



London Internships 2020



www.aifsabroad.com

Welcome

The Internship Programme offered by AIFS provides students with a unique opportunity to combine classroom learning with practical experience in the charitable and private sectors. Internship placements are an ideal way to develop practical and interpersonal skills. In an increasingly competitive world, practical experience is an invaluable addition to a student résumé. There are undoubtedly many advantages to be gained from participating in an internship placement and we do hope that this experience will be one that you enjoy.

It is our intention to provide an unpaid internship programme that:

- Complements classroom learning with practical experience in the workplace.
- Develops personal skills and strengths that will assist in opening future job opportunities.
- Builds a competitive résumé.

ABOUT AIFS INTERNSHIPS

The American Institute for Foreign Study (AIFS) was founded in 1964 and is one of the oldest, largest and most respected cultural exchange organisations in the world. Over 6,000 American college students study abroad each year with AIFS.

An AIFS internship will give you the opportunity to utilise your academic knowledge and the experiences you have gained within the working world, allowing you to develop your professional skills in an international situation.

WHY SHOULD YOU DO AN INTERNATIONAL INTERNSHIP?

The experience that goes hand in hand with an internship can really boost your résumé showing that you are not afraid of a challenge, that you embrace change and that you have global business awareness. In some cases, it can even benefit potential employers to have an employee that understands the global market. The cultural side of an international internship is equally as rewarding. Learning about the world through somebody else's eyes and discovering a new culture through an aspect of life that interests you will set you apart from the crowd.

AIFS Internship Team

ACADEMIC DIRECTOR/INTERNSHIP DIRECTOR



Sinéad Sheehan

ssheehan@aifs.co.uk

I am originally from Ireland and moved to London to study. I found I liked it so much I stayed! I have a Masters in Sociology from the University of London and a Post-Graduate Diploma in Counselling. I have worked for AIFS since 2000, and my current role is Academic and Internship Director for AIFS in London. I work with students and internship sites in placing students in internship roles and ensuring that internships are fulfilling for all parties. As part of my job I have travelled to many parts of the United States. I've also enjoyed travelling to many other places including Australia, Barbados, Cambodia, Romania, Norway and the Arctic, and South Africa. Travel really does open your mind, and I believe study abroad and internships are a fantastic way for students to immerse themselves fully in another to meet people from all over the world who have chosen to make London their home.

I love to see how students not only explore the city and country they are studying in, but also how they make discoveries about themselves along the way. My top tip for study abroad and internships is to keep an open mind and to be flexible. It will be an unforgettable experience!

INTERNSHIP COORDINATOR



Meg McClure

mmcclure@aifs.co.uk

Originally from Chicago, I lived and worked in Italy for several years before moving to London in 2007. I earned my Bachelors degree from Michigan State University and my Masters degree from the University of Florence, Italy. I worked with study abroad programmes in Italy and have worked for AIFS for several years. In my spare time I sing with the London Philharmonic Choir at Royal Festival Hall and Royal Albert Hall. A self-professed culture vulture, I love London for all its cultural offerings, from free museums to countless cabarets, concerts and other live performances, many of them free or inexpensive.

I assist Sinead with internship placements and materials and I believe that international internships have the potential to give students a real edge to their study abroad experience, and particularly to their job search once they return to the U.S. What better way to gain global perspective than to spend time in the "real world" working with locals? My top tip for interns is to be prepared for British slang to differ from American slang – although we speak the same language, it's the subtle differences that will shape your international experience!

COMPLIANCE OFFICER



Pollyana Latto

platto@aifs.co.uk

I was born in London but grew up in the beautiful countryside of North Yorkshire where I got my degree from Leeds Metropolitan University in Accounting and Finance. I lived there until 2015 when I moved back to London and started working for AIFS. My role as a Compliance Officer is to ensure we have all the correct documentation from you to ensure your tier 4 visa application runs as smoothly as possible, as well as, making sure I get all your timesheets back, punctually every week!

When I was 24 I travelled around the world including Australia, New Zealand, Fiji and crossing America from west to east. This was an amazing experience and really opened my eyes to the different cultures we have across the globe.

London is an amazing fast pace and diverse city with so much to see and do. Getting involved in an internship here is a great way to experience the London life, commuting into London and working alongside locals will familiarise you with British culture and you'll feel like a 'Londoner' in no time. If you're only travelling one or two stops on the tube, my top tip is to see if you can walk it, that way, you can experience the beautiful architecture/parks across the city, you miss a lot when you're underground!



A Step by Step Guide to the Placement Process

1. Application – in order to assist us in finding a suitable work placement we require each applicant to complete an AIFS work placement application listing three work areas of choice.
2. Résumé and cover letter – your cover letter needs to, amongst others, state your reason for applying to the programme, your academic background and relevant work experience. Take a look at the example of a résumé and cover letter in this handbook. The British use the Latin term Curriculum vitae, or its abbreviation CV, instead of the French word résumé that Americans use. Please save your résumé as “(Your last name) CV”. Once completed, please email it to internship@aifs.co.uk and ensure that we are made aware of any changes that need to be made to your résumé to keep it as up-to-date as possible. Students should include artistic or personal projects you have undertaken that pertain to your career aspirations/ chosen industry. Relevant coursework can also be mentioned here. This helps “flesh out” your profile even if you do not have any actual work experience.

As internships are highly competitive it is advisable to spend time on your internship application, cover letter and résumé, to ensure you meet professional standards. The Internship Team will review your application materials and contact you if any changes need to be made.
3. AIFS Internship team contacts placements on your behalf. The Internship Team in London has extensive contacts across many industries and will match you with a prospective internship site based on the information you have provided. You will receive notification of your internship placement approximately two weeks prior to the start of your programme.
4. Arrive in London for an Internship Orientation, which will cover the main objectives of an internship in London;
 - Benefit of taking an internship in London and will also cover cultural differences in the workplace, open-mindedness and etiquette.
 - Roles and responsibilities students have to their internship sites
 - AIFS’ role and responsibilities to internship students
 - Learning from experience
5. Interviews – these may be face-to-face during the week you arrive, or online (Skype, FaceTime, etc.), before you arrive in the UK, with a second meeting once you arrive in London. Generally, the placement will just want to meet with you to discuss what you may be involved in, and also what your interests are. If for any reason you or the placement feel it isn’t a good fit, we would then organise another meeting at a different site for you.
6. Starting your placement – maps will be given to you to ensure that you know where to go on your first day. It is advisable to run through your journey before you start at your placement to ensure you are comfortable with the route and do not arrive late.
7. Ending your placement – make sure you are aware of when you will be finishing and remind your placement two weeks in advance. You are required to remain at your placement until the agreed end date.
8. Evaluation of placement – You will receive an electronic evaluation questionnaire.

Expectations

Be realistic! Employers have assigned tasks based on your previous work experience as listed on your résumé. Try to have realistic expectations as this is not a job for life and it is unlikely you will have a senior role. Remember that fun and total enjoyment is not guaranteed. This is an experience of work and no matter what industry you work in, there will always be tedious jobs that need to be completed. Some of the best experiences are more appreciated in hindsight and this is often true of the internship experience.

- + Demonstrate how enthusiastic and interested you are as this often leads to greater opportunities at your placement.
- + Be open-minded, remember the tasks you do at your placement may not be what you had envisioned, but you will have made an overall valuable contribution.
- + If there is any task assigned to you that you do not fully understand, ask for clarification. Placements are more than willing to help.
- + Ensure that you treat your placement with respect, treating the individuals you work with the way you would like to be treated.
- + You must attend on the day and time you have arranged. The people at your placement will be relying on you to turn up at the arranged time and day. If for any reason you cannot make it to your placement (if you are ill) then you must contact the AIFS office before 10am and let your placement know that you will be unable to attend in advance.
- + If you go travelling across weekends, make sure you have the contact information of your placement with you in case you are delayed. It is best to keep everyone up to date with your whereabouts especially if it means you won’t be able to make it to your internship.
- + Try not to miss any time! For the most part, you need to complete a specific number of hours for your course. Obviously certain things (such as illness) will make it unavoidable to miss time. If you do become ill, please inform both your internship supervisor and AIFS of your absence.
- + Remember that due to the length of the programme, alternative placements can only be found if students have valid reasons for wanting to change.

Tier 4 Student and Sponsor Responsibilities

The U.K. Visas & Immigration office (UKVI) is responsible for making decisions about who can enter and study in the U.K. Students who wish to undertake an internship while they are in the U.K. must apply for a Tier 4 (General) student visa under the Points Based Visa System. To do so they must be issued a Confirmation of Acceptance for Studies (CAS) from an approved Tier 4 Sponsor. AIFS is an approved Sponsor and issued the CAS that you used to get your Tier 4 visa and enter the U.K.

The UKVI requires approved institutions to undertake a range of duties and responsibilities as Sponsors of Tier 4 students. Failure to comply with these can have severe penalties including the removal of the Sponsor License. As a Tier 4 student you also have a number of required responsibilities and failure to meet these may affect your permission to stay in the U.K. This document briefly outlines the key UKVI requirements, AIFS responsibilities and your responsibilities as a Tier 4 student. UKVI requirements change frequently so we recommend that you check their website for the most up to date information:

www.gov.uk/government/organisations/uk-visas-and-immigration

UKVI REQUIREMENT	AIFS RESPONSIBILITY	STUDENT RESPONSIBILITY
Keep a copy of student immigration documents	AIFS must keep a copy of your passport showing all personal identity details and a copy of your valid visa	You must bring your passport to the AIFS office on the arrival or orientation day so that the Student Services staff can make a copy of it and your Tier 4 visa
Notify UKVI if a student fails to attend classes without being given authorised absence	If a student is withdrawn from the programme for failing to attend classes without authorisation, AIFS must report this to UKVI within 10 working days	You must attend classes, your internship and any other activities which are part of the academic programme and seek prior approval for any absences
Notify UKVI if there are any significant changes in a student's circumstances	If a student decides not to continue with their internship, or changes the location of their placement AIFS must inform UKVI within 10 working days of the change If a student withdraws, or is withdrawn, from the programme AIFS must notify UKVI within 10 working days	You must inform AIFS immediately if you decide not to continue with your internship placement or change from one organisation to another You must tell AIFS immediately if you leave the programme
Keep a history of student's UK contact details and ensure they are up to date	AIFS must maintain a record of historic and current contact details for the duration of the sponsorship period	You must give AIFS your U.K. address, e-mail address and telephone number on arrival in the U.K. If any of these details change, you must immediately notify AIFS and complete a Notification of Change in Personal Details form, available from Student Services
The percentage of time spent in an internship/work placement must not be more than 50% of the total length of the programme	AIFS must maintain up to date records of time spent in the internship/work placement to ensure it does not exceed more than 50% of the length of the programme	You must return the weekly timesheet provided to you by AIFS in a timely manner every week. They must be completed and signed by the placement supervisor and either sent to timesheets@aifs.co.uk or handed to AIFS staff. Timesheets should be submitted by Friday each week.
	AIFS should ensure that students do not stay in the U.K. longer than is permitted by their visa	When you arrive in the U.K. you must give AIFS a copy of your return airline ticket (e-ticket) to the U.S. If you are not returning directly to the U.S. when you leave the U.K., you must provide us with evidence of the date you are leaving the country e.g. train/ferry ticket.

“Thank you so, so much for finding me this internship placement. I have thoroughly enjoyed it and have gotten such an awesome, unique experience working as an assistant to talent agents and learning this side of the theatre and film industry!”

Tier 4 UK Student Visas – Required Documents

In order to take part in an internship in the UK you are required by the UK Home Office to obtain a Tier 4 (General) Student visa before you depart the U.S. You cannot undertake an internship without this visa. AIFS act as sponsors for students who apply for the Tier 4 (General) Student visa.

To apply for immigration permission under Tier 4 of the Points Based System, students need a special reference number called a Confirmation of Acceptance for Studies (CAS). This reference number is linked to a record on a secure UK Home Office database, which contains the details AIFS has provided about students and their course of studies. When students make their application, the Entry Clearance Officer or Caseworker will use this reference number to retrieve the information AIFS has provided about students and their course.

As sponsors, we request a CAS (Confirmation of Acceptance for Studies) number for each student from the UK Home Office on your behalf. In order to request the CAS number, any student who is accepted on an AIFS programme who wants to take an internship in London must submit all of the information listed below to AIFS, via email at internship@aifs.co.uk

1. The completed AIFS Internship application form.
2. A copy of your résumé.
3. A copy of your cover letter.
4. Passport – a colour copy of the photo page of your passport.
5. Personal statement – write a 100-200-word personal statement outlining why you wish to study abroad/intern in London.
6. Confirmation if you have ever studied in the UK before. If you have please confirm the specific dates.
7. Country of birth
8. Academic eligibility letter (this will be provided by your home college)
9. Housing option – apartment or homestay (if you have the choice)

English language – if English is not your first language, or you hold a passport from a country where English is not the first language, please let us know as the UK government may want to see additional documentation about your level of English.

The UK Home Office has introduced mandatory interviews as part of the Tier 4 application process. However, they will not routinely interview Tier 4 students who are nationals of low risk countries who already benefit from a streamlined visa application process. Low risk countries are currently: Argentina, Australia, Botswana, Brunei, Canada, Chile, Croatia, Japan, Malaysia, New Zealand, Singapore, South Korea, Trinidad and Tobago, the U.S., plus British National (overseas), Hong Kong and Taiwan passport holders.

Applicants completing a Tier 4 application who are not nationals of the countries specified should expect to be interviewed when they attend their appointment at the visa application centre. The interview is known as a ‘credibility’ interview and helps to confirm the individual is a genuine student visa applicant.

- + The CAS reference number will be provided to students by the AIFS Internship Office along with a statement of the information AIFS has provided to the UK Home Office. The statement sheet is provided in order to assist students in completing their application form. Students do not need to submit this statement with their application.
- + The Tier 4 Visa is valid throughout the duration of your programme.

Once we have received the individual CAS numbers for students from the UK Home Office, this number along with a CAS statement sheet will be sent to each student individually and we will also send guidelines on how to apply for your visa. You cannot start your visa application until you have received the CAS number and information from us. The Tier 4 Student visa can be applied for up to three months before the start date of the programme. You can arrive in the UK seven days before the commencement of the programme and you will have to leave the UK within seven days of the programme ending

It is worth noting that the UK Home Office can change procedures very quickly, so it is the student’s responsibility to make sure they read the full UK Home Office guidelines, available online at <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

Fees: There is a fee for the Tier 4 visa, approximately \$462 USD. It increases every year – for further information see <https://visa-fees.homeoffice.gov.uk/y/usa/usd/study/points-based-system-tier-4/all>

“The internship gave me a great perspective of what a working design agency looks like and how they operate. Also being able to see what a melting pot of culture London is as well as getting real life experience.”

Bridget Walton, University of Georgia, Consumer Journalism and Design major (London design agency)

HOW AIFS PREPARES STUDENTS AND MONITORS INTERNSHIP SITES

- + AIFS conducts pre-departure meetings with students to discuss the internship opportunities available and to manage Tier 4 visas and student expectations.
- + On arrival in London, AIFS conduct a general and internship orientation for students and includes information on expectations, cultural awareness and cultural differences.
- + AIFS provides ongoing support to students prior to arrival and during the programme.
- + AIFS visits new and existing internship sites to ensure their suitability.
- + AIFS logs internship contact details on the UK Home Office Sponsor Management System.
- + AIFS has regular contact with internship sites to ensure students are attending on the days assigned.
- + AIFS Compliance Officer reports repeated non-attendance to the UK Home Office.
- + In the unfortunate circumstances that a student may become unwell while studying abroad AIFS Student Services will organise medical appointments made for a time when a student does not have their internship or college. Naturally this will not always be possible, so if a student knows in advance that they are going to miss time they must inform the AIFS Internship Director and their internship site.
- + AIFS organises focus groups to discuss students' experiences.
- + AIFS evaluates the internship programme by asking students about their internship experience before the internship ends.

How AIFS Tracks Attendance at Internship Sites

Students have a supervisor/mentor at their work site and that person is responsible for monitoring their attendance on a daily basis. Students need to submit timesheets to AIFS on a weekly basis. The AIFS Internship team contacts each work site regularly and asks internship sites to inform AIFS if a student fails to attend their internship. Repeated poor attendance will mean the student is reported by AIFS to the UK Home Office and will also bring the college disciplinary procedure into operation and may result in students being asked to leave the programme.

Students are required to attend on the days and times specified. Students will also be contacted by AIFS to see how they are doing and if they have any concerns. If the student fails to turn up to work and has not informed anyone of their absence by 10am that morning, the work site will inform the AIFS internship team who will in turn telephone the student at home or on their mobile to find out why the student is missing from work. It is obviously important that AIFS and the work site are informed of any genuine illness or other reasons why students are not able to attend as work will have been set aside for them to do and must be assigned to someone else.





How to Write a Cover Letter

The cover letter is vital to accompany your résumé. A well-written cover letter can be the difference between gaining an interview for an internship or having your résumé ignored, so spend the time to write an effective cover letter. It should give the personal touch that résumés essentially lack.

Your cover letter demonstrates your writing style better than your résumé (which is usually brief and factual). It points out to the employer that you have the qualities that the internship requires and shows how suitable you are.

Outlined below are steps that will assist you in writing your cover letter:

- + Use a standard, clear and legible font (no bigger than 11pt), preferably the same one that you used on your résumé, start with your name in bold at the top and with your email address underneath.
- + Begin the letter with “To whom it may concern.”
- + In the first paragraph write about what University you are studying at and also include your major, minor or any concentrations. Talk about the internship you want but do not be specific or mention the name of a company – this can seriously limit your chances of gaining a great internship.
- + The second paragraph should state why you are interested in doing an internship specifically in London in the fields you have listed on your application to AIFS.
- + The last paragraph should be a summary of your strengths and how they might be an advantage to the internship organisation. Any relevant work experience and past internships should be included in this section, as well as any personal qualities you feel will be an asset to your placement.
- + Finish your letter with a sentence to thank the reader for their consideration and time.
- + Use spell check and proofread your letter, make sure that it is written using English grammar not American.
- + Be sure to include mention of artistic or personal projects you have undertaken that pertain to your career aspirations/chosen industry. Relevant coursework can also be mentioned here. This helps “flesh out” your profile even if you do not have any actual work experience.

SAMPLE COVER LETTER

BrittanyClarke
Brittany@UniversityofAmerica.com
University Permanent Address
Street Street
City, State, ZIP City, State, ZIP

To whom it may concern,

I am currently a junior at the University of America studying towards a BA degree in Business Studies. I am excited to study abroad in London. Not only would living in London be the experience of a lifetime but, completing an internship in London and experiencing how international businesses operate will benefit me greatly in the future.

All of my actual jobs have dealt with customer service which leads me to believe that I would be useful working in a field such as Public Relations. I would love to gain more experience in this field. My current curriculum could easily be applied to any work setting because it deals with real business life. My motivation, experience, and dedication are key attributes of why I would be a perfect candidate for an internship programme in London.

I am the type of person that enjoys keeping busy and will work very hard in order to achieve my goal. With this work ethic, I strongly believe that I can be a great addition to my prospective place of work. Participating in an internship will give me the experience I need for my future career. Also, working with others in a new environment will give me insight to other possibilities for my future. It is a huge benefit to hold an internship because I am able to sample possible careers in order to decide which one fits me best.

You will find me a dedicated, enthusiastic and hardworking individual determined to gain as much as possible from my internship.

Thank you very much for taking the time and consideration and I look forward to hearing from you in the future.

Sincerely,



“My internship added tremendously to my overall study abroad experience. I enjoyed being able to work with others from different cultures, and learning about the education work site.”

Jordan Harless– University of Georgia, Family and Consumer Science major (London Secondary school)

How to Write a Résumé

A résumé provides an overview of your qualifications, skills and experiences to a potential internship site and it will allow them to gain an insight into whether you would or wouldn't suit a particular position. Below are a few suggestions as to how to go about writing your résumé and what needs to be included.

- + It should be no longer than one page in length
- + Use a standard, clear and legible font
- + Bullet points are a good tool to use as they will give your résumé a sense of unity
- + Be positive about what you have achieved, but do not exaggerate
- + Make sure you have read through what you have written; have a friend or family member review your résumé as well
- + Keep everything consistent, such as the layout and punctuation
- + Start with your name in bold at the top and with your email address underneath (use the same style for your cover letter)
- + Write a brief personal statement to introduce yourself
- + State the name of the University that you attend and the course you are studying and also include your GPA
- + If you have any relevant course work, honours or awards please add this onto your résumé
- + Please note that in the UK, sororities and fraternities are not recognised as being of any importance on a résumé so there is no need to include. Also, in the UK, being part of a faith is a private matter and not one that needs to be referred to in job applications
- + When listing your work experiences ensure that they are in reverse chronological order, with the most recent job being the first
- + If you speak any languages other than English, include this in your skills section along with your interests outside of work

Brittany Clarke

Brittany@UniversityofAmerica.com

University Address Permanent Address • Street Street • City, State, ZIP City, State, ZIP

Personal Statement

A Business Studies graduate from the University of America, seeking the opportunity to obtain an internship with a company where I can effectively contribute to operations in any capacity that best utilises and enhances my skills and experience.

Education

September 2017 – Present University of America

Bachelor of Arts, Business Studies, GPA 3.79

Any relevant coursework

- + An introduction to retail management and marketing
- + Business organisations and their environments
- + Financial accounting
- + Innovation: designing for a sustainable future
- + E-business technologies: foundations and practice

Honours and Awards

- + Associate of Science Degree in Business Administration, graduated with high honours
- + Golden Key Honour Society (2017 – Present)
- + Dean's List

Work Experience

(A Legal Service Firm, Anywhere, USA) January 2016 - Present

Administrative Assistant

- + Prepared invoices for processing
- + Assisted with clerical duties such as filing, photocopying and sending faxes
- + Answering phones
- + Updating client information into a database

(A Department Store, Anywhere, USA) January – October 2015

Retail Associate

- + Fashion marketing
- + Customer service
- + Handling cash register

Skills and Interests

- + Can write basic web pages and proficient in Microsoft Office applications
- + Excellent verbal and written communication skills
- + Outstanding attention to detail
- + Keen on sport especially martial arts and going to the theatre

IMPORTANT DOCUMENTS

1. This handbook.
2. Copies of your updated résumé, it is a good idea to email a copy of your résumé to yourself and store it on a USB drive.
3. Letters of recommendation. At your interview your potential supervisor may request references from a previous employer, so having a good recommendation handy is a good idea.
4. A police check if required (necessary for school or charity internships). You must attach a police check to your internship application. It is also wise to make a copy of your police check and all other paperwork you submit with your internship application. Visit your on-campus police or local police station in your town. Explain that you are required to submit a background check in order to participate in an internship abroad. The process varies between police stations, but often you will be required to present yourself in person and pay a modest fee to have this police check performed (\$20- \$30), while in other locations this is done free of charge.
5. A portfolio containing writing samples, graphic designs, artwork, photography, fashion designs, theatre productions, or anything else that could represent past work experience you may have. This is always good to bring to an interview.

Internship Agreement

The internship agreement is an important part of the internship process and must be read and agreed to once you arrive in London.

1. Internships are non-paying.
2. You should be aware that while AIFS will try to secure a placement within an area you specify, there is no guarantee that AIFS can find a placement that exactly meets your expectations and you may be placed in an alternate, but related area.
3. Your site is expected to provide a site supervisor who will serve as your point of contact and advise you on work related issues. It is the intern's responsibility to maximise that opportunity by observing the practices of the workplace and asking pertinent questions. Your site supervisor will complete a weekly timesheet which you must submit to AIFS on a weekly basis.
4. The AIFS internship team is there to help you and act as a conduit between yourself and the site. You should feel free to contact the AIFS internship team for advice and assistance during office hours.
5. The precise number of hours will vary according to your programme but cannot exceed those allowed under the conditions of the Tier 4 visa.
6. Completion and return of the Internship evaluation form to the AIFS internship team is mandatory.
7. Internship hours do not include traveling time. Expect to spend up to an hour commuting each way.
8. An intern is expected to demonstrate an acceptable degree of competence and initiative before being given more meaningful tasks.
9. If issues arise, it is the intern's responsibility to initiate dialogue with their site supervisor and inform the AIFS internship team.
10. It is your site supervisor's prerogative to make changes to your duties and assign you other tasks.
11. Interns are expected to maintain acceptable standards of dress, behaviour and respect in interaction with colleagues, supervisors and managers.
12. Interns must follow all conditions of employment at their internship site.
- ~~13. You are required to inform your supervisor at your internship site of any planned or unplanned absences or tardiness. Missed hours must be made up.~~
14. At the beginning of every programme, students must attend a compulsory internship orientation.
15. Interns must attend their interview at the stated time.
16. Sites retain the right to refuse an intern on the basis of their interview. AIFS will provide an alternative placement opportunity, potentially in a different area of interest.
17. In the event of an internship being terminated by the site, the internship team will assess the individual situation and act accordingly. An alternative site will be provided only if the circumstance is deemed appropriate.
18. The AIFS internship team has the right to terminate an internship at any time there is evidence that the student has failed to meet his or her basic responsibilities.



“My internship has been great and has added to my overall experiential learning about London and the culture.”

Megan Fiske, University of Georgia, Human Development and Family Science major (London school)

London Internship Experience

INTERVIEW

Prepare - Research your internship prior to your interview, look at its history, its products, where it is located (you will be given a map of your internships location) and the size of the company. Decide on your strengths and weaknesses and the best way for you to incorporate them positively into your interview. Familiarise yourself with the company's website so that you know what information they present to the public. This may contain valuable information such as a placement's clients, company history, etc.

Be on time - Give yourself plenty of time to get to your interview. This will allow you to prepare and ensure that you will not be flustered.

Make a positive first impression - Dress smartly but ensure that you feel comfortable. Greet your interviewer with a smile and handshake and establish eye contact.

Sell yourself - Be honest with your answers and speak with a positive tone. Don't downplay any accomplishments that you have achieved. It is your responsibility to display your strengths and ensure that the interviewer is made aware of the benefits you can bring to them.

Body language - Keep your body language positive. For example, be responsive by leaning forward, keeping your arms open and nodding in recognition. It is important to show that you are able to listen, keep constant eye contact and acknowledge what is being said by being verbal and nodding. Also remember to smile.

What to Wear

DRESS CODES

Dress codes in London are typically more relaxed than in the U.S; however, there are still standards that need to be met. If you need any guidance, look at what your fellow employees are wearing and adapt accordingly. AIFS will provide dress code advice for each internship.

Always dress more formally for an interview than you would on a typical day. You are far more likely to lose points for being under-dressed than being over-dressed. So, play it safe and dress for success – unless you have been advised otherwise by the AIFS Internship Team or your internship employee.

GENERAL GUIDELINES FOR BUSINESS ATTIRE IN LONDON:

Business Formal- Refers to a suit for men, with a shirt and for women a skirted or trouser suit with smart shoes. This is a standard uniform in some professional fields.

General Business- A step down from a suit, which can include smart trousers worn with a shirt for men and tailored trousers, business type dresses and skirts for women.

Business Casual- Refers to any clothing that is casual such as a jacket and slacks, shirt and trousers (do not wear ripped jeans or sneakers). Women can wear a nice shirt, dress pants or a smart skirt.

Casual- Means you can wear anything that you find comfortable, as long as it is appropriate for work.

CULTURAL DIFFERENCES

- + A voluntary placement in the UK may be an alternative experience from a placement in the U.S. because of cultural differences. You may find that your workplace colleagues are far more reserved than you are used to and can appear hostile or unfriendly. British people may appear quite cool to new acquaintances, but will be friendly and trusting once they get to know you.
- + British people have a unique sense of humour. It is dry, sometimes a little sarcastic and often very self-depreciatory. People tend to regard self-promotion as boasting. At first this may seem strange or offensive but, is a reflection of cultural difference. Britons have similar issues of adjustment and understanding if they go to work in the US.
- + In Britain there is a tolerance for swearing, even the Prime Minister has been known to swear on live radio!
- + British people may appear formal and yet are often very laid back. Nevertheless, they expect you to work hard even if they don't say so explicitly. But while it is regarded as positive to work hard, you are also expected to have out of work interests and it is quite normal for leisure pursuits to be discussed by work colleagues.
- + Tea (and coffee) drinking is a big part of work life, and the custom requires you to ask everyone around you whether they'd like tea or coffee. The job of making tea and coffee is carried out by every member of staff so do not be offended if you are asked to make tea for colleagues as you will be very popular as a result.

"Tea is instant wisdom - just add water!" ~Astrid Alauda!

- + You may find that socialising is also a big part of work life. Visiting the 'pub' after work is commonplace. Pub culture is not the same thing as bar culture. A pub is a place where people go to relax and socialise.
- + Interning in another country with cultural differences is a challenging and yet extraordinary opportunity for personal growth and career development. You will increase your communication skills and interpersonal skills, expand your international business strategy, work on your analytical and critical thinking and develop transferable skills such as leadership and negotiation to communication and organisational skills.
- + We will make every effort to find you a placement in the area of your choice. We will also try and organise placements in locations that involve a minimum amount of travel. Everywhere in London is accessible by Tube (underground) or bus. It is a good idea to download the Citymapper app to help you get around. Learning to use London's vast and excellent transport network to commute to and from your internship is an integral part of your international cultural experience.



Adapting to Work

Taking part in an internship is very different to working full time or even part time. You are not subjected to the normal rules of a workplace and you will need to work hard and earn the respect of your fellow co-workers. It is important to gain a good reputation as being reliable, productive and accurate with every job that they give you.

It is up to you how much you take away from your internship – the success or failure of it rests in your hands. Keep a positive attitude, have lots of enthusiasm and an appetite to learn from others. These things will help you make the most of your opportunity, be respected by your colleagues and allow you to be ready for anything.

Don't ever be afraid to ask for help if you need it!

Give your internship time. At first you may not feel content with your placement, and it will take time for you to get used to your colleagues and them to you. Don't expect to be given the most exciting of tasks to start off with. They will need to assess you and see what you are capable of doing. Give yourself a few weeks of settling in time, prove yourself to your internship and learn what you need to do to gain more responsibility. Make an effort to get on with your new colleagues; social occasions are a great way to get to know people away from the office.

"I really enjoyed my time working there and learned a lot, my bosses were very kind and made me feel very important and included."

Garrett Mixon, University of Georgia, Communications major (Interior Design company)

Examples of Internships

BUSINESS INDUSTRIES

Business internships can cover a wide area such as accounting, company finance, marketing, human resources and customer relations. The internships are normally in-house and industry specific. Duties could include:

- + Research and analysis
- + Attending meetings
- + Spreadsheet data entry
- + Invoicing
- + Administrative tasks
- + Accounting
- + Analysing balance sheets

When applying for an internship within the business sector think about what sector you want to work in, how strong your computer skills are (Excel in particular) and any previous experience you might have had.

FILM AND TELEVISION

There are two types of programming when talking about film and TV: fiction and factual. Fiction consists of pre-production and post-production. Factual includes the likes of reality shows, documentaries and broadcast journalism, and divides them up into development, production and post production.

Pre-production

The phase of further developing ideas and planning prior to the process of production. This is the most common internship area and can include research, reading through scripts, office administration and attending planning meetings.

Production

This comes after the pre-production phase and is time to roll the cameras. Interning as a runner could include a wide variety of different tasks such as making the tea, running around to pick up tapes and props and helping out with research.

Post-production

This deals with editing, adding special effects and sound design. Students that want to intern in this sector must have substantial experience within this field. Duties could include:

- + Running
- + Editing
- + Logging tapes
- + Script reading
- + General administrative duties

Please note that in the UK, our film and television industry is a lot smaller than in the U.S, and this can make it difficult to gain an internship in some of the bigger companies (such as the BBC) as there are many people out there applying for the same role. Also, it is unlikely that a film will be in production at the same time of the internship, production companies often do not have much warning as to what shoots will be coming up, making arranging internships in these areas unlikely.

When applying for an internship in film and TV think about what area you would be most interested in and at what stage, keeping in consideration if you have had experience in film or television production.

PUBLIC RELATIONS

Public Relations are about providing a good reputation for a company, with the aim to earn an understanding, gain support and influence opinion and behaviour. This industry plans to promote goodwill between an organisation and the public.

Internships can either be in-house, which is run within a specific company at their offices, or agency work, where they deal with many clients within different sectors. Duties could include:

- + Media relations
- + Writing/editing press releases
- + Research
- + General administrative duties

When applying for an internship think about if you want to work in-house or at an agency, and what size of organisation would you be most happy working in.

JOURNALISM

Journalism covers publishing or broadcasting work that reports news and information, as well as feature writing and reviews of other works.

Industry newsletters, online publications and magazines are proving to become popular internship sites so think about your area of interest (such as music, entertainment, sports etc) and think broadly about where you can apply this interest.

Broadcast journalism is extremely competitive and often the larger companies will want an intern for a minimum of six months. Working for a smaller company can be more beneficial as they will have more opportunities available. Duties could include:

- + Research
- + PR
- + Editing
- + Writing features
- + Layout design
- + General administration

When applying for an internship, think about what sort of role you would want (e.g., writing or research); what size publication would you want to intern with; what field is of interest to you. Do you have any experience? If so, what do you have to back this up (e.g., a portfolio)?

“It’s been the most amazing experience, I’ve learned so much from my boss that I can carry with me through my fashion career. Every day was different, so I loved every minute!”

Maggie Arfman – University of Georgia Fashion Merchandising major (Fashion styling company)

CHARITIES

Charities are non-profit-making and independent, which means that they are not part of any governing department, local authority or any other statutory bodies. In the UK there are over 170,000 charities registered and nearly 5,000 of these are in London. The different types of charities in London are vast and varied, helping people from all walks of life such as education, disabilities, prevention or relief of poverty, elderly, environmental, sports and animals. Duties could include:

- + Fundraising
- + Telephone evaluations
- + General administration
- + Liaising with support services

When applying for an internship think about what charitable sector you want to work in. Have you had any experience in working for charities before, or have you done any charitable work independently or at school? Like previous placements, the chances of working for the bigger charities such as Oxfam or Amnesty may be more difficult to secure as they want interns to dedicate more time to them. With this in mind, placements are generally with smaller local charities, where the potential to engage in a hands-on experience is greater, as is the impact on the community.

FASHION

With films such as 'The Devil Wears Prada' and TV shows like 'Running In Heels' fashion internships are becoming more popular. The roles you could undertake working in fashion are as diverse as the types of fashion you see out and about on the street. Interning in fashion can range from fashion journalism, fashion public relations, design, merchandising, retail, boutiques, designing or stock ordering. Duties could include:

- + Create and update contact lists of fashion editors
- + Assist in buying
- + Working on the creation
- + Implement and execute PR events

When applying for an internship think about what area in the fashion industry you want to work in? Have you any previous experience, do you have a portfolio to back this up?

“It really made the trip worth it, being able to go to such an amazing internship for half the week and getting to do such relevant things to my major and what I want to do in the future.”

Peyton Foernsler, – University of Georgia Fashion Merchandising major (Fashion styling company)

SCHOOLS

More than 90% of students in the UK attend publicly-funded state schools. Primary schools usually include both girls and boys as pupils. Secondary schools may be either single sex or co-educational. Education departments in England are funded through a Local Education Authority. By law all children in England aged between 5-16 years of age must receive a full-time education.

School learning is split into 4 key stages relating to the curriculum (this includes English, math and science lessons). Pupils progress through the stages as they go through the school year. Exams are taken aged 11 (at the end of primary school), 16 (GCSE's) and 18 (A 'levels'). Duties could include:

- + Assisting class teachers in maintaining student records
- + Read with pupils
- + Prepare displays of student's work
- + Support teachers with photocopying
- + Work with other professionals i.e. speech therapists
- + Support students with behaviour problems

When applying for an internship think about what age range you want to work with. Do you have any experience working with children or with any other professional such as speech therapists or occupational therapists? Please note that you will need to have an enhanced police verification check carried out prior to starting your internship as you will be working with children.

You must begin the police background check process as soon as you submit your internship application to ensure that you receive it prior to your departure (please allow extra processing time around holiday seasons). Please refer to the following website for advice and instructions:

<http://travel.state.gov/content/passports/english/abroad/legal-matters/criminal-record-check.html>

THEATRES

Many London theatres have existed for over a century, and as such London has become renowned as a cultural centre for the arts, including plays, dance and music. Most London theatres are privately owned. London's fringe theatres stand apart from the West End theatres as they show independent plays and showcase up and coming writer's works. The opportunities for internships in smaller venues are much more likely than in the larger west end theatres.

Duties could include:

- + Assist with installation of sets
- + Box office
- + Stage management
- + Casting
- + General administrative duties
- + Marketing

When applying for an internship think about what area of the theatre you are most interested in learning about? What area of work would you want to focus on (i.e. Production, technical work, marketing, casting etc)?

“I learned new things every day, my internship allowed me to work independently on things I’d never expect to do alone as an intern. It allowed me to travel to parts of London where I probably would never have gone, and it gave me the confidence to explore outside of our living area.”

Jemiah Carroll, – University of Georgia Fashion Merchandising major (Fashion boutique)

HEALTHCARE

The UK has a national health service that is based on the principal of free health care for all. The health service is paid for by taxpayers. Please note that undergraduate placements in hospitals and clinics are largely not possible due to the time frame of the programme and the necessary paperwork required for international opportunities of this nature.

UK Private Healthcare

- + There are over 500 independent medical hospitals in the UK
- + Around £90 million, of a total market of £7,186 million, of private hospital revenue is generated from overseas patients
- + 25% of private hospital revenue is generated from NHS funded patients
- + 21% of health professionals work within the private sector Duties could include:
 - PR
 - Media relations
 - Client service

Internship Tips

CONVERSATION IN THE WORKPLACE - WHAT ARE THEY TALKING ABOUT?

Here are a few tips to the most talked about issues in a British office.

Sport The British love their sport. They will talk about it endlessly, particularly if we do badly at something. Here are the main topics: International Soccer, Domestic Soccer, Cricket, Rugby, and Snooker/Bowls/Darts.

Television The perennial conversation pieces are about popular American shows, British soaps, Australian soaps and makeover programmes.

Transport It’s inevitable that on any given day somebody in the office had a hard time getting to work. A few stray leaves on a track can bring the whole rail network grinding to a halt; we are not joking!

Weather Always a topic of conversation due to the variety of weather we get on a daily basis! Four seasons in a day! This is the country where it can rain, snow, blow a gale, hail, have thunder and lightning and be gloriously sunny all in one afternoon.

“The sheer calibre of the company in which I was assigned was thrilling. The internship helped me get plugged into a community of Londoner’s and locals, getting to hear about their experiences, perspectives and suggestions.”

Gracie Bailey – University of Georgia Dance major (Dancer/dance studio)

Two countries divided by a common language...

<i>UK</i>	<i>US</i>	<i>UK</i>	<i>US</i>
A		D	
Accident and Emergency	(A&E) ER	DIY (Do It Yourself)	Renovating/remodeling
Aerial	Antenna	Dodgy	Questionable
American Football	Football	Drawing Pin	Tack
Anorak	Raincoat	Dressing Gown	Robe
Aubergine	Eggplant	Dustbin	Trash Can (outside)
Autumn	Fall		
B		E	
Bank Holiday	National Holiday	Earth (as in electrics)	Ground
Bill	Check	Engaged (as in telephone)	Busy
Bin	Trash Can	Estate Agent	Realtor
Bin Liner	Garbage Bag		
Biro	Pen	F	
Beeper	Beeper	Fag	Cigarette
Bloke	Guy/man	First Floor	Second Floor
Bonnet (Car)	Hood	Fishfingers	Fishsticks
Bother (a bit of)	A Fight	Flannel	Washcloth/Facecloth
Braces	Suspenders	Football	Soccer
Brilliant	'Cool'	Fortnight	A Two-Week Period
Bum bag	Fanny pack	Freephone	Toll-Free Number
		Full stop	Period
C		G	
Call Box	Pay Phone	Gas	Natural Gas
Cardigan	Sweater	Glad rags	Best Clothes
Cash Point	ATM	Grass Up	To Inform On
Casualty	ER	Guv	Boss
Cellar	Basement		
Cheers	Thank You	H	
Chemist	Drugstore	Handbag	Purse
Cheerio	Good bye	Headmaster/Mistress	Principal
Chips	French Fries	Hire	Rent/lease
Chuffed	Happy	Holiday	Vacation
Curriculum vitae (CV)	Résumé	Hoover	Vacuum
Coach	Long Distance Bus		
Cotton	Thread	I	
Courgette	Zucchini	Ice Lolly	Popsicle
Crisps	Chips		
Current Account	Checking Account	J	
		Jelly	Jell-O
		Jumper	Sweater

UK

K

Knickers
Knock Up

L

Ladder (as in pantyhose)
Letter Box
Loo Roll
Lift
Loo Toilet/Bathroom

M

Maths
Mobile

N

National Insurance Number
Nick
Nick

O

OAP (Old Age Pensioner)
Old Bill

P

Pants
Pavement
Pensioner
Petrol
Pillock
Plaster
Plonker
Post
Post Code
Prat
Primary School
Pritt stick
Public School

Q

Queue up

US

Women's Underpants
Wake up

Run
Mail Box
Toilet Paper
Elevator
Restroom

Math
Cellular phone

Social security Number
Steal
The Prison/Jail

Senior Citizen
Police

Men's Underpants
Sidewalk
Senior Citizen
Gas
Idiot/Moron
Band-Aid
Idiot/Moron
Mail
Zip Code
Idiot/Moron
Elementary School
Glue stick
Private School

Line up

UK

R

Return (As in bus or train ticket)
Reverse Charges
Ring (as in telephone)
Rubber
Row (pronounced like how)
Rubbish

S

Sack (as in to lose ones Job)
Sellotape
Single (as in bus or train ticket)
Solicitor
Surname
Swede
Sweets
Swimming Costume

T

Takeaway
Tap
Telly
Term (as in school)
Tights
Tip
Tippex
Trainers
Transit
Treacle
Trousers
Tube

U

Underline

W

Whinge (pronounced like hinge)

X-Z

Zed

US

Round-Trip Journey
Collect Call
Call
Eraser
Argument
Garbage/Trash

Fire
Scotch Tape
One way
Lawyer
Last name
Rutabaga
Candy
Bathing Suit

Takeout
Faucet
TV
Semester
Pantyhose
Garbage Dump
White Out
Tennis shoes/Sneakers
Delivery Van
Molasses
Pants
Underground/ subway

Underscore

Whine

Z (as in the letter of the alphabet)



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