



International Internship

Foundation for International Education



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International Internship

Welcome to London

London is Europe's creative, cultural, commercial and economic capital and as such can provide outstanding and varied International Internship opportunities. London maintains its central position because it retains proven traditions but more importantly it embraces the new and innovative.

An International Internship placement provided by the Foundation for International Education (FIE) can provide the important differential in an increasingly competitive job market. Prospective employers are looking for employees with added value; the skills and experience gained by students during an International Internship with FIE will help you stand out from the crowd.

An International Internship experience can be described as cultural immersion at the deep-end. It requires courage and a willingness to positively engage with the global workplace.

FIE recognises the significant role of Experiential Education in Higher Education and the importance of developing and maintaining academic standards at every stage of its governance.

the Internship team

The FIE team

From the beginning to the end of your International Internship, you will be advised and supported by the FIE Internship Office. The Internship Office will work with you and your Home Institution's Study Abroad Office to ensure that your International Internship is a rewarding and fulfilling experience that you will remember forever!

Nicola Barrett Internship Coordinator

Nicola has worked with FIE Interns for several years and still continues to enjoy the challenge of working in this area.



Nicola manages the Internship Office and directly oversees all aspects of the Internship process.

Nicola is a graduate of Canterbury Christchurch University College where she studied Social Science, Tourism and Leisure studies.

Siobhan Mckiernan Internship Assistant

Siobhan graduated from the University of Hull with a BA in American Studies. Whilst at Hull, she specialised in American film and popular culture, even writing her undergraduate dissertation on *Buffy the Vampire Slayer*. As part of her studies, Siobhan spent a year studying at the University of North Carolina at Greensboro and is very familiar with all the highs and lows of the study abroad experience.

As the Internship Assistant, Siobhan is looking forward to drawing on her experiences in America to help Interns make the most of FIE's cross-cultural opportunities.



the Internship team

John Makey Academic Programme Consultant

As Academic Programme Consultant, John's primary area of responsibility is in the planning and delivery of FIE's *British Life and Cultures* courses. These programme components are crucial in helping visiting students understand their new environment by placing their experience into a meaningful context. In addition, he also plays an important role in contributing to FIE's overall academic development and coordination.

John's extensive knowledge of London as a learning resource is invaluable, and in over twenty years of education experience, has taught on many London study abroad programmes.

John plays a leading role in training professionals as registered London 'Blue Badge Guides'.



Dominic Janes Director of Academic Programmes

Dominic spent his childhood travelling around various tropical countries, including Malawi, Sri Lanka and Indonesia, with his father who was an agricultural scientist.

Dominic studied at Cambridge, completing a BA in history followed by an art and cultural history PhD, which was published as *God and Gold in Late Antiquity*.

Dominic has undertaken extensive research in the USA and worked at several UK universities before coming to FIE in 2000. His current work bridges educational management, research and teaching on history, art and religion.



the Internship team

Joanne Collins

Director of Programme Services

Joanne has worked for FIE since its first year of operation and has enjoyed seeing FIE grow and develop over the years.

Before joining FIE Joanne spent a couple of years living and working in Minnesota and Toronto as well as travelling all over North America — she loves a good road trip!

Joanne works closely with US Programme Coordinators and the Internship Team on the 'behind the scenes' aspects of Internship Programmes.

Joanne graduated from the University of Northumbria with a BA (Hons) in Travel and Tourism Management, and also studied Business and Finance. She is originally from the town of Bury in Lancashire and previously worked in study abroad education in London.



John M. Pearson

Vice President — Operations & Director of Experiential Education

As Director of Experiential Education, John Pearson is ultimately responsible for the direction of the Internship Office and the services it provides.

John has more than sixteen years' experience working in International Education and has worked with FIE since its inception. He has overall responsibility for London operations and he works closely with faculty and academic administrators to design, develop, and deliver academic programmes serving educational goals in study abroad.



FIE's commitment to standards

FIE is committed to providing quality and meaningful International Internships for all its students. FIE achieves this in a number of ways:

- Establishing clear learning objectives and outcomes
- Managing realistic student expectations
- Researching and maintaining an extensive and broad data base of potential placements and organisations — from fashion to finance, marketing to music and politics to PR
- Maintaining positive and current relations with FIE's placement organisations
- An Internship Orientation to ensure that the Intern is thoroughly prepared prior to placement
- Systematic evaluation of the placement from the perspective of the employer, the Intern as employee and the Intern as learner
- Ongoing support and advice throughout the International Internship
- Ensuring that potential placements are aware of their responsibility to the health and safety of Interns whilst working within their organisation
- **All FIE's placements are visited on a regular basis.**

FIE and you

Internship orientation

- An introduction to the culture of work in the UK
- A clear explanation of each stage of the Internship process, the requirements of the Intern and the Intern's Home Institution
- Practical advice about transport, money, dress codes
- Good interview technique
- English cultural differences
- Emphasising the concept of an Internship as a learning experience.

The evaluation process

- An evaluation of what the Intern has learnt
- An academic evaluation measured against tangible products: presentations and/or written materials produced by the Intern
- A site evaluation visit as required
- An academic evaluation undertaken by FIE on behalf of the Home Institution. Interns will be informed of how they are to be academically evaluated or graded in advance of the placement, e.g., the technical hours committed should be measured against credit awarded (or recommended) to ensure academic credibility.

FIE and you

Health and safety in the workplace

- **Insurance and liability:** Interns are informed of the insurance implications of work-based learning
- **Emergencies:** Health and safety protocols are a part of an Intern's workplace induction at the start of their placement.

Conditions of the Internship Programme

FIE expects Interns to fully comply with the instructions and guidelines contained within this Internship Handbook.

It is important that potential Interns understand that the consequences of misconduct within the workplace might result in dismissal, with no recourse to a further Internship or programme refund. Additionally, dismissal may result in loss of academic credit.

- **Absenteeism:** You should not absent yourself or resign from your placement without prior discussion with the Internship Office. Students who walk out or leave their International Internship without due notification may be dismissed from the programme.

- **Conduct:** Whilst in your placement you must remember that at all times you are a representative of your country, your Home Institution and FIE.
- **Disagreements:** Any disagreements about your placement or conditions of work must be discussed with the Internship Office and, when necessary, your Site Supervisor.
- **Interview:** All International Internships are contingent upon a successful interview. Interns must not turn down a placement offer at the interview. Any concerns raised about the placement during an interview should be made to the Internship Office immediately following the interview.
- **Pay:** All International Internships are unpaid unless otherwise agreed.

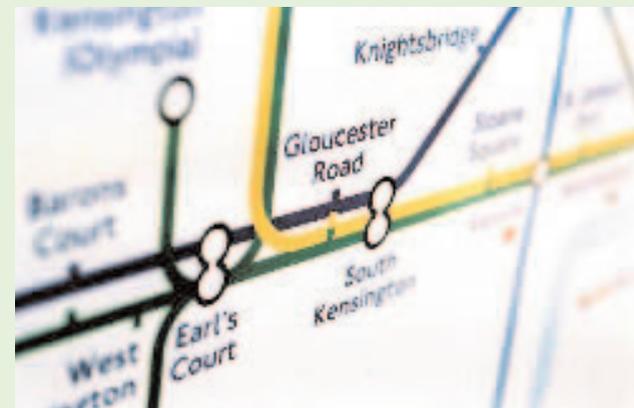


working in London

London as a place to work

London is home to approximately seven million people and its residents use the city as a place to work, rest and play. It is the largest city in Europe, being over 30 miles from East to West and covering over 650 square miles in total. London is extremely diverse in nature, combining the historical and the modern, the traditional and the contemporary, to create a unique, wonderful place in which to live and work.

London is a thriving multicultural and global city; an epicentre for cutting edge music, fashion and design, finance and business, visual and dramatic arts and culinary excellence. FIE is delighted to offer Internships in all of these work sectors. Interns may find themselves working in a variety of famous neighbourhoods, such as the distinguished 'Square Mile', home to London's financial district; the illustrious Soho, the thriving core of the media industry; or in the rapidly developing Docklands and Canary Wharf, where Britain's tallest building can be found.



- **Commuting:** Most people travel to work using the Tube. Travelling during London rush hour is all part of the International Internship experience. Commuting with other work-bound passengers is a unique experience. Travelling to and from your International Internship placement can take anything from 15 minutes to one hour.
- **Work Schedule:** The days per week you spend in your International Internship and the duration of your International Internship will be decided prior to your arrival. Typical hours of work in London are 9am – 5pm, or 10am – 6pm. You will be entitled to have up to an hour's break for lunch each day.
- **What to wear:** Expect to wear smart casual office attire during your International Internship. In general the type of attire worn in the workplace will reflect the industry that you are interning in. Finance, Legal and Business sectors will dress formally and

if you are an Intern in these areas you may be required to wear a suit every day. Creative industries such as art or media tend to wear less formal attire, however, all Interns are expected to wear a suit for their interview. You can never make too much of a good first impression!

Your responsibilities

Participating in an International Internship is a life-changing experience. It may be challenging at times, yet the rewards are plentiful and we hope that you will learn from this experience in many ways. You will develop new skills; increase your knowledge of your chosen work sector and experience working in a new culture. This experience will help define your future goals and ambitions and provide you with a lifetime of memories.

Internship Site Supervisors are looking for Interns who can make a difference and contribute to their organisation. It's up to you to show Site Supervisors what skills and knowledge you have to offer. Ensure that you are familiar with the organisation you are interning for, check out their website before you interview and read any brochures or literature that they have. Don't be afraid to ask questions, especially when being assigned tasks. A Site Supervisor would always prefer to have an Intern who asked questions and got the task right first time, than one who didn't ask and made lots of mistakes!



Making it happen: the office

Take advantage of this opportunity. What are you hoping to achieve from your International Internship? Take the time to set yourself personal goals, whether it is to learn the names of all of your co-workers by the end of your first week, or to apply your theory based knowledge in your new environment. Revise your goals weekly and share them with your Site Supervisor.

An increase or diversification of your tasks and responsibilities during your International Internship should be a reflection of your personal development. You may be assigned tasks that seem less exciting or relevant than ones you had anticipated, but remember that every task has its purpose even if it is not immediately apparent. You should approach all aspects of the Internship with a positive attitude. Remember that this is not a job for life. You are interning for a short period of time and your tasks will reflect this. It is unlikely you will be given major responsibilities.

There may be specific aspects and tasks of the organisation, which you would like to get involved with, but you haven't yet had the chance. Ask your Site Supervisor if you can, providing you complete all the work you have been assigned. This will show your willingness to learn and that you are enthusiastic.

Making it happen: after hours

Introduce yourself to your co-workers. Take the time to get to know them and understand what their role is in the organisation. If you are invited to attend after work socials, whether it's a drink in the pub with co-workers or a work-related activity, seize the opportunity. Sometimes the prospect of going to a function after a long day at the office can seem unattractive, but remember if it is work-related there may be plenty of industry related professionals; great for networking! Who knows, you could make a contact that you may use in the future.



Cultural differences

Participating in an International Internship is a very different experience from interning in the USA because of the cultural differences between our countries. London is very multicultural, one in three Londoners are from an ethnic minority and over 400 languages are spoken, a diversity which is reflected in the work place.

You are likely to encounter some cultural differences and learning about different cultures and behaviours is all part of an International Internship. There is of course no such thing as a typical Briton, but here are a few examples of common variations between British and American society:

- **Humour:** The Brits have a unique sense of humour; it is dry, a little sarcastic and often very self-deprecating. Brits will often make fun of themselves or those around them, which can seem strange and offensive. British humour is not intended to be malicious or hurt other people's feelings, it takes time to get used to.
- **The British Reserve:** You may find your co-workers are far more reserved than you are used to. They may even appear to be unfriendly. British people can be shy in new situations and it may take some time for you to get acquainted. Don't be afraid to introduce yourself to people, it is often said that once you have a British friend, you have a friend for life.

Brits can often seem very formal and 'prim and proper' and while this can

working in London

often be true, you will also find British people to be very liberal and laid back.

In the work place you may find the pace of work slower than you are used to;

British workers tend to take time out of their day to talk to each other. However, this does not mean that less is achieved in a British office.

- **Drinking:** Tea drinking is a big part of office life and making tea is a task that is carried out by all members of staff.

Do not be offended if you are asked to make tea for your colleagues, as it is not considered a

demeaning task. If you are unsure as to how to make tea, ask your colleagues, they will be pleased to show you and it will be a great way to get acquainted in your Internship.

Going to the pub is a big part of working and living in London. Visiting the pub after work, or even during your lunch hour is common. People go to the pub to relax and socialise; it is perfectly acceptable to go to the pub and not drink alcohol.



Outcomes

Your International Internship will help you to define what you hope to do with your future. Some Interns learn from their time in London that the area they have been working in is not something they wish to do as a profession. This does not mean they have had a negative experience, rather that they have learned about where they wish to take their career. Some of the best experiences can be appreciated in hindsight and this is often true of an International Internship.

Gaining work experience prior to graduation will enhance your employability. An International Internship is a different cultural experience and one that will make you stand out and impress prospective employers.

get prepared

Preparing for your International Internship

In order to secure that all important placement, you are required to submit to the Internship Office an electronic copy of your CV and Personal Statement, which will then be sent on to appropriate organisations. This section focuses on how the importance of these documents, the different approaches you can take to writing them and some recommendations as to how to create a great CV and Personal Statement and make the right impression.



Writing the CV

What's it for?

A Curriculum Vitae or CV, (known in America as a resume) is Latin and literally means 'the course of one's life or career.' The purpose of a CV is to represent you, it tells the reader what to expect and what you are hoping to achieve. A CV creates the all important first impression and will persuade an organisation to interview YOU. In other words, this is your marketing tool.

What should my CV look like?

The information contained in your CV must be presented in a clear, concise manner. Take into consideration:

- **Order of information:** The top third of the page is your prime space and should contain your most important, relevant information to ensure the reader remains interested. The order of your CV should be logical and interesting
- **Content:** Make sure spelling, grammar and punctuation are correct. Avoid long sentences and paragraphs. Opt for bullet points and use positive phrases and words
- **Font:** Choose a clear easy to read font such as Times New Roman or Arial using 10 or 12 point. Ensure there is continuity throughout your CV

get prepared

- **Format:** Make sure your CV is written in a Microsoft Word document. Refrain from using elaborate graphics or imagery as it may not be compatible with the readers' computer
- **Headings:** Use clear headings to define topics and ensure information is easy to find
- **Margins:** Ensure your CV is clearly presented, visually pleasing and not too cluttered
- **Length:** A CV should not be any longer than two pages. Make sure it only contains relevant information, condense to one page rather than try and fill two sheets.

What is contained in my CV?

It is important that your CV is targeted to your intended reader. In this instance, a prospective Internship Site Supervisor and the Internship Office. It must be accurate, up-to-date and interesting. The reader is looking for relevant information. It is always tempting to compose a chronological account of your life to date but this is not necessary; companies appreciate you are a full time student, so do not expect you to have an extensive work background. The content of your CV will consist of your education, relevant work experience, interests, skills and Internship objective.

- **Internship Objective:** Stating an Internship Objective at the beginning of your CV highlights your aims and aspirations. It immediately explains to the reader what you are hoping to achieve and it will focus and encourage the reader to continue to read further.

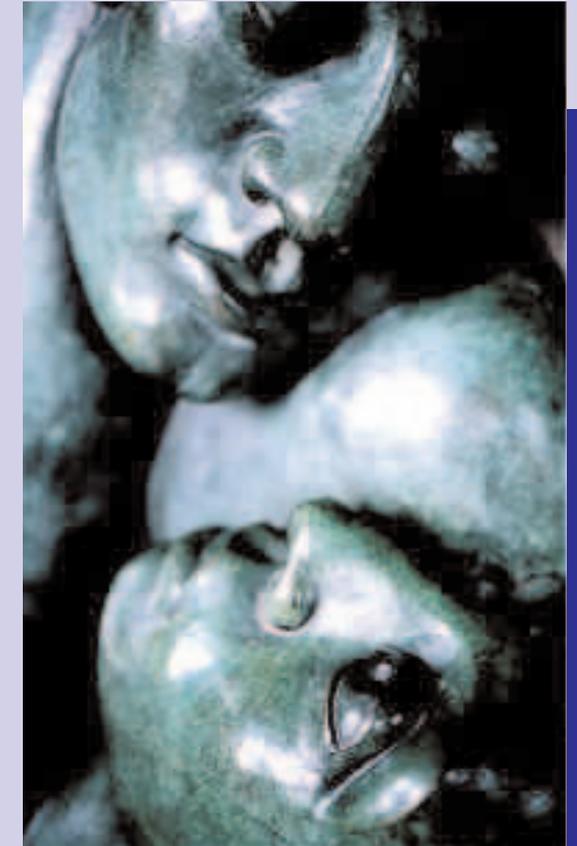


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- **Education:** State which Home Institution you attend, your major and minor, and most importantly list the relevant classes you have taken. This will demonstrate your knowledge of your chosen field. This section of your CV is the most important.
- **Work Experience:** Starting with most recent first, include any relevant jobs you have had, and what your responsibilities were. If you have many part time jobs you may want to summarise them and what your main tasks were.
- **Skills:** This section demonstrates what you could bring to a position and highlights your transferable skills and industry specific skills. List your computer skills, any languages you speak and with what proficiency.
- **Interests and Achievements:** Include any organisations or clubs you are a member of and any volunteer work you have participated in. This section provides an excellent opportunity for you to highlight any interests and achievements you have that are relevant to the field you wish to have an Internship in.

It may take some time to create your CV, but it is the document that is going to secure your International Internship interview, so take the time to get it right. Ensure that someone proofreads your CV to check for any mistakes or typos before you send it off.

Consider the following examples of CVs written by Abigail Smith, a Marketing major.



Example one has been written with the intention of securing an International Internship in the field of Marketing

Abigail Smith
101 Long Street
Longsville, LV (111000)
abigailsmith@email.co.uk

The Objective is short, yet focuses the reader's attention to what the student wants

Objective

To obtain an Internship within the field of Marketing

Education

University of America
Bachelor of Science, Marketing, Minor in Communication Studies;
Expected graduation May 2004 GPA: 3.63/4

Related Courses

Marketing Skills	Foundations of Business
Marketing Management	Advertising Management
Marketing Research	Leadership and Theory
Business Law	Consumer Behaviour

Work Experience

The Marketing Company
Intern in the PR department, Spring 2003

- Provided administrative support to the executive team
- Produced commemorative portfolio for Gold Medal Travel project
- Prepared PowerPoint presentation with graphics

The Country Club
Front Desk Coordinator, Fall 2002

- Greeted club members
- Answered customer enquiries
- Operated telephone switchboard

Skills

- Knowledge of Quark 4.1 and Photoshop software programs in addition to Microsoft Word, Excel, PowerPoint programs and most other Office programs. Typing speed: 60 wpm
- Fluent Spanish, conversational French
- A Business Management Certificate of Proficiency

Interests and Achievements

- Vice President of university Fashion club
- Volunteer judge for local high school journalism write-off, 2003
- Volunteer participant in walk for American Diabetes Association, 2002

Most importantly, all sections are directly related to the Objective, it is very clear to the reader why Abigail is looking for an Internship in Marketing and what she has to offer an organisation

Clearly displaying the Education at the top of the CV and listing courses shows that Abigail will have a good knowledge of the field

She has participated in an Internship before, demonstrating that she has had experience of working in an office environment, and in this example, experience of working in the industry

Citing another previous job and duties highlights 'transferable skills'. In this example it is evident that Abigail will have good customer service skills

The Skills section shows the reader what Abigail has to offer and you should remember that Internship Site Supervisors might assign projects and tasks based on your skills

Example two is also written by Abigail Smith, but in this example she is looking for an International Internship in Fashion Marketing. Abigail has experience within Marketing but not in Fashion. She needs to demonstrate to the reader her suitability for this field

Abigail Smith
101 Long Street
Longsville, LV (111000)
abigailsmith@email.co.uk

By starting with an Objective that highlights what she is hoping to gain from her International Internship and in the long-term, Abigail conceptualises to the reader why it is important to gain experience in her chosen field

Objective

Looking for an Internship within Fashion Marketing where I can utilize my existing Marketing experience and apply it to the field in which I hope to work upon graduation.

Key Skills and Experience

Vice president of university Fashion Club, organised in-house fashion shows, and arranged guest speakers from local fashion companies. In my spare time I keep up to date with fashion trends and enjoy creating new styles. I possess strong communication skills, am good at interacting with people at different levels, thinking of creative ideas, writing, & public speaking. I am fluent in Spanish and also speak French.

I am computer literate and familiar with most Microsoft packages, Quark 4.1 and Photoshop software.

Education

University of America Bachelor of Science, Marketing, Minor in Communication Studies;
Expected graduation May 2004 GPA: 3.63/4

Related courses: Marketing Skills, Marketing Management, Marketing Research, Business Law, Foundations of Business, Advertising Management, Leadership and Theory, Consumer Behaviour

Work Experience

The Marketing Company
Intern in the PR department, Spring 2003

- Provided administrative support to the executive team
- Produced commemorative portfolio for Gold Medal Travel project
- Prepared PowerPoint presentation with graphics

The Country Club

Front Desk Coordinator, Fall 2002

- Greeted club members
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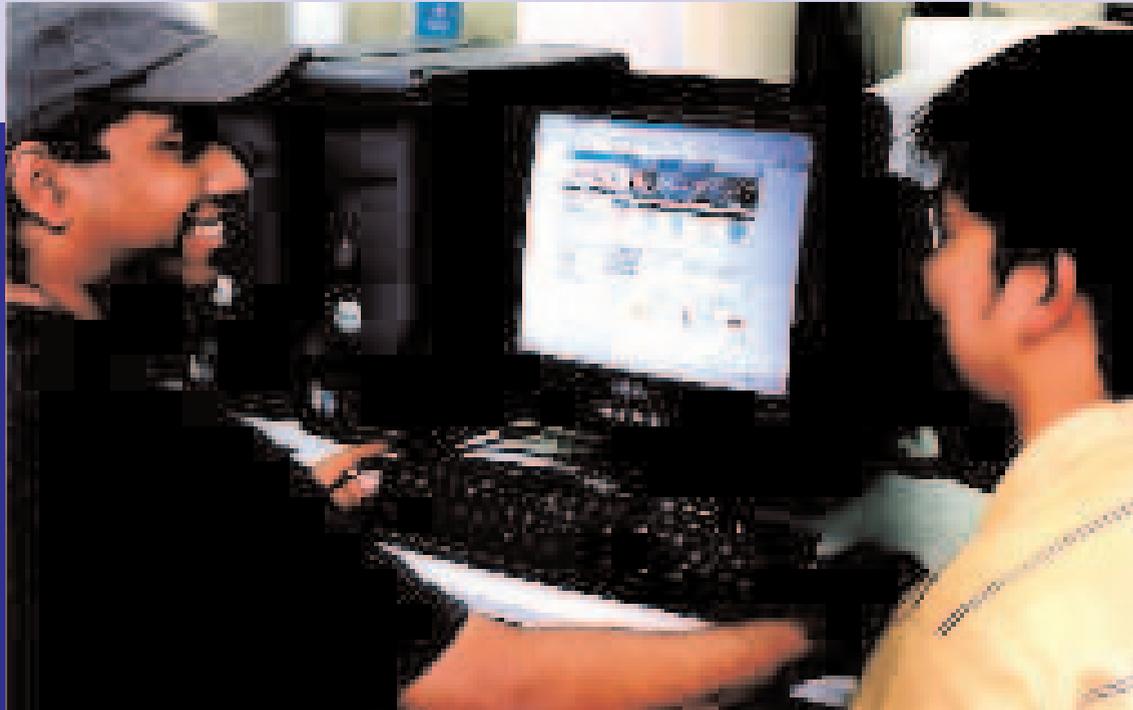
Other part time jobs held in service industry and retail. Familiar with operating cash till, stock taking and providing excellent customer service.

Interests and Voluntary Work

- Volunteer judge for local high school journalism write-off, 2003
- Volunteer participant in walk for American Diabetes Association, 2002
- Enthusiastic cyclist and tennis player

By listing Key Skills and Experience that relate directly to her Objective at the top of the CV, Abigail immediately explains why she is looking to get into Fashion and what she has to offer

The remainder of the CV again concentrates on Abigail's Marketing knowledge and displays clearly her work experience and transferable skills



Writing the Personal Statement

A Personal Statement will accompany your CV and is designed to give the reader an insight into you, the type of person you are and your motivations and aspirations. It will introduce you and your CV to the reader long before they have the opportunity to meet you in person.

What should be in my Personal Statement?

It may be helpful to focus on these questions:

- Why have you chosen to participate in an International Internship in London?
- What can you offer a prospective Internship placement?
- What are you hoping to achieve from this International Internship?
- What experience do you have in your chosen field?

When writing your Personal Statement, consider who will be reading the document. Once the Internship Office or prospective reader has read the information they should have an understanding as to what you are hoping to achieve, and why they should want you as their Intern. Avoid using negative phrases and terminology. Keep the information relevant and refer to the information contained within your CV, you can use the Personal Statement to expand on skills, achievements and experience you have mentioned in your CV.

What should my Personal Statement look like?

Ensure that your Personal Statement is presented in a clear, concise manner, using an easy to read font. Consider using one-and-a-half line spacing; ensure that the information is applicable and that your Personal Statement is no longer than three paragraphs. Ensure that your name is clearly displayed at the top of the document.

Following are two examples of Personal Statements designed to accompany the sample CVs of Abigail Smith (see pages 14 and 15).

Example one is written with the intention of obtaining an International Internship in Marketing.

Abigail Smith: Personal Statement

As Samuel Johnson once said, 'When a man is tired of London, he is tired of life'. The prospect of living and interning in London is a once-in-a-lifetime opportunity. I have always been interested in learning about different cultures. By working in the United Kingdom, I hope to gain a better understanding of that culture and way of life, and prepare myself for an internationally oriented career.

Having the opportunity to secure an Internship in marketing will give me a broad view of the different parts of the industry. The communications industry fascinates me, especially the process of spreading new ideas and innovations, or educating the public on an established product. My schooling and practical experience have only furthered my desire to pursue marketing as a career. Every culture has intrinsic differences in communication; participating in an International Internship will prepare me for working in a global market. Upon graduation, I plan to get my Masters degree in Business. This London Internship will help me to achieve my future goals.

I am certain that if I experience life in another country, my outlook will be expanded more than I can even imagine. I know I will learn a substantial amount and this Internship will have an everlasting impact on my life. I look forward to the challenges that lie ahead of me.

Paragraph one highlights Abigail's motivations to come to London and participate in an International Internship

The second paragraph demonstrates Abigail's experience within her chosen field of Marketing and future ambitions

Finally Abigail states what she is hoping to accomplish from her International Internship and anticipates how this will influence her future both in the long term and short term

This Personal Statement is short and to the point. Abigail is focusing on Marketing, but is open minded as to the type of Internship she will take part in

Example two is written with the intention of obtaining an International Internship in Fashion Marketing

Abigail Smith: Personal Statement

I feel that an Internship is the necessary stepping-stone between an education and a lifelong career. Having already completed an Internship in the US, I can appreciate the experience and knowledge that I have gained by working. I have come closer to realising what my interests are, what kind of environment I work best in and where I want to go with my career. I want to take advantage of this once-in-a-lifetime opportunity to work abroad in a field that I developed a passion for. London is regarded as one of the fashion capitals of the world, and this is the area in which I hope to do my Internship in. Some of my idols in the fashion world are based in London such as Vivienne Westwood and Alexander McQueen.

As an intern in the PR department of a Marketing company, I worked in a fast-paced corporate environment where I assisted in web development, special events, and public relations. I edited company documents such as press release statements and clientele letters where my editing and writing skill improved drastically. I am looking to utilise these skills and apply them to the Fashion Industry. Fashion has always been an area in which I had hoped to work. At my home university, I am the Vice President of the Fashion Club, as a group we meet weekly to share ideas and we also design and create our own fashion accessories and learn new skills.

My aim is to gain a greater sense of what a career in the Fashion Industry would entail. I am looking to develop practical skills needed in order to work in the Fashion Industry. Among other things I hope to develop an awareness and understanding of the relationship between word and image and to cultivate a sense of international trends. I am a Marketing major and a Communication studies minor at the University of America. I am a friendly, hardworking, and capable person willing to learn and strive for success. I hope to apply these skills and experiences in the fashion business in a fashion-related working environment learning sales and marketing or public relations and advertising.

The example refers to Abigail's knowledge of Fashion, why she wants to enter this field, and what she can offer

Abigail has consciously focused on Fashion, as she is aware that she has no formal education or work experience in this area

This Personal Statement reveals what a passion Abigail has for the Fashion industry. By detailing her experiences from her previous Internship she demonstrates to the reader her strengths and transferable skills

From reading this Personal Statement, it is obvious to the reader that Abigail has a real knowledge of the field she wants to enter. The student has taken the time to write a detailed yet concise Personal Statement which introduces herself to prospective companies

get prepared

Frequently asked questions

Q What types of International Internship placements are available in London?

A The London work environments available for International Internships range from large multinational corporations to small- and medium-sized enterprises, and include voluntary, political, public sector and creative organisations. They cater to almost every conceivable major and make the work experience meaningful and genuinely cross-cultural.

Q Are the International Internships paid?

A No. These are academic Internships — you must decide whether to do them for credit or not. If you decide to do it for credit, this must be arranged with a relevant department or advisor prior to your arrival in London.

Q How will my International Internship be arranged?

A You will write on the FIE Student Administration Form three areas of interest with which you have had significant experience or that relate to your academic studies. The CV and Personal Statement you ultimately submit must reflect those areas of experience or study. While every effort will be made to place you

in your first choice, you must agree to accept the second or third choice if your first choice is not possible. Please have realistic expectations.

Q When will I know where my International Internship placement will be?

A The Internship Office will be communicating with you frequently prior to departure. You will receive details of your International Internship before you leave for London, or soon after arrival.

Q Then what?

A All programmes include an Internship Orientation to further help prepare you for your International Internship. You will then go to the interview at the location of your proposed placement. All International Internships are contingent upon the success of this interview. Please note that appropriate dress is very important at this stage of your programme. As the Brits say, 'Dress smart!'

Q What if I am not offered the International Internship placement after the interview?

A This rarely happens but if it does, the Internship Office will organise another interview for you.

Q When will I begin my International Internship?

A This can vary from programme to programme, but generally you will begin the placement during the third or fourth week. Shorter summer programmes often start their International Internship placements in the second week after arrival. It will allow you time to adjust to your new surroundings and to the new culture. Most programmes include a British Life and Cultures course that is taught intensively during the first few weeks to assist your cultural adjustment.

Q How much will I work?

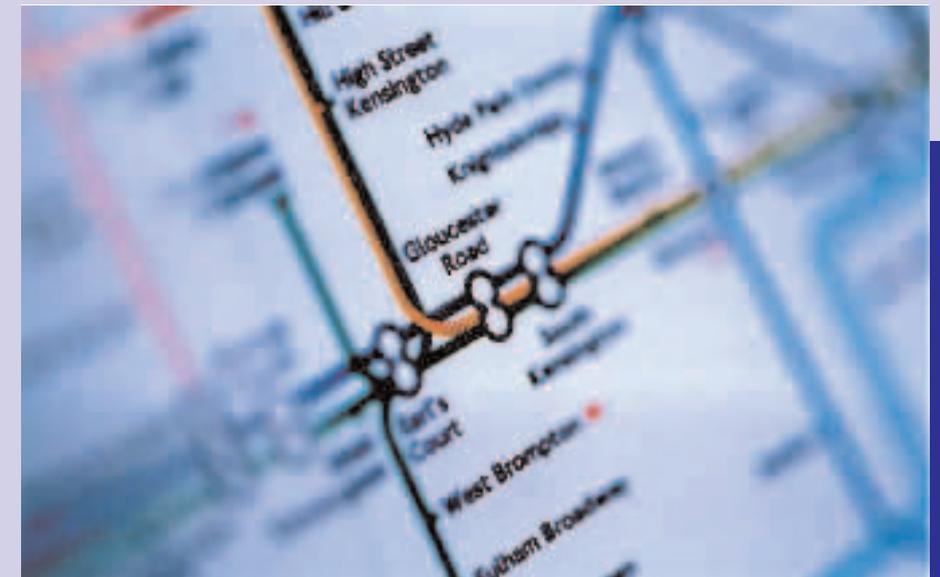
A Again, this will vary from programme to programme, but the typical Intern works a minimum of three full-time days per week. On summer programmes this is

get prepared

often four days a week. The time and commitment you are able to dedicate to your placement directly impacts upon the success of your International Internship.

Q Do I need to obtain a security clearance for my International Internship?

A If you wish to obtain an International Internship within childcare, education or psychology, then you will need to obtain a security clearance prior to departure and bring it with you. Contact your Study Abroad Office, or FIE's Internship Office for further advice.



homeward bound

Returning home

You may not realise it, but many students returning from their FIE semester in London experience what is known as reverse culture shock, meaning they find it difficult to reintegrate into their home country and way of life. Studying abroad will help give you insights into your own way of life and you may have a new perspective into your own culture.

Your experiences with FIE in London will have changed you. You may have new habits, behaviours, values and friends, and find your confidence has increased. Your friends and family may notice personal growth and changes also, and may be unprepared for the new you. This can often

lead to feelings of isolation and difficulties in relating to people who have not had the same experiences as you.

Remember reverse culture shock is a phase, and you will soon settle back into a routine. To help alleviate this transitional period, stay in touch with any friends that you made while in London who can relate to your London experiences. Take into consideration that friends and family will have difficulties in relating to your experiences. Contact your Study Abroad Office, which can offer advice and support, and above all don't worry, these feelings will pass! Don't forget, you can always visit London again and the experience of your International Internship will be one you will value for years to come.





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