England, London Internship - SUMMER 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.)

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Contact Information

ON-SITE PROGRAM INFORMATION
Your primary contacts will be:

U.S. Office
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Senior Program Manager – Internships
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downsa@arcadia.edu

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

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UW-MADISON INFORMATION
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University of Wisconsin-Madison
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Madison, WI 53706
Phone: (608) 265 6329
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www.studyabroad.wisc.edu

Jessa Boche
IAP Study Abroad Advisor
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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

Summer 2010 Program Dates

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<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Depart from U.S.</td>
<td>May 31, 2010</td>
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<tr>
<td>Arrive in London</td>
<td>June 1</td>
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<tr>
<td>Orientation</td>
<td>June 1-4</td>
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<tr>
<td>Course/Internship Start</td>
<td>June 7</td>
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<tr>
<td>Course End</td>
<td>July 23</td>
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<tr>
<td>Program Concludes</td>
<td>July 24</td>
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Check with Arcadia for important travel information:
http://www.arcadia.edu/abroad/default.aspx?id=18774

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
You are responsible for making your own travel arrangements. Arcadia often arranges group flights. Please consult your Arcadia materials to see if this will be an option for this summer.

The Academic Program

GENERAL INFORMATION
The program begins with an orientation program that will introduce you to the culture, history and politics of England as well as prepare you for the academic challenges of studying in a different educational system. 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.

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. Arcadia University staff in London generally arrange for students to interview with the anticipated internship site staff during orientation.

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

*Please note that it is not possible to switch out of this program into a regular London study Arcadia Program. You have committed to the London Internship Program and Arcadia will insure that you find a proper internship placement.

COURSE INFORMATION
Courses: Arcadia University provides students with detailed course information online at http://www.arcadia.edu/abroad/default.aspx?id=6984. Students on this program will enroll in the following courses:

1. “Research Methodologies for the British Workplace”
   The course focuses on the contemporary issues and concerns that students will be likely to encounter during their internship experiences in London. The general pattern of presentation, class activities, evaluation and contact hours will conform to the pattern outlined below.

   There are two distinct components of the course. The first is an intensive period of lectures and discussion held during the first week of the students' presence in Britain. The second is the weekly class sessions each involving a lecture, related discussion and a workshop session during weeks two through seven. Each will involve a lecture and related class discussion on the listed range of topics for which the students will prepare in advance. These sessions will begin with a guest lecture to the whole student group followed by simultaneous, staff-led small group (up to 15 students per group) discussions of the lecture and the week's assigned readings.
A one-hour workshop session will then provide opportunities for further reflection exercises intended to help students understand the relationship between the academic theories under discussion and their application to the context of the internship. Each student will create and maintain a portfolio consisting of lecture and discussion notes, portfolio questions and their responses to them, and their individual thoughts and comments throughout the semester. It is anticipated that as this binder grows throughout the semester, it will contain an increasingly detailed, useful and accurate record of the student's growth and development as someone who understands how work is conducted in Europe, and why.

This course is worth 3 academic credits at UW-Madison.

2. “Work in Thought and Action”
Each student will participate in the Internship/Workplace Experience for 24 hours (3 full working days) per week. Assessment and credit for the internship will be tied to the Academic Project (5,000 words in length) and its oral examination (viva voce). It will carry three semester hours of credit. Each project will be supervised by an Academic Project Supervisor and students will participate in individual and/or group meetings dedicated to discussion of the work placement and progress on the project, organized by the Internship Coordinator and Academic Project Supervisor. The three elements of the internship itself; the work placement, the academic project and the final examination, all contribute toward the final grade.

This course is worth 3 academic credits at UW-Madison.

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.

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 the two required Arcadia courses. 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, 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 University provides housing to students in three venues. Each building is within walking distance of multiple bus routes and London Underground stations, centrally located in London Transport’s Zone 1. As with most Londoners, you will rely on public transportation and should expect a commute of 45-60 minutes to class. When assigning your housing, Arcadia will also take into account the commute to your internship placement when assigning housing. All buildings have kitchen facilities with cutlery and crockery, as well as coin-operated machines to
wash and dry clothes. It’s also worth noting that Arcadia will provide you with a pillow and a comforter, but you’ll need to supply your own bed linens. Sheets can easily be purchased after you arrive in London, but if you opt to include these in your luggage, it’s worth noting that beds are generally a little narrower and longer than in the United States.

It’s important to understand that beyond satisfying Arcadia University’s housing standards, amenities will vary in each building and from room to room. This is what is unique about living in a city as old and diverse as London!

**Palace Court**
Located in the Bayswater section of London, Palace Court also serves as Arcadia University’s Main Office in the United Kingdom. Students are accommodated in triple bedrooms and can prepare meals in communal kitchens. Bathroom facilities are located on each floor and the building features wireless internet access.

**Thoresby House**
Within walking distance of City University in the neighborhood of Islington, Thoresby House provides accommodation to students in single- and larger, double-bedrooms. Each floor has cooking facilities, a communal area and a bathroom. Internet access is included and requires an Ethernet cable.

**Redcliffe Gardens**
Located in Earls Court, Redcliffe Gardens provides flat-style accommodation for students in single-, double- or triple-bedrooms. Each flat houses 6-8 students and features a common area, kitchen and bathroom as well as wireless internet access. Preference is given to students on the parliamentary internship program.