



London Center Internship Information and Application

ITHACA

Thank you for your interest in applying for an internship at the Ithaca College London Center.

The Ithaca College London Center offers internship opportunities in many different areas to qualified students who seek a cultural learning experience. The cultural internship experience gives you the opportunity to explore your career goals by integrating formal academic preparation with the workplace. This experience gives you the chance to directly relate your academic work to your specific career and professional goals. You will be able to expand your understanding of the work world while gaining hands-on experience in your field of interest. In addition, you will receive 3 credits for this unpaid internship.

Ithaca College
Office of International Programs (OIP)
CHS 214-2
Ithaca, NY 14850
Tel: 607-274-3306
Fax: 607-274-1515
Email: intlprog@ithaca.edu
Website: www.ithaca.edu/oip

Through participation in the London Center cultural internship program you will gain the critical skills that are valued by employers. These include learning how to effectively communicate, taking initiative, accepting responsibility and learning time management skills. An advantage of a cultural internship experience is that only about 5% of college graduates have studied abroad. Therefore an international experience will set you apart from others when it comes time to look for a job.

Advantages of a London Internship: Overseas internships provide valuable hands-on experience to prepare you for your future. There are many special advantages you can gain from having an internship in London. You will have opportunities to experience the following:

- Meet people from another culture
- Make valuable overseas contacts
- Prepare yourself for the global market place
- Develop marketable skills that will attract the attention of prospective employers
- Gain work experience in an international environment

Intern Responsibilities: Interns are expected to work a minimum of 16 hours per week or two full work days per week for this 3 credit unpaid internship. Most interns, however, find that they are given more responsibility for interesting and challenging assignments if they are willing to invest additional time. Should your host site ask you to work additional hours, you are responsible for arranging your personal schedule (evenings or weekends) to accommodate this request if you wish to accept the additional hours.

All interns are required to keep a journal and submit a final paper related to the internship field. Interns must also attend guest lectures and regularly scheduled meetings with their internship coordinator and complete assigned readings and reports which relate to the placement field in the UK. All assignments are explained in the internship syllabus. Business and Communications majors are graded on a pass/fail basis. All the other interns receive a letter grade (A-F). If you are not an Ithaca College student and your college requires a letter grade in a business or communications program, please notify us so that we can grade you appropriately.



I was an intern at the Houses of Parliament. I really learned a lot about British politics and important issues of concern. I was able to attend question and answer sessions with Tony Blair, the Prime Minister of England. Working in British politics showed me how the US and the UK were different in how they reacted and treated constituencies. Through administrative work and attending various sessions I got a real feel for what it is like to be a woman in politics. – Allison Powers, Politics Major



I interned with Eastman Kodak and primarily worked with marketing for Kodak single-use cameras for Europe, the Middle East and Africa. I worked along with two major ad agencies in coordinating projects and making sure things were running smoothly. I made a lot of great contacts for my field and I really enjoyed the whole internship experience. – Kevin Rettig, TV/Radio Major

Eligibility Requirements:

- Admission for one semester or summer of full time study at the Ithaca College London Center
- Junior or Senior status
- Major or minor in the requested internship field
- Humanities, Political Science, Social Service and Theater interns: completion of 3/4 major or minor related to internship field
- GPA of 3.0 or better

The Placement Process: You do not need to have a particular placement site in mind. The internship coordinator in London will develop a placement for you based on the information included in your resume and cover letter. These are the placement process steps:

1. Your application will be reviewed by the staff at the Office of International Programs.
2. If you are offered admission to the internship program, you may be asked to revise your resume and cover letter.
3. Final application materials are forwarded to field specific internship coordinators in London.
4. The internship coordinator will forward your resume and cover letter to potential placement sites. You may not receive information regarding your placement before you arrive in London.
5. During your orientation week you will meet with the internship coordinator and receive the following information:
 - Name of the company that has agreed to interview you
 - Interview date and time
 - Name of contact at the host organization
 - Address and phone number of the organization
6. In most cases, this interview will confirm your internship placement, and you will begin working once you receive "permission to work."
7. The internship coordinators attempt to match your interests with an appropriate placement, and will arrange an interview for you. If you are unhappy with your placement or the company chooses not to accept you, your internship coordinator will try to make alternate arrangements for you. If you are not satisfied with your initial placement, the internship coordinator cannot guarantee that an alternative placement will be found.

Special Requirements: Some placements in social service agencies, national galleries and museums, and Parliament require a security clearance or police inspection prior to placement. Social Service interns should also be aware that British law rigidly protects the safety and rights of minors and thus prohibits workers who are not licensed from working directly with children. In addition, to work with certain special populations (such as mental health patients or young children) under British law, special training or licensing may be required.

Immigration requirements: Full-time students who wish to work as interns or seek part-time employment will need to apply for a visa. Further information about immigration requirements will be provided during the internship orientation and during the semester before the internship is to take place.

Application Process and Selection: Admission to the Ithaca College London Center does not guarantee acceptance to the cultural internship program. You must give serious thought to the application, state realistic objectives, and demonstrate class work or other experiences which have prepared you for the internship experience. If you are not admitted to the internship program you will be asked to choose another course as a substitution.

You must complete and submit to the Office of International Programs, the cultural internship application (forms attached or available at www.ithaca.edu/oip/abroad_apply.htm) which includes:

- Application form with signatures of approval from your faculty advisor and department chair
- Internship Questionnaire
- Current resume
- Typewritten cover letter



As an intern at the Mildmay Mission Hospital, an AIDS hospice, I was able to work directly with patients, their families, their friends, by setting up activities and helping them deal with coping issues. I worked with many people from different cultures and backgrounds. The people I worked with looked up to me as a token "American" and wanted to learn all about where I was from. After working with these patients who were going to die, I really learned that death is just another stage of life and it is nothing to fear. - Eddie Alessi, Sociology Major

Resume/Curriculum Vitae Instructions

Following are tips will help neaten and strengthen your CV and make it pertinent to the British workplace.

1. A CV, especially for someone without much professional experience, is one page in length. Play around with spacing, sizing, and borders to fit one page. Avoid cluttering that one page with a lot of info.
2. Keep information current. Try to avoid out-of-date experiences, like high school jobs/awards/clubs. Only use this information if it is all you have under your belt.
Omit certain information such as:
 - a. High School experiences
 - b. Classes (highlight what you learned in the Cover Letter)
 - c. "References upon Request" ... Our Internship Coordinators will act on your behalf.
 - d. Saying you know a language unless you are fluent! (That means writing, speaking and understanding it!)
3. The order of the CV varies. People usually follow this model:
 - a. **Name** (large and sometimes centered) and contact info. (address, phone, e-mail)
 - b. **Objective:** One sentence (usually 1-2 lines long) –your goal
 - c. **Education info** (name of school, course of study, expected graduation date)
 - i. People tend to list Awards after this section
 - ii. Be careful with using "GPA" as the UK does not use this information. If you say it at all, spell it out, "Grade Point Average" & give the range as reference. (i.e. "3.5 out of 4.0 grade point average.").
 - iii. "Major" and "Minor" don't mean much in the UK - instead list your course of study by saying something like this "Course of study: Broadcast Journalism and Art History" or split it up by saying, "Course of study: Broadcast Journalism. Second course of study: Art History")
 - d. **Experience pertaining to job.** You may want to highlight experience in the field in which you would like to intern first. (i.e. "Professional Experience"). People usually mention 3-5 jobs here. Be sure not to crowd the paper with just jobs, especially if you have done several jobs that involve similar responsibilities. You can highlight a summary sentence addressing that fact in your cover letter.
 - i. Name of your job title (i.e. Office Assistant), include name of Company and place(town/state) of work and dates worked (hopefully all on 1-2 lines).
 - ii. Use active verbs to describe your job role (i.e. "Proofread stories" or "Supervised 14-member team", etc.). This should fit on 1-2 additional lines.
 - iii. Dates with regard to your experience/jobs: You may want to space the dates more toward the right and keep all dates aligned.
 - e. **Other experience**
 - i. This could either be a section that describes work that doesn't pertain to the field you want to work in (i.e. first jobs/fast food/ etc.) or it could be the section that describes any other work you have done that wasn't a professional/paying job. (i.e.– volunteering, student activities)
 - f. **Skills**
 - i. Computer skills are good to mention (List is fine: i.e. "proficient in Microsoft Word, HTML...etc.)
 - g. **Activities/Interests**
 - i. Volunteering, interests-sports, arts, writing, etc.

Please take into consideration the British way of spelling certain words. If you have the option on your computer features (Tools, Spelling and Grammar/Dictionary Language ...choose English U.K to help you).

<u>US</u>	<u>UK</u>
College/university	university
Center	centre
color	colour
emphasize	emphasise
organization	organisation
realize	realise

Cover Letter Instructions

- Address the letter: "To Whom it May Concern"
- Address: Use the Ithaca College London Center address:
Ithaca College London Center
35 Harrington Gardens
London SW7 4JU
Phone # 020 7244 4800
- Please replace "resumé" with either "curriculum vitae" or its abbreviation "CV"
- Please replace "internship" with "work experience"
- It is stronger to say you "researched" a subject instead of saying "I have also done two independent studies." Brits may not fully understand an independent study, so you should describe the activities you performed in the independent study.
- Please rephrase "major" and "minor" to something along the lines of "course of study", "concentration", "second course of study", "focusing/emphasizing on" etc. as "major" and "minor" are terms not used in the UK.
- Say you are a "university student" or give specifics like "third-year (whatever year) university student" as the word "college" means high school in the UK., and "school" means "grammar school" in the UK.
- Highlight your interests in the cover letter. This is important, as it adds some color to the black and white description of what you can do. Show (don't tell) the reader the details of a few events in your life...ones that describe who you are and what you are like, applying these tales with skills you have acquired. Provide examples/stories (i.e. Avoid listing class names. "I have taken Marketing" ... describe the skills you've acquired through the class or previous experience instead).
- The cover letter is the place to describe skills, even ones gained in experiences that are a bit old to mention on the CV (like any relevant high school experience).
- Specifically describe the type of work or placement you would like to have in London
- Include any paid, volunteer and extracurricular experiences that have prepared you for the internship.
- Discuss your long-term goals as they relate to the internship.
- Limit your letter to one page, typed and single spaced.
- Explain any College specific or American terms (i.e. ICTV, Campus Center Manager, RA, AAF).
- Use a formal tone, and make sure your letter is free from grammatical and spelling errors.
- Do not request a placement with a specific company or organization in the body of your letter. If you would prefer a particular placement site, please submit a separate note with the name of the organization and contact information.
- Direct requests for further information to the London Center. It is not necessary to include your campus or home phone number in the final paragraph.
- Remember to sign your letter.



I interned at the London Radio Service which is made up of the World Wide Television News and British Satellite News. They are a free service that produces news and they have many public affairs shows. I had the experience of a lifetime. I went to Oxford and Cambridge to cover stories, went out on many interviews all over London, wrote stories and worked hands-on with producers. My most memorable assignment was working on a public affairs show about youth culture where I was able to attend an alternative fashion show and interview models, artists and designers. I also worked on a show covering young people and youth programs in England. - Amy Berkowitz – Journalism major

Sample Cover letter:

Your Name
c/o Ithaca College London Center
35 Harrington Gardens
London SW7 4JU England

To Whom it May Concern:

I am writing to you regarding a possible internship in the field of theatrical design or scenic art with your company. I will be studying at the Ithaca College London Center this coming spring and am interested in pursuing a position from which I can again further education.

I am currently a student in an intensive Bachelor of Fine Arts program at Ithaca College, with an emphasis in theatrical painting and design. After graduation I plan to paint and design professionally. At Ithaca College I am employed as the Paint Shop Supervisor and have had the responsibility of painting, organizing and training other students for various shows. I have also augmented my studies professionally with employment as a scenic artist at a union theater and have apprentice status with the United States Artists, Local #829. In addition, I have worked as an assistant for designer Erchard Rom on several projects including Oklahoma! at the Virginia Opera. Through my studies at school and professional experiences I have learned to work on both a large and small scale. I am accustomed to working at a quick pace, under varied conditions, using many different mediums.

Specifically, I hope to find placement in a professional theater or scenic production house where I will have the opportunity to observe and hopefully assist with scene artists or a theatrical designer. I am pursuing an internship with an interest not only in theater, but with an interest in an international, cultural learning experience. In London, I hope to immerse myself in the work environment of another culture, gaining insights that can specifically lead to a broader understanding of technical theater.

Thank you for your time and consideration. If you have any questions or need any further information, please do not hesitate to contact the Ithaca College London Center.

Sincerely,

(signature)

Student name



I interned with the BBC British Short Film Festival (BBC BSFF). The BBC BSFF is a registered charity in London, so all sponsorship for the film festival had to be solicited. My main responsibility was to secure sponsorship. I wrote press releases, developed media databases, contacted sponsors through media calls and letters, met with potential sponsors to present an overview of the film festival and helped to coordinate the awards ceremony and gala. At the request of the BBC BSFF director, I returned to London the following Fall to assist with the short film festival. Held at the Empire Theater in Leister Square, London I was provided with the opportunity to announce the films before each screening, meet with film-makers from 30 different countries worldwide and talk one-on-one with the sponsors. Interning with the BBC BSFF made me aware of how well Ithaca College has prepared me for the "real world."

- Brooke Muller, Organizational Communication, Learning and Design Major

