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## OVERVIEW & INSTRUCTIONS

This is a guide to internship placements on the London Internship Program, including information about the placement process and a brief description of the fields in which students are typically placed.

Read the guide **in full**. It is very detailed, and a comprehensive overview of what to expect on an Arcadia internship program in London.

### How to Use This Guide

This is a guide to the kinds of internships students have typically done on the program. Use it to help identify three fields of interest in order to complete the Internship Placement Questionnaire in your application. The field listings here are very general. Every placement experience is unique, evolving organically depending on a multitude of factors including:

- The relationship you develop with your supervisor and colleagues
- Your own skills and prior experience,
- Your willingness to integrate into the work culture and attitude at work
- And of course, the unpredictable nature of life in any workplace

Adapting to such challenges and opportunities is central to the learning experience of the placement and the Arcadia internship course, Work in Thought and Action.

### Why pursue an internship?

Undertaking an internship with Arcadia exposes students to the working world in a field of interest in London, allowing them to gain work experience in an international environment while also reflecting in the classroom with faculty and fellow internship students, helping put the internship experience into a broader academic context.

### Placement Guarantee

If accepted, students are guaranteed the offer of a placement. Arcadia strives to accommodate placement preferences as indicated in the Internship Placement Questionnaire; however, **we cannot guarantee any particular field or type/size of organization**. Applicants are required to have a high degree of flexibility

# London Internship Program Placement Guide



when indicating placement preferences and in the placement process overall. Willingness to be flexible may affect your admissions decision.

**Initial placement offers are provisional and subject to a successful interview.** Even after the interview and 'being placed', it is important to remember that all internship placements proceed at the employer's discretion. Should an employer's circumstances change at any point, or an unforeseen problem arises requiring a change of placement, students will be expected to provide a maximum of flexibility in our search for an alternative placement.

Students who have their own internship contacts in London, or who wish to look for their own placement for any reason, are also welcome to arrange their own internship placement. We will ask for the details of the placement, including the placement supervisor's contact information, for our records on the program and as sponsors for the student visa. Further placement search advice can also be provided for anyone wishing to seek their own placement.

## How has COVID-19 affected internship placements?

COVID-19 has had a big impact on the workplace, with many employers now working remotely or operating under a hybrid (in office and remote) model. As we see this trend continuing in the working world generally, this will also be so for many internships, and students are expected to be flexible with regard to any such arrangements.

## Internships at a Glance!



Interns work 8 hours per day, 3 days per week!  
10 weeks during Fall/Spring, 6 weeks during Summer



Approximately 240 hours in Fall/Spring & 144 hours in Summer.



You will need to get a student visa (approx \$500 USD). You will also need to consider increased travel costs in London to get to and from your placement.



You will take a class to pair with your internship!

## INTERNSHIP FIELD DIRECTORY

### How to Use the Guide

**This is a main category.  
You need to choose  
THREE of these.**

#### ACCOUNTING

Placements in accounting can be either firm based or in-house, with most placements taking place in smaller work environments. Students should note that placements in management consultancies and "Big 4" companies are highly unlikely, and students wishing for such placements are encouraged to apply directly to these companies, bearing in mind the dates for the placement term and that the programme allows for placements to take place three days per week.

**This is a sub category.  
You are welcome to list  
it as a preference when  
you submit your IPQ,  
but you **MUST** be willing  
to work anything in the  
main category.**

#### Accounting Firms

Placements in accounting firms can focus on support in audit and tax and may involve areas such as transaction services, business process outsourcing, consulting and IT advising.

#### In-house Company Finance

There is also the possibility of working in the finance department of a particular company in any number of industries. These can involve all aspects of a company's financial transactions and bookkeeping – recording sales, purchases, income, payroll, payments and reporting these to the relevant authorities.

### What is not available?

Some placements we are not able to offer due to U.K. laws, regulations, or company policies.

- Healthcare
- Medical
- Dental
- Direct Patient Support (Mental/Physical Health)
- SA Survivor Support
- Social Work
- Child Services
- Architecture
- Engineering
- STEM
- Law Enforcement
- Forensics
- National Security/Intelligence
- High Profile Clients/Celebrity PR
- Environmental Law/Business

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## ACCOUNTING

Placements in accounting can be either firm based or in-house, with most placements taking place in smaller work environments. **Placements in management consultancies and “Big 4” companies are highly unlikely.** If this is your main priority, talk to your program advisor about sourcing your own placement.

### Accounting Firms

Placements in accounting firms can focus on support in audit and tax and may involve areas such as transaction services, business process outsourcing, consulting and IT advising.

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## ADVERTISING

Placements in advertising tend to be firm based (as opposed to in-house) and are most commonly found in the area of account planning. Graphic Design is another closely related area that we can look for provided students have relevant coursework, technical skills and, in some cases, sample work.

### Account Planning

Account Planners develop advertising campaigns with responsibility for writing the formal creative brief and managing the process from brief through creative development to final campaign product. Placements in advertising typically provide support through this process as well as market research.

### Graphic Design

Students interested in graphic design and/or design elements in advertising usually need to indicate skills such as Adobe Illustrator, InDesign and Photoshop and may be required to show sample work.

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## ARTS

London is a hub for institutions across the arts sector. Fine arts placements can be found in a variety of galleries and museums that display, preserve, restore, or help promote art in its various formats. Performing arts placements can also be sourced within the music and theater industries.

### Art Galleries and Museums

Placements in art are most commonly found in commercial galleries. Typical duties can include working with artists and gallery staff in hanging works, preparing exhibitions, event administration, marketing, social media, etc. There are also many specialist museums in London that can provide similar opportunities. **Internships at larger galleries and museums can be difficult to obtain.**

### Music

Music placements are housed with small record labels or promotion companies, where students may have the opportunity to assist with artist management, marketing, and PR.

### Theatre and Casting

London is world renowned for its West End, but it also contains a number of fringe theaters that produce an eclectic range of performances. With large, well-known theaters difficult to secure, students are more likely to be placed in the aforementioned fringe theater sector. Students must be flexible on the type of role, as tasks can vary substantially; e.g. box office, marketing/PR, stage management, theater education, et al.

Students interested in the administrative side of theatrical production have also been placed in various casting agencies in London. Such placements can provide exposure to the world of artist/performer representation and public relations.

## BUSINESS

Placements in Business can take place across a wide range of industries and focus on many different types of roles, including marketing and social media. The following are some of the commonly requested areas of focus for placements within the field of business:

### Corporate Events/Event Planning

Placements in event planning typically employ a combination of communication, organization, and administrative skills in planning, promoting, delivering events. This can often crossover into administrative support, general marketing, and social media.

# London Internship Program Placement Guide



## **Entrepreneurship/SME's (Small and Medium-Sized Enterprises)**

Placements in start-up companies (or those who have started in recent years) can provide an excellent all round business experience. These placement environments are usually smaller and typified by a spirit of innovation, creativity, and a youthful approach to business.

Interns typically gain exposure to a variety of activities depending on the company and their current needs, but will often be involved in market development through social media, in addition to gathering business intelligence through research. Students seeking entrepreneurial placements should possess initiative and an open mind toward the potentially wide variety of tasks that will contribute to business growth.

## **Financial Services**

Financial services placements in London have become increasingly competitive in recent years, making this a highly challenging sector for sourcing placements. **Applicants must have a 3.7 GPA along with significant prior experience in this field to be considered.**

Placements will be typically found in smaller investment firms. Many larger banks host their own internship placements, so students interested in larger banks should contact their program advisor about opportunities to source their own placement.

## **Human Resources/Recruitment**

Human Resources (HR) officers develop and implement policies relating to personnel within an organization. Their aim is to ensure that the organization employs the right balance of staff in terms of skill and experience, and that training and development opportunities are available. Internships in HR focus on administrative support for the varied functions within this area of business.

## **Operations**

Business operations as a descriptor can involve almost any area of an organization's functions, including development, research, marketing/communications, accounting, managing supply chains, and general administrative assistance.

## **Real Estate**

Placements in Real Estate may involve working with commercial and/or residential property management, property development, and asset management, typically involving administrative support, marketing and social media.

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## FILM & TELEVISION

Although smaller than its American counterpart, the British film and television industry is vibrant and innovative. Production companies may specialize in corporate or commercial film, as well as a variety of content for television broadcasters. Roles are generally broken down into the following two areas:

### **Production**

Production may involve pre-production/development activities, such as assisting producers with research, administration, script-reading, etc, as well as assisting “on-set” and with shoots. Most production companies have varying tasks, depending on the phase of production they are in at the time of the placement.

### **Post-production**

There may be limited post-production opportunities for students who are interested in post-production. Applicants must demonstrate competence with software such as Avid and/or Final Cut Pro.

## HOSPITALITY

Placements in hospitality can take place within hotels, travel/tourism companies, concierge services as well as bars and restaurants.

### **Bars and Restaurants**

London is a center for food and nightlife, and placements within bars and restaurants usually focus on marketing, social media, events and general promotion.

### **Concierge Services**

There are several luxury concierge organizations that provide a range of services covering every facet of the luxury lifestyle market including travel, real estate, wine, art, retail, events, PR, publishing, and more.

### **Hotels**

Hotel placements can take place in various areas of operations, including front desk, events, marketing and sales, human resources as well as finance.



# London Internship Program Placement Guide



## Travel/Tourism Companies

As a major tourism destination, there are many companies in London that administer tourism activities. There are also travel companies who undertake bookings for international tourist destinations.

## JOURNALISM

London is home to many newspapers, magazines, and broadcast outlets across a wide range of interests.

### Broadcasting

There may be a limited number of placements available in broadcast journalism although interested students must be flexible and are expected to list other areas in journalism or other fields.

### Digital & Print Journalism

There are a great many digital and print magazines published in London across every area of interest. If considering a magazine internship, indicate what subjects you would like. These may include, but are not necessarily limited to, current events, politics, food, travel, film, music, arts, fashion & beauty, health, sport, London listings, industry trades, etc.

As with so many fields, students are asked to be flexible about size and industry of publication, and to list at least several types of publication in the Internship Placement Questionnaire. Students should also be aware that by-lines and other writing roles are not guaranteed, and are usually more prevalent on smaller publications.

**Placements with national broadsheet and tabloid newspapers are very difficult to source.**

Alternatives may include local newspapers in and around the London area, in addition to the aforementioned magazine sector.

### Publishing

There may be some opportunities to work in book publishing, although students will need to be open to smaller publishing houses. Marketing, publicity, and sales placements are more common than editorial work.

## LAW

Many undergraduates considering going to law school in the US can benefit from the experience of working in the British legal system, particularly with the US legal system's basis in English common law.

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## **Criminal Law**

Criminal law firms work to defend clients in a wide range of cases. Internships often take place in firms supported by legal aid, defending clients who cannot afford to be defended by private firms. Placements in criminal law usually have a good degree of variation with some days clerking in court, or visiting clients, while other days may involve research or other work in the office.

## **Civil Law**

Civil law firms focus on laws pertaining to non-criminal matters, including housing, immigration, property, family matters (child custody, divorce), wills and probate, personal injury, and employment, among others. As with criminal law, civil law placements are based in firms and usually involve a good degree of variation, with duties such as clerking in court and interviewing clients.

## **Corporate Law**

Corporate law focuses on legal matters pertaining to how a company can operate, often dealing with contracts between a given company and other outside organizations, governments or individuals. Corporate law internships can take place either in-house where you will be working specifically for the given company, or within a firm dealing with multiple clients. Corporate law internships tend to be office-based.

## **MARKETING**

Of all of the areas we work with for placements in London, marketing is the one which is both listed as its own field as well as being a potentially central part of placements within *any* field.

### **Marketing Firms**

Placements based in marketing firms are usually in the area of digital marketing, focusing on activities such as search engine optimization, social media and market research. There has been an increase in recent years in smaller firms working with entrepreneurial companies and SME's to maximize their promotional activities, particularly online.

### **In-house Marketing**

Similar tasks can occur in in-house marketing placements, but may focus on wider activities such as event planning, fundraising and other areas of business and company promotion.

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## NON-GOVERNMENT ORGANIZATIONS (NGOs)

There are many different types of organizations that we classify under the category of Non-Government Organization including those working in economic, political, and social spheres that are not part of governments or political parties. These organizations would be referred to as “non-profits” in the U.S.

NGOs can be focused locally, nationally or internationally and include not-for-profit organizations, charities, advocacy groups, political consultancies, lobbying groups and research organizations. We have broken these down into two broad categories - socially focused organizations and politically/economically focused organizations.

### **Socially Focused NGOs**

Many interns have worked with socially focused organizations with an emphasis on areas such as youth advocacy, women’s issues, health and poverty, human rights, race issues, refugees, immigration, LGBT and environmental matters, to name a few. Some organizations may have an international focus, while others may be more grassroots based. Placement duties can range from advocating causes (campaigning, event planning, marketing, PR) to work on the ground.

### **Politically/Economically Focused NGOs**

Placements have included economic development, foreign policy, policy research, political consultancies, political lobbying, public affairs, and security/defense. Event planning, marketing, PR, and research duties remain common threads across NGOs, but students may also undertake tasks such as press monitoring.

## PARLIAMENT

Students in any major who are interested in how the U.K. government works could state their interest in working with a Member of Parliament! These placements will require an additional fingerprint in addition to what is needed for the student visa.

### **Member of Parliament (MP) Placement**

Placements with a Member of Parliament (MP) can take place either within the the MP’s office in the Palace of Westminster or within the MP’s local constituency office (if based within commutable distance), both of which typically involve constituent communication, research, administration and possibly - depending on the time-frame of the term - election campaigning.

Students interested in working with a Member of Parliament must select *Parliament* as the field and complete the separate *London Parliament Questionnaire*, which asks students to discuss their

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knowledge of and interest in UK politics as well as any information on previous political, volunteer or extracurricular experience.

The Parliament questionnaire is a separate, selective application. Not all applicants will be offered an MP placement. Students who do not wish to work with an MP's office do not have to complete the questionnaire, and should select *Politics* as the field. They can then indicate a preference for other opportunities to work in non-Parliamentary political placements in the areas discussed below.

**We encourage applications for Parliament and Politics from students in any major. Prior political experience is not required for acceptance.**

## **\*\*ADDITIONAL REQUIREMENT FOR ALL PARLIAMENTARY PLACEMENTS\*\***

**All students approved for a placement in the Palace of Westminster (Parliament) must obtain an FBI national background check. This is the responsibility of the student to obtain, and must be completed prior to program departure, at the same time as applying for their Student Visa.**

A national FBI background check can usually be obtained within a few days through one of the **FBI approved channel organizations**. (It may be referred to on these sites as 'FBI Channeling'.) Students must look at their websites and contact them directly to initiate obtaining an electronic PDF of the check.

To obtain a background check, students must get a set of fingerprints taken. These can usually be done electronically through what is called LiveScan, at outlets around the US (check with the chosen FBI Channel organization).

Every organization will list their own fees and processing times. Fees typically are around \$50 USD (confirm whether this includes the fingerprint scanning as well). There is an option to obtain the check through an organization in the UK after arrival, but with a total cost of £138 GBP.

Once received, students must email the electronic version of your FBI check to the relevant Arcadia placement staff member as with the other items listed.

## **POLITICS**

Politics placements provide an insight into the UK system of government and party political organizations even outside of working with an MP. These may include working with the headquarters of one of the main political parties, local constituency offices as well as lobbying or information services.

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## **Political Information Services**

There are a number of organizations that provide various services related to the activities of Parliament and the UK Government, such as political PR, lobbying and seminars or other political event services.

## **Political Party Headquarters**

In addition to having local constituency offices throughout the UK, each of the main political parties has a London-based Headquarters, which serves as the coordinating center for all of the party's administration, communication and policy development. Headquarter placements are more difficult to find, but we have had students working in communications (marketing & public relations), campaigning, and administration.

## **Other Political Party Offices**

There are a number of other potential opportunities within local politics as well as local party constituency offices similar to the roles mentioned above.

## **PSYCHOLOGY & HEALTH RELATED ORGANIZATIONS**

**This area has VERY limited placements. Psychology majors will be given priority.**

Internships in the field of Psychology are mostly administrative in nature or based in community health awareness. Limited research opportunities are available. If you are interested in a more direct research opportunity, talk to your program advisor about independent study or Summer STEM research opportunities that are available at Arcadia Abroad (potentially through other programs).

## **Contact Support**

Direct patient support is not available in the same context that students would be familiar with in the US. Any placements involving contact support with patients or other client populations are limited, and usually involve, for example, support to children in hospital schools or special needs schools, or observational support to carers within mental health clinics, women's shelters, day care centers, elderly care services, etc. Tasks can involve administration, client communication, assisting with group facilitation, etc.

## **Research Psychology**

There are opportunities to undertake a placement in the area of research psychology across a wide range of projects, including neuropsychology, behavioral and cognitive psychology. Tasks can include assisting with interviews, administration and research analysis.

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## Health Related Organizations

While we cannot source medical care placements, there may be opportunities to undertake administrative placements in a health facility or other health related organization such as non-profit organizations working to promote healthcare for various groups, a health communications agency (pr/marketing) or a medical publisher.

### **\*\*ADDITIONAL REQUIREMENT FOR ALL PARLIAMENTARY PLACEMENTS\*\***

**a) All students approved for a placement that will involve contact with clients/patients (contact and research) must obtain an FBI national background check before coming on the Program.**

A national FBI background check can usually be obtained within a few days through one of the **FBI approved channel organizations**. (It may be referred to on these sites as 'FBI Channeling'.) Students must look at their websites and contact them directly to initiate obtaining an electronic PDF of the check.

To obtain a background check, students must get a set of fingerprints taken. These can usually be done electronically through what is called LiveScan, at outlets around the US (check with the chosen FBI Channel organization).

Every organization will list their own fees and processing times. Fees typically are around \$50 USD (confirm whether this includes the fingerprint scanning as well). There is an option to obtain the check through an organization in the UK after arrival, but with a total cost of £138 GBP.

Once received, students must email the electronic version of your FBI check to the relevant Arcadia placement staff member as with the other items listed.

**b) Some placements that involve contact with vulnerable populations may require a UK DBS Check, which would incur an additional £75 fee. We will seek to advise you at the earliest possible stage if this is the case.**

## PUBLIC RELATIONS

Public Relations involves making use of all forms of media and communication to build and manage a client's public presence and reputation.

Placements in PR tend to be agency based and typically provide client support in monitoring publicity and media coverage, assisting with press enquiries and events as well as other general administrative support. Industries may include fashion/lifestyle, entertainment (including casting and client management), business and non-profit sectors, to name a few.

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## FREQUENTLY ASKED QUESTIONS

The following FAQ's provide a detailed insight into the structure of the internship program including academics, life in the internship placement and how we match students to placements. Review the answers to these questions, as it will give a more in depth sense of what to expect. If, after reading them, you have additional questions, you can speak with your Program Advisor.

### 1. How long is the internship?

#### **Semester**

3 days per week over a 10 week period in the semester terms (fall and spring). For students on a semester program (fall and spring), the placement will begin along with your classes in Week 2 of the term (following orientation week), and you'll also have a reading week break around Week 8, which will be a break from both internship and Arcadia classes. You'll then finish the internship about 3 weeks before the end of the full term, allowing you to focus in the final weeks on classes/exams, your research project for the internship, presentation, etc.

#### **Summer**

3 days per week for 6 weeks in the summer term. Students will begin their placement along with the non-internship elective course in Week 2 of the term (following orientation). Schedules will vary by term.

#### **All**

Placements are typically 8 hours per day, but this can vary somewhat as each employer has their own normal working hours, but it usually falls between 7-9 hours per full working day.

### 2. How many classes/credits can I take?

#### **Arcadia in London Center Programs**

##### ***Fall/Spring/Academic Year***

Students take 4 classes in a semester on the London Internship Program. One is the mandatory class, Work in Thought and Action.

You will need to take 3 other classes. All of these can be at the London center or you can take 1 - 2 classes per semester at one of our Partner Schools! Talk to your program advisor about this!

##### ***Summer***

Students only take two classes, Work in Thought and Action and an elective at our London Center.



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## **Queen Mary, University of London (Fall/Spring/Academic Year) OR Goldsmiths, University of London (Spring Only)**

Students enroll in 4 classes. One of them will be the mandatory internship class, Work in Thought and Action, which is taught by Arcadia faculty. The remaining three classes are taught at either QMUL or Goldsmith's (depending on your program). Course enrollment and eligibility is outlined in more detail by your Program Advisor and on your program website.

### **3. How does the internship schedule work with my classes?**

The schedule for the 3-day per week internship placement will be structured around the schedule for other classes. Our placement organizations understand that this is an academic program and that students will be enrolled in additional courses and that the final schedule may not be finalized until arrival.

Students do not finalize class schedules until arrival. Use the add/drop period during the first week of class to structure your weeks for the rest of term, if needed. The schedule will accommodate half days where needed to make sure students are enrolled in their necessary classes.

**INPR 310 Work In Thought And Action** meets as a group only 3 times during the term - once in orientation week, one evening during the term, and once towards the end of term in the week or so after the placement ends for student presentations. Students also meet their individual Academic Supervisor for the class at four mutually arranged times during the term - but usually on other class days. The internship class, therefore, does not need to be considered when working out your internship placement schedule.

### **4. What kind of work can I expect to do in my internship?**

As the internship placement is relatively short in duration (30 days in semesters and 18 days in summer - very brief!), the main purpose is to gain exposure to the working world and make networking connections you can use later!

All internship placements will involve at least some degree of administrative tasks and this could be an intern's main responsibility! But even when doing things like photocopying, filing, data-entry, etc, interns still have the opportunity to see and learn much about how the organization works around them!

It is also not uncommon for internships to start out slowly, or with more administrative tasks, as it may take some time for your supervisor and colleagues to get to know you and determine how much responsibility they can give to an intern. We regularly see instances where students are given general administrative tasks towards the beginning of the internship, but by maintaining a positive and proactive attitude are given more responsibility as the placement progresses.



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## 5. Are internships paid or unpaid? Will the internship cover costs for travel or lunch?

**Internships are unpaid.** Also, there is no obligation or expectation for internship placement providers to offer costs for travel or lunch. If they do (and the vast majority do not) this is left for them to arrange directly with the student and is not something that Arcadia will request of them.

## 6. What does the internship class entail? Will I be graded on my performance in the internship placement?

INPR Work In Thought And Action combines experiential learning with the opportunity to actively reflect on one's internship placement with peers. At the 200 level of the course, students will do a group project that helps reflect on the experience. The 300 level includes the reflective project as well as an independent 4,000 word academic research project (for the semester program).

The internship placement itself is a component of the internship course, but while we invite feedback from the internship placement this is not factored into the final grade for the course. Unexcused absences from the placement can reduce your final grade. The final grade will be based on the 4,000 word research project (80%) and final group presentation (20%) for the semester program.

The course meets twice as a group over the course of the term, but students will also be assigned an individual Academic Supervisor to provide guidance on the academic research project, and students will meet with them 4 times over the course of the term.

**READ:** [INPR 310 course syllabus](#) for further details.

## 7. I'm not getting credit from my home school for the internship class (or don't need the credit). Can I just do an internship without doing the internship class?

No. The Student Visa, under which the program operates, requires that internships are an academically-based, credit-bearing experience, and must therefore be embedded within an academic course. Arcadia's Internship is designed to meet with Student visa regulations, and students may not undertake an internship outside of this academic framework.

## 8. I have my own contact in London who is interested in offering me a placement. Is it okay for me to arrange an internship myself?

Yes. Speak with a program advisor about this. Students are still required to fill out the Internship Programme Questionnaire (IPQ) just in case things don't work out, but we are happy to have students find their own! During the review process, we will need students to provide:

- The details of the organization
- A contact name, phone number and email so that we may get in touch with them

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We need to verify the suitability of the organization and the placement opportunity. We also need to make sure that they understand the basic parameters of the program as well as requirements for visa compliance, etc.

## **9. How long does it take to get a Student Visa and how much does it cost?**

Applying for a Student Visa is required for all students looking to work in the UK, including students on the London Internship Program. Arcadia staff will give students guidance on applying, but students are responsible for completing the application themselves.

Start to finish, the visa application takes about 6-8 weeks and costs just under \$500. There are expediting options for an additional cost - a priority service that can cost between \$300 - 1800 depending on how late students begin this process. Talk to a program advisor with questions!

## **10. How do you find internship placements for students?**

We always look for new partnerships where we can place students throughout the year! When all students have confirmed their participation, we have gotten everyone's IPQs in, we will take a look at everyone's top three requests and begin matching students with our employers.

Our employers only get one student and students only get one company. This ensures a fair match with no competition between students.

## **11. The placement guide doesn't list the field that I'm most interested in. What should I do?**

If you do not find a field that you are most interested in, speak with the Arcadia program advisor! Students must be really flexible with their interests as we are not able to meet medical or engineering requests, but a program advisor will be able to help you identify areas of interest!

## **12. The Internship Placement Questionnaire asks me to indicate three fields of interest, but I'm really only interested in one kind of placement. What should I do?**

We will not review applicants who do not demonstrate flexibility on their IPQ with three fields of interest. The program requires a high degree of flexibility (as does study abroad). Consider other areas where you might gain related skills. A business student interested in consulting could get great experience in a PR internship or a marketing internship to learn how to manage their image or firm in the future for example!

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## **13. I don't have a (current) resume, what do I do?**

That's okay! Use our provided Resume Guide and visit the Career Center at your homeschool to get help.

## **14. I've now applied to the program and submitted my deposit. Who at Arcadia will be searching for my internship placement and will they get in touch with me?**

About a month before your arrival, a member of Arcadia's placement staff in London will contact students with a 'Welcome Email', introducing themselves as the person who will be working on their placement search, and the student will be welcome to contact this person anytime if they'd like an update or have further thoughts on what kind of placement they'd like.

## **15. When will I receive an internship offer?**

Placement staff will work to get a provisional offer no earlier than a month before your arrival, but all applicants should be aware that the offer can be received at any time up to their arrival in London, and even in some cases following arrival in London.

The timing often depends on the kind of placement the student is requesting, and whether we've needed to contact new potential placement providers in that field. It may even be that we have a backup option in mind for a student that can be arranged at short notice, but that we feel it is worth continuing to try for a preferred option a little longer. So every case is unique.

We are always on hand, however, through the pre-arrival process if students want to contact us for an update, and all should be assured that we are working hard on the placement search but that it can take some time.

## **16. Will I receive multiple internship offers before choosing?**

No. We only make one placement offer to students at a time, as it is not possible to make multiple offers to every student coming on the program. As we need to get every student placed, each offer is made exclusively to that student, so there is no need to worry that you are in competition with other students for that role.

But by the same token, as we don't put students in competition with one another, we also do not put employers in competition with one another by making multiple placement offers to each student.

## **17. What happens if I do not wish to accept the placement I'm offered, either before or after I interview?**

If you are feeling nervous about your offer, I would get in contact with your program advisor or our staff in London! As we mentioned, you should not be rejecting an offer because it is not in your number 1 area. Most students get a placement within their top three areas.

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Every case is different, so a lot will depend on the particular kind of placement it is, how much time is left before the start of the placement period (the closer it is the more flexible a student will need to be) and how difficult that field may be either generally or for that particular given term. If you are adamant that you do not wish to accept the offer, another placement may potentially be found but it would likely require further flexibility, being open to other fields, etc.

Again, placement staff are always happy to discuss what kinds of placements may be available, but students are reminded that we require a great deal of flexibility in placement requests.

## **18. Once I've accepted a placement, how will I know when to start and what my schedule is for the 3 days per week? How will I know where to go, whom to ask for, etc?**

During our orientation sessions when you arrive, Arcadia staff will go over all you need to know about your schedule, location, and how to get in contact with your new employer!

## **19. How long will my commute to my internship be?**

Internships can be located anywhere in the greater London area. Most are central, but some are in outer London travel zones. As it is a large, major metropolis, commute times can take, on average, around 40-45 minutes (not counting occasional delays on public transport), but may be even further - perhaps up to 90 minutes. Arcadia will do its best to arrange as reasonable a commute time as possible, but we cannot take location as a criterion in placement requests. It's a big city, and such travel times are common for Londoners.

## **20. I've started my internship placement, but after trying for a few days I'm not sure if I like it. Can I swap for another internship elsewhere?**

All internship students are considered to have made a commitment to the placement following their acceptance of it after the employer interview, and are therefore expected to remain with the placement throughout the term.

A request for a change of placement can be considered, however, in the event of an unforeseeable and otherwise irreconcilable problem arising in the placement, where every reasonable effort to address the matter with the supervisor at the placement has been made, students should speak to the placement to try to address problems. Students are encouraged to speak about any such issues with a member of the placement staff who are on hand to provide support with any issues that might arise in the internship placement.

## **21. My placement is taking place for 8 hours per day for 3 days per week (for 24 hours per week in total), but on my Student visa it says that work is limited to 20 hours per week. Am I violating the terms of the visa by working 3 full days?**

No. Working 24 hours per week (or even as many as 27) is perfectly fine, as the 20 hours indicated in

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the Student visa is a reference to paid work outside of classes. The unpaid internship placement is not considered “work” in this sense, as it is an academic-based experience that forms part of a credit-bearing, academic course.

## **22. What should I do if I have any difficulties or issues during my placement?**

Talk to the placement staff. Students meet with them first during arrival week, then again for a mid-term check-in meeting, but are able (and should) contact them anytime to discuss any issues regarding the placement. They are there to support students with any issues that might come up.

## **23. If I’m planning on traveling on the weekends do I have to work on Fridays?**

Particularly in the semester program, which has a very tight schedule around classes (see Questions 2 & 3 above), almost every internship student will need Fridays to be one of their 3 days per week in the internship placement. Internship students will therefore have to keep Fridays free for a day in the internship placement, which must take priority over weekend travel.

**Here are 10 key takeaways from our internship guide:**

## **10 Steps to a Successful Internship**

- 1** Read the Internship Placement Guide!
- 2** Choose 3 RED main categories you would like to work in!
- 3** Submit your Internship Placement Questionnaire (IPQ).
- 4** Update and submit your resume.
- 5** Work with your program advisor on your IPQ's flexibility if needed.
- 6** Complete the admissions process and confirm your participation if accepted.
- 7** Begin applying for your student visa.
- 8** Wait for your provisional placement offer.
- 9** Complete an interview with your internship placement.
- 10** Finalize your offer with London staff.