University College Dublin Internship Program
Summer 2013
IAP Program Handbook

The University College Dublin Internship program is a collaboration between University College Dublin (UCD) and International Academic Programs (IAP) at the University of Wisconsin-Madison. 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.

This program handbook contains the following information:

- Contact Information .......................................................... 1
- Program Dates ...................................................................... 2
- Preparation Before Leaving .................................................. 2
- Travel and Arrival Information .............................................. 3
- The Academic Program ......................................................... 3
- Living Abroad ...................................................................... 5

Contact Information

On-Site Program Information
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The on-campus 24-hour emergency security number is +353-1-716-7999.

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 715 Langdon
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

For Program Advising & Grades:
Jessa Boche
IAP Study Abroad Advisor
Tel: 608-265-6329
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.

U.S. Embassy in Dublin
42 Elgin Road
Ballsbridge
Dublin 4
Ireland
+353 1 668 8777
+353 1 668 8056 fax
http://dublin.usembassy.gov

Program Dates
June 10 – August 2nd

IRISH HISTORY TRACK - 8 WEEK PROGRAMME

- **Week 1**: Orientation & Irish history module at UCD campus
- **Week 2-7**: Professional Internship placement in Dublin, Monday-Thursday, approx. 32 hours/week
- **Week 8**: Complete Internship and presentation of research paper at UCD campus

Preparation Before Leaving

Immigration Documents

**Passport**
A passport is needed to travel to Ireland. 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 is not required for U.S. passport holders. U.S. citizens may enter Ireland for up to 90 days for tourist or business purposes without a visa. Your entry into Ireland begins the 90 day limit for the entire Schengen area (i.e. European Union countries).

**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 the University College Dublin to ask about the dress code at your placement.

Please note that shorts are not recommended as they are generally not considered appropriate attire in Ireland.
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.
- There may be a few theater events or receptions/parties where something a bit dressier will be in order. The Ireland Office suggests only that you bring whatever you think is appropriate for you in this regard.

You will be able to find most toiletry items easily in Ireland, 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**

Ireland runs on 220V (volts), 50Hz (cycles) AC and uses the British Standard 1363 three-pin plug. If you plan on bringing any electronics from the United States, keep in mind that they will require adapters/converters which you should purchase before departure. It may be more convenient and less expensive to purchase appliances in Ireland rather than purchasing the necessary converter/adapters in the United States.

**Travel and Arrival Information**

Students will be responsible for booking their own flights to and from the program.

The major airport in Ireland is Dublin (DUB) [www.dublinairport.com](http://www.dublinairport.com). As students do not travel to Dublin together as a group, students should plan to secure individual transportation to the designated arrival location upon arrival at Dublin airport. More information about your arrival will be provided to you by the University College Dublin.

**The Academic Program**

**General Information**

The eight week Program consists of a six-week internship placement at a leading Irish company. From business to the arts, the internship team can provide a broad spectrum of intellectually engaging internships based on any field of interest, internship goals, and skills.

In addition to the Internship, students are required to take a special module focusing on Irish History and Culture. This module is taught intensively during the first week of the Program. Field trips to places of historical interest are an integral component of this module.

Students will complete weekly reflective journals and write research papers to complement your internship experience. You will present one research paper as a capstone to the internship experience.

The Internship and Irish History module are each worth 3 US semester credits, for a total of 6 US semester credits.

**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 Dublin on your own.
Course Information
Courses
Students will enroll in an Irish History and Culture module, entitled “From Colony to Republic: The Making of Modern Ireland.” This course is equated to 3 credits of HISTORY 271: History Study Abroad: European History.

For the internship course, students will complete weekly reflective journals and write research papers to complement their experience. Students will present one research paper as a capstone to the internship experience. The UW-Madison credit you receive for this experience will depend on your internship field.

Course Equivalent Requests and My Study Abroad
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Requests through your My Study Abroad account. Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook.

Credits
Students will receive three (3) credits for the internship component of the program and three (3) credits for the Irish History and Culture module.

Limits and Load
Students are required to enroll in both the history module as well as the internship course for a total of six (6) UW-Madison credits.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for academic policies.

Grades and Grade Conversions
You will receive letter grades for both academic components of the program, and those grades will be factored into your UW-Madison GPA.

<table>
<thead>
<tr>
<th>University College Dublin Grades</th>
<th>Mark Range</th>
<th>UW-Madison Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>76.67-100</td>
<td>A</td>
</tr>
<tr>
<td>A</td>
<td>73.33-76.66</td>
<td>A</td>
</tr>
<tr>
<td>A-</td>
<td>70-73.32</td>
<td>A</td>
</tr>
<tr>
<td>B+</td>
<td>66.67-69.99</td>
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</tr>
<tr>
<td>B</td>
<td>63.33-66.66</td>
<td>AB</td>
</tr>
<tr>
<td>B-</td>
<td>60.00-63.32</td>
<td>AB</td>
</tr>
<tr>
<td>C+</td>
<td>56.67-59.99</td>
<td>B</td>
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<td>C</td>
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<tr>
<td>D-</td>
<td>40.00-43.32</td>
<td>D</td>
</tr>
<tr>
<td>E+, E-, F+, F (FM), F-, G+, G-</td>
<td>36.67-0</td>
<td>F</td>
</tr>
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Living Abroad

Ireland
Ireland is an island of five million people located in the Northwest of Europe and is a member of the European Union. Long renowned for its culture, it has a strong tradition of developmental and educational links with other nations.

Almost 40% of the Irish population is under the age of twenty-five. Ireland has an excellent educational infrastructure and a high rate of participation in third-level education. Its highly-skilled workforce makes Ireland an attractive location for international corporations and industrialists. Irish graduates have distinguished themselves as leaders of economic, social and cultural development in Ireland and throughout the world.

Ireland is one of six Celtic nations with its distinctive Irish (Gaelic) culture and language. Although Irish is its first official language, English is now the most common language in daily use. However, Irish is still the first language of Gaeltacht (Gaelic speaking) communities which are located mainly on the west coast of Ireland.

Irish Times [www.irishtimes.com](http://www.irishtimes.com)
Irish Tourism [www.ireland.travel.ie](http://www.ireland.travel.ie)

Dublin
Dublin has been the capital city of Ireland for almost all of its thousand-year history. Originally a Viking settlement, Dublin is situated between Dublin Bay and the mountains within bus and train access to the renowned scenic areas of Kerry, Clare Cork, Galway, Waterford and Donegal.

Dublin is noted for its vibrant culture, life, and atmosphere, and has been home to many of the world’s leading writers and playwrights including Sheridan, Shaw, Swift, Joyce, O’Casey and Beckett. Contemporary actors, film makers, poets and musicians, from Neil Jordan to U2, have continued to contribute to popular culture in Dublin.

Housing
Interns stay in off-campus houses and apartments arranged by UCD. These accommodations are generally properties that house 6-8 people in double bedrooms.

Students are matched to their housing based on proximity to their work placement. In some cases, you can walk to their company and in others there may be a short bus journey.

Public Transportation
Students will have internship placements around Dublin, though all will be accessible via public transportation. Students can choose from local transportation options, including:

- DART local suburban rail system (DART) [www.irishrail.ie](http://www.irishrail.ie)
- LUAS tram system [www.luas.ie](http://www.luas.ie)
- Local bus network [www.dublinbus.ie](http://www.dublinbus.ie)

Bus, LUAS, and DART schedules can be accessed via the internet or in the central Dublin Bus office located on O’Connell Street. A local bus, rail, or tram ride costs approximately €1.40 - €1.90, while a taxi costs approximately €7.00-15.00 (within 3 miles of the city center).

Shopping in Dublin
Shops are normally open from 9:30 a.m. to 6:00 p.m., Monday through Saturday and 12:00 p.m. to 6:00 p.m. on Sundays. Shops are open until 8:00 p.m. on Thursday nights. Dunnes Stores in St. Stephen’s Green Shopping Center and Georges Street, and Super Valu, Aston Quay ) are best for groceries and other essentials and are located close to campus.

**Safety**
The University College Dublin International Office can assist in case of emergency. In order to ensure the safety of themselves and others, students must observe the local rules and expectations of UCD while participating on the program. University College Dublin has a 24-hour emergency phone number to call.

**24-Hour UCD Emergency Phone number:**  
*+353-1-716-7999*

For emergency response by Fire, Police, Ambulance and Coastal Rescue, Mountain and Cave Rescue, dial 112 and ask the operator for the emergency service you require. There is no charge for this service.

**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.

You should observe health precautions similar to those that would apply while traveling in the United States.

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

**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.

There are public telephones in many outdoor locations all over Ireland as well as in telecentres, public buildings, including rail and bus stations, shops, pubs, restaurants and hotels. Local trunk and international calls can be dialed from these phones. Telephone cards can be purchased in telecentres and in post offices and retail outlets displaying the CallCard sign. Some former students recommend having a U.S. calling card (AT&T, Sprint, etc.) to be able to obtain cheaper rates than are available through direct dialing. Pre-paid calling cards are also available at “tobacco-and-magazine” shops and may offer the least expensive rates.

There are many cheap options for international calling cards on sale in newsagents in Ireland. An increasingly popular option for students is to buy a “Ready to Go” mobile phone (cell phone). These are reasonably cheap to buy and you can control your usage as they work on a “phone card” basis, so you pay as you talk.
ADDITIONAL RELEVANT INFORMATION/WEBSITES OF INTEREST

U.S. State Department Students Abroad site: http://www.studentsabroad.state.gov/

UW-Madison International Academic Programs http://www.studyabroad.wisc.edu

U.S. State Department: http://travel.state.gov

U.S. State Department Students Abroad site: http://www.studentsabroad.state.gov/

Center for Disease Control http://www.cdc.gov/travel/

Current exchange rates http://www.oanda.com

Lonely Planet http://www.lonelyplanet.com