b. **Gardens** – The initial plans for the gardens – These are proforma estimates of;
 - i. # of gardens planned
 - ii. Locations
 - iii. Size of gardens
 - iv. Number and size of sub-plots within the gardens
 - v. Types of crops planned
 1. Subsistence and or cash crops
 - vi. Initial costs
 1. Land
 2. Fencing/protection
 3. Seeds
 4. Plowing and land prep.
 - vii. Continuing Costs
 1. Fertilizer
 2. Maintenance
 3. Hours worked by participant
 - viii. Harvesting estimates
 1. Projected size of crops
 2. Value of crops
 3. Amount used by participant
 4. Amount sold by participant
 - ix. Marketing plan for the garden products
3. **PHASE 2** –Actual performance of the program (estimate 2 month)
 - a. Review performance of an EXISTING garden
 - i. Details of the participants
 1. Identify participants from the baseline data
 2. Number started
 3. Number dropped out
 4. Identified health or social problems encountered
 5. Pictures of the participants and their sub-plots
 - ii. Details of the garden
 1. Identify specifics of the garden actually planted and operated
 2. Compare actual performance with proforma estimates
 - a. Initial cost

- b. Maintenance costs
 - c. Harvesting costs
 - d. Marketing costs and revenues
 3. If more than one growing season, compare data from each growing season
 4. Identified problems with the gardens
 5. Pictures of the gardens
 - iii. Management of the garden
 1. General management organization
 2. Decision making processes
 3. Method of allocation of resources
 4. Internal security of the garden
 5. Any apparent or suspected corruption such as bribes or “fees?”
 6. Any internal conflicts
 - Resolution methodology
 7. Level of cooperation among the participants
 8. Management involvement in marketing crops
 9. Other issues
 - b. Document the start of a new garden
 - i. Selection of participants
 1. Process
 2. Success
 3. Profiles of new participants
 - ii. Site selection
 1. Initial startup
 2. Problems and solutions
 3. Pictures of gardens and participants
 - iii. Track activity throughout the internship
 1. Maintain a projected timeline vs actual timeline
 - iv. Document with pictures
- c. Joint Project Report # 2 submitted at conclusion of Phase 2 with Phase 1 and 2 information**
4. **PHASE 3** – Sales, Marketing and Revenue from the project (last month of internship)
- a. Collect harvest data from as many gardens as possible
 - b. Collect marketing information from as many gardens as possible
 - c. Collect revenue and expense information from as many gardens as possible

- i. Cumulative data from the garden and individual data from the participants
 - d. Identify positive and negative variances
 - i. Identify causes of variances
 - e. **Joint Project Report # 3 at end of internship prior to leaving Swaziland**
- 5. **PHASE 4 – Conclusions and recommendations**
 - a. Participants
 - i. Are the gardens accomplishing the stated purposes for the participants
 - ii. Effects on participants
 - iii. Identified problems concerning the participants
 - iv. Recommended improvements for participants
 - b. Gardens Project
 - i. Are the gardens achieving their stated goals?
 - ii. Are, or will, the gardens become financially self-sufficient?
 - 1. When will they be self-sufficient
 - 2. Verification of self-sufficiency
 - 3. Actions needed to increase the probability of self-sufficiency
 - iii. If not, recommendations to make the gardens self-sufficient
 - 1. Or degree of future ongoing dependency
 - c. Recommendations for next internship team
 - i. Key things to do the same way that were very successful.
 - ii. Key modifications that should be made in the internship program
 - iii. Suggested study topic for next intern group, i.e., extensions of this study or possible new studies that could be done.
 - d. **Joint Final Project Report submitted in January prior to the start of the Spring semester**

Grades:

All required activities must be completed and will be graded by the Internship Advisor and the Internship Academic Advisor.

Academic Assistance:

This is a challenging program located over 9,000 miles from the SNU campus. The long distance, time of travel and living conditions on site in Swaziland may make this program unavailable to some students with certain disabilities. If you have any disability that may limit your participation in this internship or what you can do on this internship in Swaziland, you must discuss those disabilities with either the Intern Director or the Academic Center for Excellence, Disability Services at #491-6694 (M-F 8:00-5:00). SNU will provide alternative courses that

will enable you to meet your graduation requirements if you are unable to participate in this internship program.

Internship Credit Breakdown

Possible Credits – 15

INTERNSHIP COST ESTIMATE

PARTICIPANT CONSENT AND HOLD HARMLESS FORM

To be completed prior to departure for Swaziland See Appendix D

Pre-Departure Training – Program Bethany, OK

Internship Intensive

August __th – __th, 2010

Thursday

4: 00 pm Students Arrive on Campus
Check in at alumni apartments

5: 30 pm Dinner: *TBA*

8:30 pm “Your Health”

Friday

9:00 am Breakfast *TBA*

10:00 am Morning Session *On Campus*

- Garden Projects
- Classroom work at Swaziland University

- Cultural Awareness
- Social Events/ Dinning out
 - o Social Expectations
 - o Work
 - o Church
 - o Dining out
 - o Entertainment

1:00pm Lunch *TBA*

2:30pm Afternoon Session

4:00pm Expectations of internship

- Internship
 - o Work expectations
 - o Reporting
- Class work
 - o How to turn in material and to whom
 - o Due Dates
- Communicating
 - o Weekly phone calls

6:00pm Dinner (TBA)

8:00pm “Wal-Mart Run”

Sat

9:00am Breakfast (TBA)

10:00am Wrap up

- Review of key cultural issues
- Review of Internship expectations
 - o Communication expectations
- Review of lifestyle agreement (Bob Lively)

1:00pm Lunch

3:00pm Airport

Flight Information:

TBA-

Flight and Airline Contact Information

Internship Activity

Interns will attend work at

Interns will work closely with Task Force employees and volunteers on income generated gardens.

Interns are required to have a scheduled phone call with Intern Director at least bi-weekly. Schedule of weekly meetings will be made during the first week that intern is on site depending on their work schedule.

Interns are required to purchase an unlocked GSM phone (see packing list) and SIM card. Interns will be contacted by the Intern Director on their cell phones through phone calls and SMS.

Vaccination

Before visiting Swaziland, you may need to get the following vaccinations and medications for vaccine-preventable diseases and other diseases you might be at risk for at your destination: (Note: Your doctor or health-care provider will determine what you will need, depending on factors such as your health and immunization history, areas of the country you will be visiting, and planned activities.)

To have the most benefit, see a health-care provider at least 4–6 weeks before your trip to allow time for your vaccines to take effect and to start taking medicine to prevent malaria, if you need it.

Even if you have less than 4 weeks before you leave, you should still see a health-care provider for needed vaccines, anti-malaria drugs and other medications and information about how to protect yourself from illness and injury while traveling.

CDC recommends that you see a health-care provider who specializes in Travel Medicine. If you have a medical condition, you should also share your travel plans with any doctors you are currently seeing for other medical reasons.

Be sure your routine vaccinations are up-to-date.

Routine vaccines, as they are often called, such as for influenza, chickenpox (or varicella), polio, measles/mumps/rubella (MMR), and diphtheria/pertussis/tetanus (DPT) are given at all stages of life.

Vaccines

Hepatitis A

Recommended for all unvaccinated people traveling to or working in countries with an intermediate or high level of hepatitis A virus infection where exposure might occur through food or water. Cases of travel-related hepatitis A can also occur in travelers to developing countries with "standard" tourist itineraries, accommodations, and food consumption behaviors.

Hepatitis B

Recommended for all unvaccinated persons traveling to or working in countries with intermediate to high levels of endemic HBV transmission, especially those who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment (e.g., for an accident).

Typhoid Recommended for all unvaccinated people traveling to or working in Southern Africa, especially if visiting smaller cities, villages, or rural areas and staying with friends or relatives where exposure might occur through food or water.

Cholera - Cholera is prevalent in the neighboring counties to Swaziland. For extended stays in Swaziland it has been recommended that travelers also have cholera vaccines.

Drugs to Prevent Malaria (antimalarial drugs)

If you will be visiting a malaria risk area in Swaziland, you will need to take one of the following antimalarial drugs: [atovaquone/proguanil](#), [doxycycline](#), or [mefloquine](#) ([primaquine](#) in special circumstances and only after G6PD testing).

Note: Chloroquine is NOT an effective antimalarial drug in Swaziland and should not be taken to prevent malaria in this region.

Malaria risk area in Swaziland: Risk in the northern and eastern lowland areas bordering Mozambique in the Lubombo district, particularly around the villages/towns of Big Bend, Mhlume, Simunye, and Tshaneni.

A Special Note about Antimalarial Drugs

You may purchase your antimalarial drugs in Swaziland. Drugs purchased overseas may not be manufactured according to United States standards and may not be effective. They also may be dangerous, contain counterfeit medications or contaminants, or be combinations of drugs that are not safe to use. Therefore any drugs purchased in Swaziland should be checked out from the doctors at RFK Hospital.

Halofantrine (marketed as Halfan) is widely used overseas to treat malaria. CDC recommends that you do **NOT** use halofantrine because of serious heart-related side effects, including deaths. You should avoid using antimalarial drugs that are not recommended **unless** you have been diagnosed with life-threatening malaria and no other options are immediately available.

More Information About Malaria

Malaria is always a serious disease and may be a deadly illness. Humans get malaria from the bite of a mosquito infected with the parasite. Prevent this serious disease by seeing your health-care provider for a prescription antimalarial drug and by protecting yourself against mosquito bites.

Travelers to malaria risk-areas in Swaziland, including infants, children, and former residents of Swaziland, should take one of the following antimalarial drugs listed above.

Symptoms

Malaria symptoms may include

- fever
- chills
- sweats
- headache
- body aches
- nausea and vomiting
- fatigue

Malaria symptoms will occur at least 7 to 9 days after being bitten by an infected mosquito. Fever in the first week of travel in a malaria-risk area is unlikely to be malaria; however, you should see a doctor right away if you develop a fever during your trip.

Malaria may cause anemia and jaundice. Malaria infections with *Plasmodium falciparum*, if not promptly treated, may cause kidney failure, coma, and death. Despite using the protective measures outlined above, travelers may still develop malaria up to a year after returning from a

malarious area. You should see a doctor immediately if you develop a fever anytime during the year following your return and tell the physician of your travel.

Packing List

Purchasing clothing, toiletries and electronics is very easy in Swaziland.

Clothing:

- Two pairs of work slacks
- Several long skirts (women)
- Dress slacks, sports coat and shirt and tie (men)
- Two sweaters
- One week of business casual attire
- Casual clothes for nights and weekends
- One light weather jacket
- One dress outfit for weddings, engagements, etc
- Hat and sunglasses
- Shoes
 - Flats for work (women), Shoes for work (men)
 - One pair of tennis shoes
 - One or two pairs of Sandals

Electronics:

- Digital camera with at least one blank CD to periodically download pictures
 - Laptop computer
 - MP3 player (if desired)
 - Unlocked GSM phone, SIM card to be purchased in Swaziland
 - Flashlight with extra batteries
 - Hair Dryer
- *Electricity in Swaziland is 220 volts AC 50Hz and 15 amp round-pin wall sockets are used.



Toiletries:

- Toiletries are easily found in Swaziland, including many American brands

- a. Personal medicines include anti-bacterial first aid ointment, Band-Aids, over-the-counter pain medicine like Advil and bug repellent

Medication:

Medicines you may need:

- The prescription medicines you take every day. Make sure you have enough to last during your internship. Keep them in their original prescription bottles and always in your carry-on luggage. Be sure to follow security guidelines, if the medicines are liquids.
- Antimalarial drugs – see above
- Personal medicines include anti-bacterial first aid ointment, Band-Aids, over-the-counter pain medicine like Advil and bug repellent
- Medicine for diarrhea

Other health related items you may need:

- Sun block
- Antibacterial hand wipes or alcohol-based hand sanitizer containing at least 60% alcohol.
- To prevent insect/mosquito bites, bring:
 - Lightweight long-sleeved shirts, long pants, and a hat to wear outside, whenever possible.
 - Flying-insect spray to help clear rooms of mosquitoes. The product should contain a pyrethroid insecticide; these insecticides quickly kill flying insects, including mosquitoes.

Visa Information

Safety and Security: Public protests, demonstrations, and strikes occur from time to time in Swaziland and are mostly in response to on-going labor relations/difficulties. When a strike is pending, armed soldiers may be called to augment the police force, and they have used force to disrupt such events. During the course of such events, police may not distinguish between “innocent bystanders” and protesters. Americans should avoid crowds, political rallies and street demonstrations.

Crime: Violent crime is a concern and is the most significant threat to American citizens visiting or working in Swaziland. Incidents of petty crime and occasionally violent crime are most prevalent in Mbabane, the capital city, and Manzini, Swaziland’s urban industrial center, but also affect most other urban and rural areas. Criminals will resort to force if necessary, including

deadly force, in order to accomplish their goal. Gangs are not deterred by confrontations with their intended victims. Carjacking occurs and, as with other crimes, can be potentially violent if victims do not immediately cooperate.

Congested dark urban areas are particularly dangerous at night and daytime attacks are not uncommon. The presence of others on the street should not be misinterpreted as an indication of security. Many victims report being robbed in the presence of large numbers of witnesses. Pedestrians are cautioned not to wear jewelry or carry expensive or unnecessary valuables in public. American citizens are also advised against displaying cell phones and large sums of cash, as they are targets for thieves. Money should only be converted at authorized currency exchanges and never with street vendors. Exercise caution with using local taxis. Ensure the taxi you use is from a reputable company. Never enter a taxi that is occupied by anyone else besides the driver. It is good practice to call a friend to let them know the plate number of the taxi you are using.

Crime tends to increase during the holiday season from December to January. Crime victims should immediately report the incident to the nearest police station. If there is an emergency, the police can be contacted by dialing 999.

Special Circumstances/ Photography: Swaziland does not have any unusual customs/currency regulations. It is illegal to photograph Swaziland's government buildings, members of the Swazi armed forces, royal residences and official ceremonies without prior permission from government authorities. Even if you accidentally photograph such objects, your camera may be confiscated.

Information for Victims of Crime: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. embassy or consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. embassy or consulate for assistance. The embassy/consulate staff can, for example, help you find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

The local equivalent to the "911" emergency line in Swaziland is 999.

Medical Facilities and Health Care: Medical facilities are limited throughout Swaziland and emergency medical response capabilities (including ambulance transport) are almost non-existent. Although the Mbabane Clinic in the capital is small and currently undergoing building renovations, it is well equipped and well staffed for minor procedures. For advanced care, Americans often choose to go to South Africa where better facilities and specialists exist. Most prescription drugs are available locally or can be imported from South Africa, but travelers are advised to bring sufficient quantities of their own required medication. A doctor's note describing the medication may be helpful if questioned by authorities.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of Swaziland.

Traffic Safety and Road Conditions: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Swaziland is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Traffic accidents in Swaziland may pose an even greater hazard than crime. Visitors should use extreme caution when driving, given the relatively high rates of speed of drivers on major thoroughfares. Other hazards include poor lighting and traffic signals; presence of pedestrians, animals, and slower moving vehicles; aggressive driving behavior; and erratic stopping for pedestrian and animals. Traffic drives on the left in Swaziland, which requires U.S. drivers to exercise particular caution. Special care should be used in driving at night and in fog, especially in rural areas. Rural and suburban areas are poorly lit and pose additional safety hazards as pedestrians and animals cross the road. Many vehicles are poorly maintained and lack headlights.

Extreme caution is recommended if/when using mini-bus taxis, which follow fixed routes and are flagged down by passengers almost everywhere on the streets and roads of Swaziland. Many of these vehicles fail to meet minimal safety standards. Drivers frequently overload the vehicles and travel at excessive speeds. Fatal accidents involving these conveyances are very common.

The Royal Swaziland Police Service set up periodic road blocks and also uses radar to monitor your speed. Respect the local laws. If you are pulled over for a moving violation you will be responsible for the consequences. Always drive with your driver's license. Failure to do so will result in a fine.

Criminal Penalties: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Egyptian laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Egypt are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States.

Registration / Embassy Location: Americans living or traveling in Swaziland are encouraged to register with the U.S. Embassy through the State Department's travel registration web site so that they can obtain updated information on travel and security within Swaziland. Americans without Internet access may register directly with the nearest U.S. embassy or consulate. By registering, American citizens make it easier for the embassy or consulate to contact them in case of emergency. The U.S. Embassy is located in the Central Bank Building on Mahlokohla Street in the capital city of Mbabane. The mailing address is Box 199, Mbabane, Swaziland. The

telephone number is (268) 404-6441/5; fax (268) 404-5959. For after-hours emergencies involving American citizens, please dial 268-602-8414.

Dos and Don'ts: Swaziland

Do be prepared for lots of images of the king and the rest of the royal family. You'll find their photos hanging in shops and office buildings throughout the country.

Do be careful where you point your camera. Laws prohibit the unauthorized photographing of the royal family, the royal palace, policemen, soldiers or military vehicles.

Don't be surprised to see people in traditional Swazi dress in Mbabane. Even in the capital, traditional customs are alive and well.

Do take shelter if you're caught in a thunderstorm. Violent storms can occur October-January.

Do be careful with your belongings in Swaziland. Petty crime is common and you are a target because you are a foreigner.

Do wear a skirt (women) when you visit rural areas.

Do be aware of your surroundings at all times.

APPENDIX A

Emergency Contacts

Internship Advisor: In case of emergency, Dr. Tom Herskowitz will be accessible to interns through a _____. Twenty-four hour contact information for Dr. Herskowitz is:

Home: 1-405-470-6637

Office: 1-405-491-6639

Cell: 1-405-250-1715

E-mail office: THerskow@snu.edu

E-mail personal: Tom@Therskowitz.com

Internship Academic Advisor: Dr. Bob Lively can be reached by:

Other key SNU faculty and administration names and numbers include:

Dr. Frank Johnson

Dr. Don Dunnington

SNU Provost Dr. Mary Jones

SNU Vice-Provost Dr. Martha Banz

APPENDIX B

Intern Evaluation Form

Morningstar Institute
Internship Personal Evaluation

Intern's name _____ Date _____

Organization _____ Supervisor _____

	low		average		high	
<u>Personal Traits and Qualities</u>						
Attendance	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Reliability	1	2	3	4	5	N/A
Appropriate dress/appearance	1	2	3	4	5	N/A
Cooperation	1	2	3	4	5	N/A
Initiative and resourcefulness	1	2	3	4	5	N/A
Exercises sound judgment	1	2	3	4	5	N/A
Willingness to learn	1	2	3	4	5	N/A
Accepts constructive criticism	1	2	3	4	5	N/A
Interacts well with staff	1	2	3	4	5	N/A
Level of professionalism	1	2	3	4	5	N/A

Intellectual and Professional Background

Knowledge of field	1	2	3	4	5	N/A
Thinks independently	1	2	3	4	5	N/A

Demonstrates ethical conduct	1	2	3	4	5	N/A
Follows directions	1	2	3	4	5	N/A
<u>General Performance</u>						
General attitude	1	2	3	4	5	N/A
Quality of work performed	1	2	3	4	5	N/A
Meeting goals	1	2	3	4	5	N/A

How well did the intern complete his/her projects and responsibilities? To what degree were the learning objectives and activities met?

What did the intern accomplish or add to your organization which would not have occurred otherwise?

How has the intern developed professionally and personally during this internship?

How well was the intern prepared to take on this internship (academic preparation, maturity, job skills, etc.)? Please elaborate and give examples of additional preparation you would recommend.

If problems or concerns arose during this internship, please explain.

Supervisor signature _____ Date _____

Intern signature _____ Date _____

APPENDIX C
PARTICIPANT CONSENT AND HOLD HARMLESS FORM

APPENDIX D

SWAZILAND VISA INFORMATION

IMMIGRATION DEPARTMENT
MBABANE

NO.....

1. Surname.....Christian (or First)Names.....
2. Former Name.....Nationality (at present).....
(where different from above)
3. Date and Place of Birth.....Sex.....
4. (a) Arrived in.....on.....coming from.....
(b) Car Registration NO.....
5. Names, dates and places of birth or minor children if accompanying you:
.....
.....
6. Present Address.....
(b) Telephone No.....
(c) Permanent Address.....
(if different from above)
7. Marital Status(Married, Single, Divorced).....
8. Visa required for (destination in Commonwealth Territory).....
9. Date of previous visits (if any) to that country and address.....
.....
.....
10. Occupation, specifying post at present held.....
11. Reason for journey.....
12. Duration of proposed stay.....
13. Means at applicant's disposal for proposed visit.....
.....

REFERENCES IN COUNTRY OF DESTINATION

(1).....(2).....

Passport No.....Issued at.....On.....

Valid Until.....Return Visa to.....Valid Until.....

Date.....Signature of Applicant.....

