

**UNIVERSITY OF WESTMINSTER  
STUDY ABROAD PROGRAMME**

**INTERNSHIP PLACEMENT INFORMATION  
AND APPLICATION MATERIALS**

**DEADLINE FOR APPLICATIONS:**

**FALL SEMESTER: MAY 1st  
SPRING SEMESTER: OCTOBER 15th**

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## THE INTERNSHIP PROGRAMME

### General Information

#### Credit Weighting:

As part of the Study Abroad Programme at the University of Westminster, you have the option to undertake an academically assessed internship opportunity offering you an exciting chance to gain practical, hands on work experience in your fields of interest. Once you have been accepted onto the Study Abroad Programme the Internship will then be organised by the Business Experience & International Unit (BEIU). The **Internship placement along with the (compulsory) Internship Toolkit Module is worth 15 UK credits** which is equivalent to 4 US credits in most cases and is taken alongside three other classes at the University.

You can apply for an internship as part of a single semester or year long Study Abroad Programme at the University of Westminster. The maximum duration of the internship is one semester.

#### Structure of Internship:

The Internships are part-time and run for 12 weeks (with the possibility of extending in some cases). Students will combine their academic study (three modules) **with the compulsory 'Internship Toolkit-Learning by Doing' module**. The 'Internship Toolkit-Learning by Doing' module will be academically assessed through the submission of a coursework portfolio which will be completed throughout the semester. The graded progression of the module fosters students' development of analytical thinking skills by applying relevant theory and concept to their work experiences.

Alongside the academic study, students will be expected to normally work between 15 to 20 hours per week over two to three days. For international students in the UK, the maximum number of hours you can work is 20 hours per week during term time, regardless of whether the position is paid or unpaid.

Students are required to stay in their internship until the end of the teaching term (students studying in only the Fall semester will finish at Christmas Break). **Please note that students on internship in the Spring semester would be required to work through Spring break in the event that these dates coincided with the term.**

#### General Requirements for Internships:

You should be aware that in order to be employed in the field of your choice you **must** have some work experience in this area or be able to demonstrate relevant transferrable skills (including practical ability) acquired through study.

**Please note that whilst the Business Experience & International Unit will promote you to employers, they cannot guarantee an interview or internship.**

The Business Experience Unit will make every effort to offer students an internship in the field they desire but students should be aware that the following fields are particularly difficult to secure employment in:

- Theatre: Performance
- Stock Market (although there are finance and accounting opportunities)
- Law and Law courts\*
- Medical Profession\*

\* These are the most difficult fields and may not be possible due to sector regulations and insurance.

## Conditions of the Internship:

1. If you decide to apply for an internship you must be committed to undertaking the internship and **the responsibility for applying in good time for the appropriate Visa**. Our employers require reliable, well-motivated, good-quality interns.
2. Virtually all internships are voluntary and therefore unpaid.
3. The BEIU will endeavour to secure an internship in your chosen field by the end of the second week of classes, although in virtually all cases students are placed before they arrive in the UK.

NB: Your 'internship matching' process will commence in the months leading up to the start of your programme. You will be required to make yourself flexibly available for telephone interviews during this period, although we will do our best to work around your other commitments (e.g. work, studies, and holidays).

4. In the event that no suitable opportunity is available in your preferred area, the BEIU will propose alternative internships in other fields. If after careful consideration, you find the proposed opportunities to be unsuitable, you will be required to take four non-internship classes at the university instead.
5. If you would like to arrange your own internship, you are able to do so but this must be stated clearly on your application. We are still very keen to give you all the help and support we can, so be prepared to provide us with company contact details and keep us informed of your progress.

## Withdrawal Procedure:

1. If, for any reason, you wish to withdraw from the Internship Scheme, you must advise the Education Abroad Team by **1<sup>st</sup> August** for a Fall Semester placement, or by **15<sup>th</sup> November** for a Spring Semester placement.
2. You cannot withdraw from the Internship Programme once you arrive unless you have a valid reason recognised by the Business Experience & International Unit or the Education Abroad Team. If you choose to withdraw upon arrival without presenting a valid reason you will be charged a £250 administration fee.
3. If you attempt to withdraw or do not attend, once you have commenced your placement, you will receive a Fail.

## A few facts about Internships:

1. The majority of internships in the UK are of an administrative nature; some tasks will be challenging, others will be more routine. We actively encourage our employers to provide opportunities, where possible, for you to use and develop your skills to maximise your potential. You will need to be flexible and appreciate the value of every task whatever skill level it requires.
2. The **most** highly competitive placements are in Media, Advertising, Fashion-Design and the Music industry.

3. Highly specialised internships (for example in Health Care or Biological Sciences) are **very** difficult to obtain and are unlikely to include any hands-on experience or direct patient contact. You may need to supply health/vaccination certificates.
4. For placements in areas such as Education, Government, Social, Health or Care work, students must provide a Police Clearance Report from their home country and in the UK.

## Information You Must Provide

Attached you will find an application form which you must complete and return to the address detailed at the end of this form. This application must be submitted at the time you make your original application to the Study Abroad Programme.

**Applications must be received no later than 1<sup>st</sup> May for entry to the Fall Semester programme or 15<sup>th</sup> October for entrance to the Spring Semester.**

In addition to the completed application form, you must also supply:

- A word-processed (**not** handwritten) personal statement\*
- 1 copy of your Curriculum Vitae (résumé)\*
- A signed copy of your Internship Code of Conduct, committing you to the programme.

\*Please note that once your application has been accepted you will be required to email these documents to the BEIU in Microsoft Word format; the preferred format for employers.

## The Personal Statement:

You need to write a comprehensive personal statement, which must contain the following information:

1. State which field of employment you would like to work in and why. Include details of any relevant work/study experience related to this field of employment.
2. State which skills you can offer to a potential employer and what the employer can expect to gain from employing you.
3. Give evidence – Be sure to highlight examples from your résumé to substantiate your claims.
4. Discuss how your internship relates to your future career plans.
5. Supply specific information about the type of company you wish to work for and why. For example, if you state that you wish to work in the media field you must stipulate which area of the media you want to work in, e.g. Journalism, Publishing etc.
6. If you wish to be employed in the field of Government or Legislature, you must clearly state if you have any particular political affiliation, as this would have a bearing on which party or type of organisation you may wish to work for.
7. Your personal statement should be a **maximum of 1 sheet of paper only**. It needs to address the following points:
  - Why are you applying for an internship?
  - How did your interest in your chosen area develop?
  - What do you hope to learn from this internship e.g. particular skills?

- What do you see as your strengths?
- What are your career goals/aspirations?
- What useful skills and qualities can you offer the Employer to effectively contribute to the organisation?
- Where have you demonstrated these strengths/skills?

## 8. Make sure that you:

- Keep it relevant! Do not provide information that doesn't relate to the field you are interested in.
- Keep it concise and focused – make every line count.
- Give evidence from your experience to demonstrate your strengths.
- Don't make negative statements, e.g. I have no experience in...or, I sometimes have difficulty concentrating.
- Only highlight a weakness if you can explain how you have overcome it.

## Here is an example of a Personal Statement:

*As a Business and Economics Major, I am extremely interested in gaining experience in the field of Finance. The classes I have pursued for my undergraduate degree, such as Financial Accounting and Interpersonal Skills for Business have given me a solid academic foundation in this area. Undertaking an internship will provide me with the opportunity to apply this knowledge in a business setting, as well as develop the communication, organisation and numeracy skills I have acquired through my work experience. Exposure to UK work practice will be an invaluable experience, as I aim to work for a multinational company.*

*In the competitive environment of Finance, I can offer commitment, flexibility and enthusiasm for learning demonstrated through pursuing extra-curricular Accounting classes in my spare time. I have the confidence to work independently, while also enjoying working on group projects.*

*My experiences at Vortex and Lloyd and Webber have particularly strengthened my understanding of team dynamics as well as developing my analytical and time management skills. Required to multi-task, I soon mastered the ability to prioritise tasks through flexible, structured planning to meet various deadlines.*

*I am ambitious, inquisitive and enthusiastic and through my involvement in the Internship program I look forward to exploring many aspects of the field of Finance.*

## Your Curriculum Vitae CV (Résumé):

A CV is effectively a 'sales document', it is your chance to grab the potential internship employer's attention and demonstrate what they will gain from employing you as an intern.

Imagine you are marketing yourself like a product, be sure to highlight your strengths and provide the evidence to prove it to show how the organisation will benefit from your skills and experience.

Usually the most effective CV format for an undergraduate student is the 'Chronological CV, it clearly details your experience in reverse chronological order, most recent first.

## What to include in your CV:

1. **Personal Details** – imagine your name to be the headline or title with your contact details as the sub-heading, ideally in bold. Include full name, contact address, telephone number and email address, date of birth and nationality.

2. **Profile** - Summarise your 'selling points'; mention what you are studying, your key strengths and skills, relevant experience, internship field of interest and career ambitions. This should be a short, concise paragraph.
3. **Education** – Detail your academic experience from the age of 16, most recent first. Include dates, name of institution and location, level of qualification, subjects studied and grades achieved. For your degree, mention two or three classes relevant to your chosen internship field.
4. **Work experience (Paid and/or voluntary)** – Include dates, job title, name of employing organisation, main duties / responsibilities, skills demonstrated / your style or approach (**how** you carried out your tasks?) and result or achievement. Where possible, quantify your results.

Example: *Managed customer enquiries politely and efficiently, listened attentively to their specific needs to provide relevant information. Helped to decrease customer complaints by 25%.*

5. **Key Skills & Achievements** – Include knowledge and experience of Information Technology (IT / Computing), foreign language ability, any awards or outstanding achievements etc. Mention anything you feel is essential to your application that is not mentioned elsewhere on your CV.
6. **Interests** – This section offers the employer the chance to find out more about your personality, you as an individual. Try to be a bit different, avoid just saying 'Socialising, reading and going out with friends'.

## General Tips and Advice:

- **Be concise** – Ensure that every sentence counts and includes relevant information, avoid vague, general statements; be specific. Your CV should be a maximum of 2 pages.
- **Be eye-catching** – Ensure the CV is clear, easy to read, using bullet points to separate sections of text. Use **bold** for headings.
- **Be positive** – Use active verbs in the past tense to emphasise what you did, for example *organised, managed, coordinated, analysed* etc
- **Be honest** – Always provide evidence for your claims.
- **Be knowledgeable** – Research and identify the skills required for your chosen field and clearly describe examples where you have demonstrated those skills.

Please see example CV on next page.

**Name**  
**Contact details**  
**Date of Birth**  
**Nationality**

A hard-working and motivated BA Business and Economics undergraduate with proven communication, organisation and numeracy skills seeking an internship position in the field of Finance. Looking to apply solid knowledge of Financial practices to UK Business setting and build on skills developed in previous Tax and Purchasing work experience. Pro-active and keen to learn, wishing to make a positive contribution to a Financial Institution.

**EDUCATION**

**Fall 2003 – Present University of California, Los Angeles**  
**BA Business and Economics major. Accounting Minor –**  
Modules include: Financial Accounting, Interpersonal Skills for Business and Essential Data Analysis.

**(Date) Weston High School**  
Graduated in top 10% of year.

**WORK EXPERIENCE**

**June – Sept 2002 Assistant to Purchasing Team, Vortex Group, Los Angeles, CA**

- Responsible for stock projection analysis, used careful eye for detail to identify past trends and predict future requirements.
- Inspected stock and coordinated delivery – organised and planned well in advance to ensure all products were ready on time.
- Created customer invoices and tracked payment using MS Excel to regularly update records and accurately monitor progress.

**May- Sept 2001 Tax Intern, Lloyd & Webber Finance, Columbus, Ohio**

- Assisted Analysts with research projects by clearly understanding the set criteria and selecting only relevant information to review.
- Calculated property tax bills for payment – meticulous and well-organised, checked to ensure all details were correct.

**Summer 2000 Sales Associate, Computer Specialists, Columbus, Ohio**

- Customer service – listened attentively and identified specific requirements to recommend the appropriate product and obtain customer satisfaction to maximise sales.
- Awarded ‘Salesperson of the Season’ prize for contributing to 20% increase in sales.

**KEY SKILLS & ACHIEVEMENTS**

- **IT** – Proficient in MS Office, experience of Dreamweaver Website Management and SAGE accounting software.
- **Languages** – Fluent French and Conversational Spanish
- Won ‘Fundraiser of the Year 2004’ for Ohio Cancer Research charity.

**INTERESTS**

- President of ‘Street Jazz Dance’ Society – organise events, theatre performances and promote dance activities on campus.
- Travelling – keen to experience different cultures and a passion for history and languages. Most memorable trip to date – trekking in South America.

## The Next Stages

### Finding an Internship:

Once you have sent in your completed application and have been accepted on to the Study Abroad Programme, your details will be sent to the Business Experience & International Unit (BEIU)

The BEIU looks at the information you supply in your application and aims to match you up with suitable internship opportunities. The CV (Résumé) you send us will be sent to companies that may have openings or who have taken Interns in the past. Once they have considered your application, they will inform the BEIU whether they wish to invite you for a telephone interview. This interview will take place at the discretion of the Employer.

The vast majority of students who participate in these interviews are successful in securing an internship, but it is important to **remember that even with a superb CV**; it is the actual interview that will determine whether you are offered an internship.

Be realistic, open minded and reasonable. Not everyone can work on a fashion shoot or for a famous British politician. If you come with a rigid idea of exactly what you want to be doing and where you want to work, you could be disappointed. The happiest and most successful internship students are those who come with an open mind, keen to experience something new and make the most of their internship.

### Academic Issues:

The Internship Module requires the submission of coursework. This comprises of a portfolio of assignments to be completed throughout the module, which will be academically assessed to form the overall academic grade you receive at the end of your semester. Further details of the coursework will be provided upon the start of the Internship Programme.

### One Last Word...

The internship experience is designed to help you develop your professional skills, but it can also help develop confidence, communication skills and personal qualities. An internship can be highly rewarding and provides a unique opportunity to experience another aspect of a different culture.

We hope you will find your internship both enjoyable and educational.

Good Luck!

## Deadlines, Essential Information and Check List

- **Application deadline:**

1<sup>st</sup> May if you are applying for the Fall Semester

15<sup>th</sup> October if you are applying for the Spring Semester

- **Withdrawal deadline:**

1<sup>st</sup> August for a Fall Semester placement

15<sup>th</sup> November for a Spring Semester placement

- The BEIU will stop looking for an internship at the end of the FIRST week of classes.
- The deadline for dropping the Internship Module is the end of the first week of classes.

### Essential information:

The Internship placement and 'Internship Toolkit-Learning by Doing' module is the equivalent of 4 US credits and is taken alongside three other classes at the University.

The internship consists of 2 to 3 workdays per week and attendance is **mandatory** throughout the semester.

All internships are **unpaid**.

The maximum duration of an internship is one semester.

You must have work experience or be able to demonstrate relevant transferrable skills in the field you wish to be employed in.

Neither an interview nor an internship is guaranteed.

### Your application must include:

- A completed application form
- One passport sized photograph
- A word-processed (**not** handwritten) personal statement
- 1 original copy of your Curriculum Vitae (résumé)
- **Your signed Internship Code of Conduct**

**STUDY ABROAD STUDENT  
INTERNSHIP APPLICATION**

Applications must be received no later than 1<sup>st</sup> May for entry to the Fall Semester programme or 15<sup>th</sup> October for entrance to the Spring Semester.

*Before completing this form please make sure you have read the notes preceding it carefully so that you are aware of all the necessary information you must include on your application*

**Semester (of internship):**                      **Fall**                       **Spring**

**Name:**

Age:

Male/Female (please circle)

Home College/University:

Programme you came through:

Major/Minor:

Other subjects studied:

Home Address:

Telephone:

E-mail:

Proposed Classes at Westminster:



What field would you like your internship to be in? You **must be specific** (please refer especially to page 5, points 1 & 2).

If an internship cannot be secured in this field what would be your preferred alternative?

Do you have related work experience or expertise in your chosen area? If so, please describe below.

Have you worked in London before? If yes, please describe below.

Is there any other information we should take in to consideration, or that you feel might affect your internship?

I understand that the Business Experience & International Unit will make every effort on my behalf to find an internship for me, but that the securing of an internship is dependent on an interview once in London and that **no interview or internship is guaranteed**. Upon submission of this application I undertake to inform the Education Abroad Team and the Business Experience and International Unit immediately should I decide not to pursue an internship.

Included with this application form I have enclosed (please tick):

- A personal statement
- One copy of my CV/résumé
- One passport size photograph.
- A signed Internship Code of Conduct**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**STUDY ABROAD STUDENT  
INTERNSHIP PERSONAL STATEMENT**

Please use the space below to write your personal statement. For guidance on what this should include, you must refer to the Personal Statement section on pages 5-6. Please type; do not handwrite your statement.

Name: \_\_\_\_\_

## Code of Conduct Agreement between \_\_\_\_\_ and the University of Westminster for the Internship Programme

By undertaking this internship I agree to abide by the regulations detailed in this document. I agree that if any serious issues regarding my internship should arise which cannot be resolved with my employer, that I will contact the Business Experience and the International Unit (BEIU) Education Abroad Team immediately.

### 1. Student Responsibilities

- 1.1 I am aware that I will be representing the University of Westminster and my home institution in the United States (or other home country) during my internship and I will act with professionalism and commitment toward my employer and the University for the duration of my internship.
- 1.2 I am expected to work 15-20 hours per week for the full 12 weeks (unless my start date is unavoidably delayed), inclusive of Spring Break, where applicable. However, any short trips should be arranged in advance, only with the permission of my employer and without compromising the hours of the programme. I must also keep the BEIU Study Abroad Internship Coordinator informed of the arrangements made.
- 1.3 I have read and understood the conditions detailed in the information pack I received before applying to the Programme and I agree to abide by the regulations governing the Programme detailed therein.

### 2. Penalties

- 2.1 I understand that failure to attend the internship on the agreed days and times without a valid reason agreed with my employer will result in failure of the Internship & the Internship Toolkit Module i.e. I understand that I will not receive credit.
- 2.2 I understand that I am not able to withdraw from the Internship without a reason that is considered to be valid by the Education Abroad Team at the University of Westminster, and that in order to withdraw from an internship I must follow the withdrawal procedures detailed in part 4.
- 2.3 I understand that upon arrival if I decide to withdraw from the internship programme for a non-valid reason e.g. failure to secure credit transfer to my home institution before arrival or deciding that I would prefer to follow a purely class based programme of study, etc., that I will be charged a £250 administration fee.

### 3. Reporting of Problems

- 3.1 I agree to advise the Study Abroad Internship Coordinator at the BEIU at the earliest opportunity of any problems encountered during my internship that cannot be resolved with my employer. The Study Abroad Internship Coordinator at the BEIU will liaise between yourself, your employer and the Education Abroad Team to resolve any issues.
- 3.2 I understand that I must contact the Study Abroad Internship Coordinator at the BEIU at the earliest possible opportunity of any problems that would materially impact on the success/validity of my internship.
- 3.3 The BEIU and Education Abroad Team will fully investigate any problems I report about my internship and I will be fully informed of the form this process will take and the outcome.

### 4. Withdrawal Procedures

- 4.1 You are unable to withdraw from the Internship Programme once you arrive unless there is a reason that is considered valid by the Business Experience and International Unit and the Education Abroad Team.
- 4.2 Once you have begun your internship and you feel you have good reason to withdraw from your internship, you must immediately contact the BEIU & Education Abroad Unit and provide full and detailed reasons why you wish to withdraw.
- 4.3 The reasons for your request to withdraw from an internship will be fully investigated by the Study Abroad Internship Coordinator and if your reasons are found to be valid you will be withdrawn from the internship and re-placed. You must complete a new internship in order to receive credits. If you do not complete any internship then you will automatically fail the academic component of the internship.

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#### Declaration:

I am aware that by choosing to sign this document that I agree to abide by the regulations detailed herein.

Name (Please print in block capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Date (dd/mm/yy) \_\_\_\_\_