Congratulations on being selected to participate in The Education Abroad Network (TEAN) Internship program!

This Internship program is a collaboration between International Academic Programs (IAP) at the University of Wisconsin-Madison and TEAN. This IAP Program Handbook provides you with the most up-to-date information and advice available at the time of creation. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions about academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

Contact Information
TEAN
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The Education Abroad Network
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www.TEANabroad.org
www.facebook.com/EducationAbroadNetwork

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Jessa Boche
IAP Study Abroad Advisor
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E-mail: boche@studyabroad.wisc.edu

Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday (Central time); after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at <https://travelregistration.state.gov>. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

United States Consulate General
MLC Center, Level 10
19-29 Martin Place
Sydney NSW 2000
Australia
+61-2-9373-9200
+61-2-4422-2201 emergency
http://sydney.usconsulate.gov/sydney

Program Dates

Summer 2013
Group flight from US: May 29
Orientation: May 31 – June 2
Internship Start Date: June 3
Internship End date: July 26
Return to US: July 28

Preparation Before Leaving

Refer to the Pre-Departure Checklist in the IAP Study Abroad Handbook for essential information.

Immigration Documents

Passport
A passport is needed to travel to Australia. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least six months beyond the length of your stay abroad.

Visa
A visa will be required for this program. TEAN will work with you on obtaining this visa.

Handling Money Abroad

The Australian unit of currency is the Australian dollar, which we abbreviate as $A. Exchange rates can fluctuate on a daily basis.

You can use credit cards in Australia for everything from drawing cash to buying dinner. While Visa and MasterCard are more widely accepted than American Express for purchases, American Express offers its card holders some very useful financial services. Check with each company before you depart.

The easiest way to handle your money is with an American ATM card. The advantage to using your card is that you will be assessed the wholesale exchange rate that applies to large foreign currency transactions. You should check with the issuer to make sure your numerical PIN number will work abroad. You can only draw from a primary (usually checking) account. Cirrus is a more widely accepted ATM card; Plus is only taken at ANZ (Australian New Zealand Bank). Be sure to check with your bank to make sure your ATM card can be used in Australia. Australian banks currently do NOT charge a fee for the use of their ATMs, but check with your home bank to see if fees will be assessed by them.

American ATM cards are difficult to replace quickly if lost or stolen. Students have told Arcadia that they sometimes had difficulty finding cash machines that would accept their American ATM cards. Take your American ATM card with you, but have other sources of money in case your ATM card does not work.

Even with careful planning and strict adherence to a budget, it is frighteningly easy to overspend. Finance charges can add up quickly if you extend payment on goods or take out cash advances. Planning a budget and sticking to it can help avoid overspending.
Be sure to notify your bank and credit card companies that you will be in Europe and the dates of your program before departure.

Packing
Most past study abroad participants will tell you that they brought too much with them. Think carefully about what you really will need (and must carry) as you plan for packing. Plan on dressing appropriately for your internship placement. Each student will have a very different internship placement, most likely with different dress codes. Think carefully about your placement, and do not hesitate to contact TEAN to ask about the dress code at your placement.

Please note that you will be arriving in Australia in the winter (the seasons are reversed in the southern hemisphere).

In addition to clothing, past students have recommended bringing the following items:
- Small weekend bag for short trips (2-3 days)
- A towel for traveling and staying in hostels
- Raingear and a travel umbrella
- Comfortable walking shoes
- Laptop if desired for internet access, music, movies, photos, etc.

You will be able to find most toiletry items easily in Australia, although they may be under different brand names. However, contact lens care products are very expensive. If you take special vitamins or prescription drugs, you must bring those with you in their original containers and remember to bring a supply to last you through the full program and any additional travel. Do not plan on having medication sent to you by mail as they most likely will be held up in customs.

Electronics
If you can help it, don't bring electrical appliances from home. The electrical current in Australia is 240/250 volts at 50Hz (cycles per second). In the US, it is 110 volts at 60Hz. You will not only need an adapter to plug in your appliance, you will also need either a transformer and adapter plug, or a dual voltage appliance which can be switched from 110 to 240 volts. (The difference in the number of cycles means that appliances with motors may not work as well in Australia as they do in the US.)

Most returning students agreed that converters were a hassle and said it was best to buy a hairdryer overseas. If you want to bring one from home, try ones with dual voltage (brand names include Krupps, Braun, or Conair). Dual voltage electric shavers can also be purchased here in the US (Philips, Braun and Remington are just a few name brands). Otherwise, plan to either buy an electric shaver in or use a blade razor.

Travel and Arrival Information
Students will be responsible for booking their own flights to and from the program, though there is an optional group flight arranged by TEAN. More information about your arrival will be provided to you by TEAN.

The Academic Program
General Information
This program consists of a full-time internship placement at a leading Australian company. Students will be enrolled in a 3-credit, online internship class through the University of Wisconsin-Madison.
Internship placements
The internships will vary in location, but students will all be working the equivalent of full-time during the program. More details will be available as the time nears to travel. Everyone will have a busy schedule, but not so busy that you won’t have any free time to explore your new city on your own.

Placement areas include: administration, architecture, art history, sports medicine/physical therapy, sports clubs, business consulting, banking/finance/economics, communications, engineering, environmental studies, health care, law, information technology, marketing, media and journalism, pharmaceuticals, public Relations, photography, and more.

Course Information
Students will be enrolled in a 3-credit, online internship class through the University of Wisconsin-Madison.

Credits
Students will receive 3 UW-Madison credits for this program.

Grades and Grade Conversions
Your International Internship course will be granted standard UW-Madison grades on the A-F scale.

Living Abroad
Most internship placements are located in Sydney, but Melbourne, Perth, or Brisbane are also possible based on internship availability in those locations.

Sydney
With its magnificent harbor, ocean side beaches, modern skyscrapers, and multi-cultural population, you'll quickly understand why Sydney is such a popular destination for students from around the world. The vibrant life of this city of more than 4 million people means that you'll never be at a loss for things to do.

Much of the life of the city is centered around the water. Sydney Harbour serves as a main transportation artery for ferries, and a recreation venue with sail boats and pleasure craft. The Sydney Opera House and Darling Harbour are just two of the locations where you will find performances and festivals right on the water. Oceanside beaches like Manly, Bondi, and Coogee are popular venues for surfing, swimming, and enjoying a sunny day in Sydney.

While its physical beauty is impressive, the history and diversity of Sydney are equally important contributors to making it such a great place to study. Sydney was Australia’s first settlement, and there are plenty of opportunities to explore this history in museums throughout the city as well as simply wandering through some of the residential neighborhoods. These neighborhoods will also provide a vivid picture of the diversity of Sydney. It's not hard to find Italian, Vietnamese, Chinese, Greek, and Lebanese neighborhoods, just to name a few of the diverse cultures which make up Australia today.

If you’re interested in exploring beyond the city, commuter trains will put you into the Blue Mountains a rugged wilderness area within easy daytrip distance of Sydney. Ocean beaches north and south of the city are less than an hour away.

Weather
The climate varies considerably across Australia. There is rarely snow in the winter, but it can be windy, damp and dreary in the south during this time. (Continuous below freezing temperatures are rare.) In the northeast during the summer, it is hot, humid and very wet. Australia's seasons are opposite of those in the United States.
Summer in Australia is from December to February. Autumn lasts from March to May. Winter is from June to August. Spring spans September through November.

**Housing**
Most internship placements are located in Sydney, but Melbourne, Perth, or Brisbane are also possible based on internship availability in those locations. Housing is prearranged and included in the program fee. The type of housing placement will be worked out with TEAN and the student, and will depend on the internship location.

**Health**
Students will be covered by CISI supplemental health insurance for the duration of their program. More information on the CISI health insurance coverage can be found in My Study Abroad under the Health Insurance section. If you need to see a doctor, you will most likely have to pay out of pocket and submit a claim to CISI to be reimbursed.

For more information on recommended immunizations for travel to Australia, please see the Center for Disease Control (CDC) web site: [www.cdc.gov](http://www.cdc.gov)

**Communication**
When making calls, keep in mind time zone differences ([www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online ([www.timeanddate.com/worldclock/dialing.html](http://www.timeanddate.com/worldclock/dialing.html)). Some of above steps can vary if you are using a calling card.

**ADDITIONAL RELEVANT INFORMATION/WEBSITES OF INTEREST**

- U.S. State Department Students Abroad site: [http://www.studentsabroad.state.gov/](http://www.studentsabroad.state.gov/)
- UW-Madison International Academic Programs [http://www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)
- U.S. State Department Students Abroad site: [http://www.studentsabroad.state.gov/](http://www.studentsabroad.state.gov/)
- Current exchange rates [http://www.oanda.com](http://www.oanda.com)
- Lonely Planet [http://www.lonelyplanet.com](http://www.lonelyplanet.com)