England, London Internship - SPRING 2010

IAP PROGRAM HANDBOOK

The London, England Internship program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in partnership with Arcadia University. Throughout the course of your study abroad experience you will be communicating with both IAP and Arcadia University staff. It is essential that you pay close attention to all information provided to you from both organizations. This IAP Program Handbook supplements handbook(s) or materials you receive from Arcadia University as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Arcadia University handles the program's day-to-day operations. Generally, questions about aspects of your program abroad should be directed to Arcadia University (ie. housing information, program facilities abroad, extracurricular activities offered as part of the program, etc.) Questions relating to your relationship with UW-Madison or your academics should be addressed to IAP at UW-Madison (ie. course credits, equivalents, UW Madison registration, etc.)

This program handbook contains the following information:

CONTACT INFORMATION ..............................................................................................................2
PROGRAM DATES ....................................................................................................................3
PREPARATIONS BEFORE LEAVING .......................................................................................3
TRAVEL AND ARRIVAL INFORMATION .................................................................................4
THE ACADEMIC PROGRAM ..................................................................................................4
LIVING ABROAD ....................................................................................................................7
Contact Information

ON-SITE PROGRAM INFORMATION

Your primary contacts will be:

**ARCADIA INFORMATION**

U.S. Office
Andrew Downs
Senior Program Manager – Internships
215 572 4696
downsa@arcadia.edu

Center for Education Abroad
450 S. Easton Road
Glenside, PA 19038-3295
(866) 927 2234
(215) 572 2174 fax
http://www.arcadia.edu/abroad/

England Office
Dr. Chiara Briganti
Academic Director
+ 44 (0)20 7792 0211
brigantc@arcadia.edu

Arcadia University Center for Education Abroad
11 Palace Court
London W2 4LP
United Kingdom
+ 44 (0)20 7792 0211
+ 44 (0)20 7229 3099 fax

**UW-MADISON INFORMATION**

International Academic Programs (IAP)
University of Wisconsin-Madison
261 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706
Phone: (608) 265 6329
Fax: (608) 262 6998
www.studyabroad.wisc.edu

For Program Advising & Grades:
Jessa Boche
IAP Study Abroad Advisor
(608) 265 6329
boche@bascom.wisc.edu

For Financial Matters:
Judy Humphrey
IAP Financial Specialist
(608) 262 6785
jhumphrey@bascom.wisc.edu

**EMERGENCY CONTACT INFORMATION**

In case of an emergency, call the main IAP number (608) 265 6329 between 8:00 a.m. and 4:30 p.m. Monday to Friday; after-hours or on weekends call the IAP staff on call at (608) 516 9440.
U.S. 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 Embassy
24 Grosvenor Square
London, W1A 1AE
United Kingdom
+ 44 (0)20 7499 9000
http://www.usembassy.org.uk

Program Dates

Check with Arcadia for confirmed dates: http://www.arcadia.edu/abroad/default.aspx?id= 17816

Tentative Spring 2010 program dates:

SPRING 2010 (TENTATIVE)*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart from U.S.</td>
<td>January 10, 2010</td>
</tr>
<tr>
<td>Arrive in London</td>
<td>January 11</td>
</tr>
<tr>
<td>Orientation</td>
<td>January 11-13</td>
</tr>
<tr>
<td>Program Begins</td>
<td>January 18</td>
</tr>
<tr>
<td>Program Ends</td>
<td>April 24</td>
</tr>
</tbody>
</table>

* For confirmed program dates, please visit: http://www.arcadia.edu/abroad/default.aspx?id= 17816

Consult the information you receive from Arcadia University for specific details about program dates and arrival information before booking tickets.

Preparation Before Leaving

IMMIGRATION DOCUMENTS

Passport: A passport is needed to travel to England. 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 6 months beyond the length of your stay abroad.

Visa: Arcadia University will provide participants with visa/entry clearance information. This information is available on their website at http://www.arcadia.edu/abroad/default.aspx?id= 7193
please read the Arcadia University information on the visa/entry clearance process and follow the directions carefully.

Travel and Arrival

Arcadia will provide you with details on travel and arrival in London. There may be an option for a group flight however, Arcadia will confirm this with you. If no group flight is offered, you will be responsible for making your own flight arrangements.

The Academic Program

GENERAL INFORMATION
The 15 week long programme begins with an orientation that prepares students for the variety of credit bearing learning activities that take place during the program. It includes a three-day home-stay experience with a British family at the end of the orientation week, which provides an introduction to the fabric of British society. Prior to the beginning of your internship assignment, a general orientation to the agency and to specific assignments is given. UW-Madison students are required to participate in all orientation activities for the program.

Participants enrol in three courses for the semester program. Two of these courses are Arcadia courses: “Work in Thought and Action” (internship placement) and “Research Methodologies in the British Workplace”. Students will also enrol in an additional university level course. This course will come from the regular curriculum of City University or can be a course that Arcadia University teaches in its London Semester programme.

The Arcadia London Internship program ensures that all interns receive a comprehensive learning experience, one that provides the necessary support to draw together the theoretical/academic coursework with the practical training provided on the job. Work at the internship placement site typically begins in the third or fourth week of the program. Arcadia University staff in London generally arrange for students to interview with the anticipated internship site staff during the internship briefing week. The delay in beginning the internship is intended to permit interns to settle into their university course work.

Arcadia University Center for Education Abroad http://www.arcadia.edu/CEA

COURSE INFORMATION
Courses: Arcadia University provides students with detailed course information online at http://gargoyle.arcadia.edu/abroad/forms/courseselection_loni.pdf. Students on this program will enroll in the following courses:

1. “Research Methodologies in the British Workplace” (LI 360)
   This course explores the nature of internship as an experiential learning site. It introduces students to research methods and to internship as a learning concept, and it exposes them
to some of the key issues prevalent in the British workplace.

Students will learn the key elements of quantitative, qualitative and mixed research methods; to evaluate research activities; to identify their key roles and responsibilities in the workplace; to recognise and reflect on some of the key workplace issues in Britain, such as workplace relationships/structures, gender, ageism, migrant workers, cultural identity.

The course is delivered mostly online, with three face to face meetings. Assessment is in the form of a response paper, weekly postings, and a final examination. **The course is worth 3 academic credits at UW-Madison.**

2. "Work in Thought and Action" (LI 310)

Students will be in their internship eight hours per day for three days per week. At the center of the internship experience will be an academic project which is usually closely related to the duties performed at the placement. Each intern will work closely with an Academic Project Supervisor as well as the Arcadia staff in the UK to identify an appropriate project. Students will also meet with their supervisor and Arcadia staff throughout the semester to discuss their placement and to monitor progress on the academic project.

Assessment for this course will be attributed directly to the academic project which consists of 7,500 words as well as an oral examination. The three elements of the internship itself—the work placement, the academic project and the final examination—will all contribute toward the final grade. **This course is worth 4 academic credits at UW-Madison.**

3. Additional courses chosen from City University and/or Contemporary British Studies (Arcadia) Courses:

**City University Courses**

Participants have the option of choosing from a wide range of courses offered at City University. City University courses available to study abroad students are located online at [http://www.city.ac.uk/international/study_abroad/academic_programme.html](http://www.city.ac.uk/international/study_abroad/academic_programme.html). This link will take you to the International Office's Academic Program page. Choose the department from the list on the left. Clicking on the department link will take you to a listing of all courses available in that department. The courses are listed according to level in a grid that indicates course code, course title, and the semester in which the course is available (Y= Full year only, F= Fall Term, S= Spring Term, Yf= Full year or Fall Term, Yfs= Full Year or Fall Term or Spring Term). **NOTE:** In addition to these courses, participants may choose to take one 2-credit extension or language course per term/semester. Please consult the IAP Study Abroad Handbook for requirements on taking language courses abroad.

For students interested in business courses, Business Department listings are located on the Cass Business School webpage [http://www.cass.city.ac.uk/ugnotices/modules.html](http://www.cass.city.ac.uk/ugnotices/modules.html). This page lists the course offerings for all City University students. Some courses are not open to study abroad students. The term offering codes are as follows: 1= Fall term only, 2 = Spring term only, 1+ 2 = year only.

City University offers a number of Cultural Studies courses designed to give study abroad students an opportunity to learn about and experience the history of London and the full range of arts on offer. **Most of these courses are only worth 2 semester hours of credit.**
Because most British undergraduate degrees are completed in three years, the levels correspond to the year in which a City University degree student would complete the course. A 1000 level course is therefore considered equivalent to a sophomore level course, a 2000 level a junior level, and 3000 level a junior/senior level course.

Arcadia University London staff are available to advise you on course selection. Your IAP Study Abroad Advisor and your UW-Madison academic advisor can also assist you on how City University courses may fit with your major and on the course equivalency process. If a course you want to take is offered on a day other than Monday or Friday, Arcadia University staff can work with your internship placement coordinator to reschedule the days and times of your internship work in order for you to attend such a course.

**City University fall term courses are usually worth 3 semester hours of credit each while spring semester classes are usually worth 4 semester hours of credit each.**

**Contemporary British Studies Courses Offerings**
Contemporary British Studies Courses (having a prefix of LONS in the course listings) are taught on the City University campus by local instructors hired through Arcadia University. There are generally 12 courses offered each semester on a range of topics, from art history and literature, to British history and politics, to marketing. Arcadia University schedules these courses throughout the week and will provide you the specific course schedule by the first week of the program. If a course you want to take is offered on a day other than Monday or Friday, Arcadia University staff can work with your internship placement coordinator to reschedule the days and times of your internship work in order for you to attend such a course. **Contemporary British Studies Courses are usually worth 4 credits each.**

**London College of Fashion**
A number of courses at the London College of Fashion are available to study abroad students. These courses begin with the prefix LCOF, and can be viewed here:


**UW students who take courses at the London College of Fashion must submit a detailed course syllabi with their CERF. The number of UW credits for the course will be determined at that time.**

**Equivalents and Course Equivalent Request Form (CERF):** 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 Request Form (CERF). Information on the UW course equivalent process is available in the IAP Study Abroad Handbook.

* You will also be required to fill out an Academic Internship Syllabus Form in order for the proper UW department to approve an equivalency for your internship. This form must be typed and filled out with detailed information about your daily work in your internship. The type of credit you receive will depend on the content of your internship. If the internship content doesn’t fit within the context of an academic department, SAB InterDiv 370 10 - International Internship can be approved.
CREDITS

UW-Madison students participating on the London Academic Internship program will receive academic credit for successful completion of academic requirements and learning objectives. The minimum academic requirements associated with the internship include successful completion of:

(1) Orientation programs prior to departure and on arrival
(2) Regular and active participation at the internship placement site
(3) Attendance at workshop/seminar sessions in London as determined by the faculty supervisor
(4) Written academic products

Limits and Load: UW-Madison students enrolled in the London Academic Internship program are required to enroll in four courses in order to be registered at UW-Madison as full-time students. The coursework required for these courses is in addition to the internship placement, which is typically three full days per week.

PASS/FAIL/DROP/AUDIT

Students do not have the option to take courses for Pass/Fail credit on the London Internship Program. All courses on this program will receive a letter grade on the Arcadia transcript.

GRADES AND GRADE CONVERSIONS

Please refer to the IAP Study Abroad Handbook for academic policies.

Living Abroad

England

It is sometimes confusing to understand the difference between England, Great Britain and the United Kingdom. England is located on the island of Great Britain, which also consists of Scotland and Wales. Great Britain then, is part of the United Kingdom, which consists of Great Britain and Northern Ireland. Coursework, particularly “Contemporary Britain” will delve into the historical and political formation of these unions.

England is the largest and most populous country of the UK, and it ranks as one of the most influential countries in the world. Perhaps most interesting is their cultural mix of old and new. As a country formally founded in 886 AD, the English have a rich history with cherished traditions and customs. However, they are also a modern society with constant contributions to the fashion, music and political realms. Comparatively, America is a very young country without the same interesting mix of traditional and modern. Therefore for American students, England is an especially fascinating place to study and live.

London

First-time visitors to London are often dazzled by its diversity, if slightly overwhelmed by its size. However, if you view London as the sum total of all its smaller parts you will find it easier to explore and to discover its many hidden treasures for yourself. Whether exploring the markets in Camden, the museums of South Kensington, or the performing arts scene at the South Bank,
London can yield a pearl in each small area of the city. London offers more than the guidebooks can show you. While tourist spots like Buckingham Palace and the Houses of Parliament should not be missed, London will be more thoroughly enjoyed if you venture down side streets and mingle with the locals in their own neighborhood haunts. Strive to make London your home: you will look less like a tourist and be well received.

**Housing**

Arcadia will require you to fill out a housing preference form to better understand your needs while living abroad. You will be placed in one of the 3 housing units available through the program depending on your internship site location, however please note that it will be necessary to commute to your internship site most of the time. Please refer to the Arcadia Housing Form for more details.