



# **Study Abroad Internships**

**London Metropolitan University  
Work-Based Learning and Placement  
Development (CDES)**

# London Metropolitan University

## Work-Based Learning and Placement Development

### Study Abroad Internships



#### ***A little bit about the University...***

The London North campus of the University began life in 1896 as the Northern Polytechnic Institution offering programmes ranging from English, mathematics and chemistry to machine construction, plumbing, dressmaking and millinery. By 1900 student numbers had doubled to two thousand and by 1911 five-year evening bachelor degrees were available, recognised by the University of London.

In the early 1970s the Northern Polytechnic merged with the North Western Polytechnic and became the Polytechnic of North London. In 1992 the Polytechnic won the right to the title of the University of North London and the right to award its own bachelor degrees. In the last ten years the University has made great progress in widening education opportunities for students from 'non-traditional' backgrounds.

The 1996 Research Assessment Exercise awarded international or national excellence ratings to eleven subject areas. Teaching Quality Assessments have given high ratings to English, electronic engineering, drama, dance, cinematics and art and design. In 2000/01 Subject Reviews of Philosophy and Business & Management achieved ratings of excellent, with Business & Management achieving a maximum score of 24.

The University of North London merged with London Guildhall University in August 2002 to form one of the largest universities in the UK. The study abroad internship programme is based at the London North campus, formerly the University of North London, although internship organisations may be from across the entire city.

#### ***Why Internships?***

We are constantly seeking ways in which to ensure our students, both regular London Metropolitan University students and Study Abroad students, are well equipped to enter employment upon graduation. One of the ways in which we do this is to offer students the chance to take an internship, *or work placement as it is traditionally known in the UK*, as part of their study programme. This internship course is co-ordinated and delivered by Work-Based Learning and Placement Development, CDES. The course has been developed to help students gain the type of skills and real life experiences employers say they want from college graduates. We work together with the advisors on your home college campus to ensure that the internship you take as part of your Study Abroad programme is suitable for credit, and that you complete all the necessary paperwork whilst in the UK.

Internships can offer you many benefits, some of which are outlined below:

- gain a useful experience of the working environment in the UK
- undertake a work-based project related to your major, minor or career aspirations
- become aware of the culture and structure of a British working environment
- develop new capabilities and skills

The internship courses for regular London Metropolitan University students are assessed and credited to their programme, and the necessary support and guidance for this process are provided by Work-Based Learning and Placement Development. Study Abroad students on internships receive the same level of support and guidance, if not to a greater extent.

We will assist you in fulfilling your home college requirements for internship credit, through supervision, paper guidance and record keeping. Your internship will follow the schedule of your home college, not that of London Metropolitan University – this has been deliberately designed in such a way to complement your US study programme.

We will ask you to complete some documentation for our records, and these are fully explained in this booklet. Your college also has its own handbook for students thinking about internships as part of Study Abroad, this will contain additional information on the process. For further information on the internship opportunities available, please ask your Study Abroad / Internships Office. Also please see our website, which has a section particularly for Study Abroad students thinking about internships.

This pack has been produced to give you an indication of how a Study Abroad internship works, what an international internship can offer you and information on how you can get involved. We do hope that you enjoy reading it, and that you will be interested in including an internship in your Study Abroad programme. Please do not hesitate to get in touch if you have any questions, or if you would like more information on the service that we offer.

Sincerely,

**Tiffany Platt**, Internships Co-ordinator  
**Work-Based Learning and Placement Development**  
London Metropolitan University  
CDES (Student Services)  
166-220 Holloway Road  
London, N7 6DB  
United Kingdom  
Telephone +44 20 7133 2404  
Email t.platt@londonmet.ac.uk

***Important Note***

***Whilst having a 100% success rate to date in placing Study Abroad students on internship in London, Work-Based Learning and Placement Development cannot guarantee an internship to every student. This is due to differences in the employment culture in the UK, and the fluctuating economic climate. Be assured that whilst we will do our very best to ensure that you have an internship arranged as soon as possible, many employers will not confirm an internship prior to your arrival in London. However do not let this alarm you, and please get in touch with the London Met Internships Co-ordinator to discuss any concerns you might have about this.***

# Work-Based Learning and Placement Development (CDES) Study Abroad Internships Programme Code of Conduct



The following are statements of what is expected of each of the stakeholders involved in the Study Abroad Internship programme

Students are to:

- Remember at all times that they are representatives of both their home college and London Metropolitan University. They have a responsibility to show that they are motivated, polite, professional, enthusiastic and capable individuals.
- Conduct themselves professionally in all their dealings with those involved in the internship process and to behave in a responsible and professional manner in the work place, showing courtesy, initiative and willingness.
- Provide Work-Based Learning and Placement Development with completed copies of all the necessary internship documentation by the appointed deadlines.
- Maintain regular contact with the London Met Internships Co-ordinator throughout the preparatory period and the length of the internship.
- Maintain a suitably smart appearance and arrive punctually for work and any meetings they need to attend.

Internship hosts should:

- Identify a named contact to be the student's supervisor during the internship.
- Discuss and sign any documents required by the student's home college.
- Complete a Health and Safety questionnaire for London Metropolitan University.
- Complete a student evaluation form mid-term and at the end of the internship.

Work-Based Learning and Placement Development will:

- Respond promptly to any and all written, e-mail and telephone correspondence from all of the stakeholders involved in the internship process.
- Maintain regular contact with all of the parties involved in the internship programme throughout the preparatory process and the actual internship.
- Arrange and facilitate the internship, supporting documentation and the first working day.
- Advise students concerning the completion of any documentation and assessment required by the home college.
- Facilitate the evaluation process, and feedback on the internship to the home college – including submission of assessment and internship host evaluations.

The home college is responsible for:

- Providing academic approval for the level of the internship that the London Met Internships Co-ordinator has negotiated on the student's behalf.
- Assisting the student in assessment related individual queries where necessary.
- Assessment of the student and associated administration for credit purposes.

# Work-Based Learning and Placement Development

## Study Abroad Internships : Rights & Responsibilities

	Pre-internship	On internship	Post-internship
<i>Student</i>	<ul style="list-style-type: none"> <li>• Prepare and submit application form and British style CV by the published deadline</li> <li>• Attend an internship interview with the home college co-ordinator</li> <li>• Once accepted, make and maintain contact with Work-Based Learning and Placement Development to help in the securing of internship</li> <li>• Once confirmed, research the organisation to prepare for the internship</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain documentation required by home college / Work-Based Learning and Placement Development</li> <li>• Keep in regular contact with the London Met Internships Co-ordinator, with a minimum of two telephone calls, visits or emails</li> <li>• Be mindful of the Code of Conduct and act accordingly throughout the internship period</li> </ul>	<ul style="list-style-type: none"> <li>• Completion and submission of diary / paper to the London Met Internships Co-ordinator before UK departure</li> <li>• Complete programme evaluation and feedback</li> <li>• Formally thank host for the internship experience</li> </ul>
<i>Work-Based Learning and Placement Development Section</i>	<ul style="list-style-type: none"> <li>• Provide internship information pack and material to assist in the preparation of a British style CV</li> <li>• Maintain contact with student throughout the process of securing the internship</li> <li>• Seek and secure appropriate internship opportunity and liase with home college for approval</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsive to ad-hoc issues arising, in a timely and professional manner</li> <li>• Draw together the administrative processes, including arranging the mid-term and end-term evaluations</li> <li>• Support to internship hosts and student as required</li> </ul>	<ul style="list-style-type: none"> <li>• Formally thank internship host for providing opportunity</li> <li>• Collect assessment and forward to home college</li> <li>• Collate evaluation material</li> </ul>
<i>Home college</i>	<ul style="list-style-type: none"> <li>• Forward student applications and relevant supporting documentation</li> <li>• Carry out internship interview and feedback the results to the London Met Internships Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsive to enquiries, queries or problems arising from student</li> </ul>	<ul style="list-style-type: none"> <li>• Assess student work</li> <li>• Arrange credit transfer</li> </ul>

<i>Internship host</i>	<ul style="list-style-type: none"><li>• Offer either a confirmed or conditional internship</li><li>• If possible make contact with the student, by telephone or email</li></ul>	<ul style="list-style-type: none"><li>• Facilitate student supervision</li><li>• Complete mid-term student evaluation</li></ul>	<ul style="list-style-type: none"><li>• Complete student evaluation form</li></ul>
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# Work-Based Learning and Placement Development (CDES)

## Study Abroad Internships Programme Procedures



What happens if.....	Action
Student misses the application deadline?	<ul style="list-style-type: none"> <li>• If the application is agreed by the home college, student can still put in an application but no guarantees can be offered.</li> <li>• The ability to place an intern will be dependant upon staff resources, industry sector, job climate and suitability of the candidate.</li> </ul>
Student fails to make or maintain contact Work-Based Learning and Placement Development before arriving at London Metropolitan University?	<ul style="list-style-type: none"> <li>• The home college will be informed and contact the student to tell them to get in touch.</li> <li>• If no contact is made, it will be assumed that the arranged internship is suitable and therefore cannot be deemed unsuitable upon arrival.</li> <li>• Student will be issued with a written warning regarding maintenance of contact at their induction session.</li> </ul>
Student fails to submit a suitable CV?	<ul style="list-style-type: none"> <li>• No internship will be arranged for a student unless they have submitted, in the first instance, a resume, and in the second instance a British style CV.</li> <li>• Failure to submit CVs will be followed up by the home college, and unless submitted within a reasonable time of application – the student will not be allowed to continue with the internship request.</li> <li>• CVs / resumes should be made available in an electronic format.</li> </ul>
Student arrives at London Metropolitan University and decides not to take an internship after all?	<ul style="list-style-type: none"> <li>• Student will be asked to attend an interview with the London Met Internships Co-ordinator and will be reminded of their pre-departure internship interview and asked to review their decision.</li> <li>• If they still choose not to take their internship they must write to the internship host and explain the circumstances. They will then be referred to the International Programmes Office of their home college.</li> </ul>
Student arrives and wants to make changes to the amount of time spent on internship?	<ul style="list-style-type: none"> <li>• Student will be asked to explain their reasons for the change to the London Met Internships Co-ordinator, and may, depending on the internship host, be allowed to change or if an agreement satisfactory to all cannot be reached, s/he will be asked to withdraw from the internship.</li> <li>• If the student is asked to withdraw from the internship they will be referred to the International Programmes Office of their home college.</li> </ul>
Student is ill and cannot work?	<ul style="list-style-type: none"> <li>• Student must call both the host internship and London Met Internships Co-ordinator,</li> </ul>

	report their absence and give an estimation of the length of absence.
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# Work-Based Learning and Placement Development (CDES)

## Study Abroad Internships Programme Procedures



What happens if.....	Action
Student arrives and decides that the arranged internship is unsuitable but still wishes to intern?	<ul style="list-style-type: none"> <li>• Student will be asked to explain their reasons for requesting the change Work-Based Learning and Placement Development, and if the request is reasonable and resources allow for it, an alternative internship will then be sought by the London Met Internships Co-ordinator – however it cannot be guaranteed.</li> <li>• If the student then decides to withdraw from the existing internship they must write to the internship host and explain the circumstances. They will then be referred to the International Programmes Office of their home college.</li> </ul>
On arrival, the internship host declines to take the student?	<ul style="list-style-type: none"> <li>• Work-Based Learning and Placement Development will do their very best to find an alternative internship, although students should be prepared for the option of picking up classes for credit.</li> <li>• Students will be referred to the statement in the internship application pack which states that all internships arranged are subject to final approval by the internship host organisation and cannot be guaranteed in advance.</li> </ul>
Student suddenly leaves internship?	<ul style="list-style-type: none"> <li>• Extenuating circumstances will be taken into consideration, and in the event of mitigating factors, the London Met Internships Co-ordinator and the home college will liaise with the internship host to explain the situation.</li> <li>• However if the student has merely decided to leave the internship without explanation, any accrued credit hours may not be awarded and the student may be subject to disciplinary procedures at the home college.</li> </ul>
Student wishes to make a complaint about the internship programme or Work-Based Learning and Placement Development?	<ul style="list-style-type: none"> <li>• Please Work-Based Learning and Placement Development's complaints procedure for more information. Students may liaise with home college if more appropriate.</li> </ul>
Student is cause of a disciplinary problem or exhibits unacceptable behaviour	<ul style="list-style-type: none"> <li>• Disciplinary problems and /or unacceptable behaviour will not be tolerated on the Study Abroad Internship Programme.</li> <li>• Any student who has such problems or exhibits this behaviour will be at risk from immediate removed from their internship and loss of internship credit hours.</li> <li>• The student will be referred to the International Programmes Office and the Office of Judicial Affairs at the home college.</li> </ul>

**London Metropolitan University**  
**Work-Based Learning and Placement Development**  
**Study Abroad Internship Application Form**



First name:		Last name:			
College:		Home Campus:			
Academic advisor:		Study Abroad / Internship Advisor:			
When is the internship required? <i>(please circle)</i>	Fall semester	Spring semester	Summer		
What type of internship is required? <i>(please circle)</i>	Full time		Part time		
How many credits do you wish to earn? <i>(please circle)</i>	1	3	6	9	12
<i>Please note that generally 1 credit = 40 hours of internship work</i>					
Home address:		Address at college:			
Home telephone:		College telephone:			
Home email:		College email:			
Major:		Minor, if any:			
Anticipated date of graduation:		Overall GPA to date:			
Is an international internship a compulsory requirement of your study programme? <i>(please circle)</i>		Yes		No	
Desired area of internship, in order of preference:					
1					
2					
3					

Please list what you would consider to be your main skills:

Briefly describe your career goals:

How did you become aware of the international internship programme?

***Please submit a copy of your regular resume with this form.***  
*A UK optimised version can be submitted at a later date.*

*This form is available on request as an electronic document.*  
*If you would like an electronic copy please email [t.platt@londonmet.ac.uk](mailto:t.platt@londonmet.ac.uk)*

**This form is also available in other formats for those with sensory disabilities.  
Please contact Work-Based Learning and Placement Development for more  
information.**

Student signature:

Date:

**Please submit this application form both to your home college Study Abroad office  
and to the London Met Internships Co-ordinator by email to [t.platt@londonmet.ac.uk](mailto:t.platt@londonmet.ac.uk)**

**London Metropolitan University  
Work-Based Learning and Placement Development  
Study Abroad Internship Agreement**



This form is to be completed by all parties and retained by the London Met Internships Co-ordinator as a record of the Internship. Copies are available for employers, students and US partner colleges.

Student Information				
Name:		College ID Number:		
UK Address:				
Contact telephone number:		Contact email address:		
Credit hours earned:		Mode (please circle):	Full time	Part time
Employer Information				
Organisation:				
Supervisor:		Job title:		
Telephone:		Fax:		
Start date:		End date:		
Hours per week:		Days/Times:		
Job description:				
Signatures – please print and sign in the relevant box below				
<i>Student</i>			<i>Date:</i>	
<i>Employer</i>			<i>Date:</i>	
<i>London Metropolitan University Work-Based Learning and Placement Development</i>			<i>Date:</i>	

## Creating A Curriculum Vitae

A British CV is very different to an American resume, it often has more detail on it and can contain information that you are not permitted to put on a resume in the USA. The CV is a representation of you on a piece of paper and therefore it should try to convey to the reader a clear and true illustration of you and what you have to offer.

There is no 'one way' to prepare and present a CV – although there are some practices which are fairly standard when it comes to the information you include on your CV. A British CV is usually two pages in length.

It is expected that you would include the following information:

- Name, address, telephone number and an email address  
[If you have different addresses for school and vacation time, include both]
- Education and qualifications  
Give your college name, and college course. GPAs are not immediately transferable to the UK and therefore it is not necessary to include them
- Work experience / employment  
Give the company name, position held and the length of time you worked there. You can also include a small number of bullet points on skills you developed there or any responsibility you held
- Positions of responsibility  
A note of caution – fraternities and sororities are not well understood in the UK and it may be better to refer to them as Student Societies.
- The terms Freshman, Sophomore, Junior and Senior are not understood in the UK. Please refer to these as first year, second year, third year, final year.
- Activities and interests

Personal profile and / or career objective statements give you the opportunity to make an impact with your CV. Avoid using bland statements and blanket claims to skills, abilities or achievements. You need to show focus and direction in a realistic yet ambitious manner. Whilst this section is optional, if you choose to include it remember to keep this section relatively short.

References should be included and two referees are normally required. One should be a professor or someone from the college, the other from your work or personal life- but not a member of your family. Always ask their permission to name them and provide email addresses as contacts where possible.

Work-Based Learning and Placement Development offer a CV reviewing service, with free advice and helpful hints on producing your British CV. Please feel free to email your CV to [t.platt@londonmet.ac.uk](mailto:t.platt@londonmet.ac.uk) and we will happily give you feedback on it.

The next page gives an example of a typical CV, and whilst you do not need to follow the style, it may help to illustrate the points above. The final page has some style tips that may assist you in the final presentation of your CV.

# Alicia Han

## Personal Details

Address: 18 Dorset Road, Archway, London, N19 3WA  
Telephone number: 020 7267 2789  
E-mail: 00123@londonmet.ac.uk

## Personal Profile

Combining degree level study with the need to earn money throughout my course has developed my self-discipline, time management and determination. The importance of Education only hit me after I left school, and I have been making up for lost time at college and now University. I am serious and focused in my study and am making the most of University life by involving myself in the Students Union, and by taking on the role of course representative.

## Education

1994 – present	London Metropolitan University BEng Communications Engineering TEAM PROJECT: To work with Business students to help a local theatre identify options for upgrading their technical equipment. Had to produce a report for the company and make a presentation.
1993/4	London Metropolitan University HITECC Foundation
1989	Hackney Youth Workshop NVQ2 in Data Processing, Hackney Youth Workshop
1982/7	Hackney Comprehensive School GCSE Design Technology (B)      GCSE English Language (C) GCSE Mathematics (D)

## Work Experience

Summer 1998	<b>Pell and Bales: Telemarketing Assistant</b> Worked as a call operator and canvasser on fund-raising campaigns for non-profit making organisations. Learned tact & diplomacy in phone calling, and overcame my fear of ringing strangers to make requests.
1995 – 1998	<b>McDonalds Restaurants: Crew member</b> Have worked part time for several years, doing all the basic jobs. Have helped inducting and training staff, and have occasionally deputised in the manager's absence.

## Positions of Responsibility

In the second year of my degree, I took an active part in the African Caribbean Society. I shared responsibility for the organisation of a successful programme of visiting speakers. I was a student envoy which involved taking groups of younger applicants around the University, giving presentations to college leavers. Additionally I helped a small group of local primary children with their reading

## Interests

Computing	I design and print my own fanzines.
Travel	I organized a trip to Mexico last summer for 6 friends

## Referees

Professor A.G. Bell, Course Tutor <a href="mailto:Professor.bell@unl.ac.uk">Professor.bell@unl.ac.uk</a>	Mr J.W. Smith, Manager <a href="mailto:j.w.smith@mcdonalds.co.uk">j.w.smith@mcdonalds.co.uk</a>
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## CV Checklist

There is no single 'right' or 'wrong' way to do a CV but there are certain basics that any CV should get right. The following will help make sure your CV has maximum impact.

### Content

Appropriate Weighting – the amount of space devoted to a section or topic depends on the emphasis you wish the employer to give to it. For example, your university qualifications should be given greater prominence than school qualifications.

Words – use positive action words e.g. 'organised', 'initiated', 'co-ordinated'.

Skills – be specific about your skills. Be clear, for example, about the level of proficiency in any foreign languages you have. Or, if you say you know something about computer software packages be precise about how well you know them. Also, when claiming you have skills make sure you provide evidence of where and how you developed them.

Referees – two referees are normal. One academic and one work or character related.

Dates – avoid significant gaps – see a careers adviser for guidance if this applies to you.

Length – ideally it should be no more than two pages – you will probably need two, to give enough information to capture an employer's attention.

Logical order – the most important information has to come first. Section should include personal details, education, employment, skills, interests and references.

Disclosing disabilities – if this is of concern to you see a careers adviser or visit [www.nrec.org.uk/employability/startup.htm](http://www.nrec.org.uk/employability/startup.htm) or [www.skill.org.uk](http://www.skill.org.uk)

### Presentation

- Your CV should look neat and tidy, with all the information easy to find.
- Use CAPITALS and **bold** to separate out different sections.
- Use **bold** and italics (sparingly) to highlight important points or words.
- Underlining is probably best avoided, as it can give the CV an old fashioned look. Avoid going overboard with special effects.
- Use good quality paper and a printer that produces a clean output. White paper is usually best.
- Spelling and good grammar are paramount, and spelling and grammar checkers can be misleading. Please use British spelling, eg. colour not color, organisation not organization – if in doubt get a British person (eg. London Met Internships Co-ordinator) to check this or set your spellcheck to UK English.
- Employers expect perfect CVs.