



LONDON INTERNSHIP PROGRAM INTERNSHIP PLACEMENT GUIDE

This is a guide to internship placements on the London Internship Programme, including the placement process and the fields in which students are typically placed.

All prospective program applicants should read this introduction as well as the sections relevant to your internship fields of interest, an index for which is listed on the following page. You will also find a comprehensive FAQ section on the programme starting on page 11 that contains detailed information about life on the programme, including internships, academics and the placement process.

Internship Purpose

As a focal point of the internship course, the internship placement will take place 3 days per week for 10 weeks in the Autumn and Spring terms, and 6 weeks during the Summer term.

The purpose of the placement is to provide exposure to the working world in London, combining experiential learning with the opportunity to actively reflect on one's placement with peers as well as conducting an independent academic research project.

Students are advised that while job descriptions serve as a guide, in practice each placement evolves organically depending on a multitude of factors. These will likely include the relationship you develop with your supervisor and colleagues; your own skills, attitude and abilities as well as 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 internship course overall.

Placement Guarantee

Arcadia guarantees the offer of an internship placement for every participant on the London Internship Program and every effort is made to accommodate preferences. However, we cannot guarantee any particular field or organization (including type and size). All programme participants must therefore maintain a high degree of flexibility in the placement search.

Placement offers are provisional and subject to a successful interview, and then proceed at the employer's discretion. Should an employer's circumstances change at any point, or an unforeseen problem arise requiring a change of placement, students will be expected to provide a maximum of flexibility in our search for an alternative placement.

The Internship Placement Process

Once you have reviewed the fields in this guide, you will be ready to complete the Internship Placement Questionnaire. This will provide the internship placement staff in London with an indication of your interests and serve as a starting point for the placement search. Students should be aware that a member of the *Internship Field Information*

internship placement team may contact them if further clarification or flexibility is required.

Once you have been accepted to the program and have confirmed your participation, the internship placement staff will then contact potential placement providers with your CV and program details to assess their interest in hosting you for a placement. Once a suitable match has been found, Arcadia will contact you via email with a provisional placement offer, including information about the organization, a brief description of the placement duties and possibly testimonials from previous students.

The next step will be for the internship placement staff to arrange an interview with the placement provider, either by phone or social media prior to the start of the programme, or in-person after your arrival in London. After your interview, we will follow up with both you and the placement provider to confirm your mutual interest before finalizing the placement.

INTERNSHIP FIELD DIRECTORY

pp. 3 - 10

On the following pages you will find information on the most common fields we work with for internship placements in London. It is by no means a definitive list of all possible placements, and if you'd like to enquire about the possibility of other areas you are welcome to contact our placement staff to discuss.

In the field descriptions given, readers may notice a good deal of crossover in the types of placements mentioned, with some activities such as marketing and social media taking place across many of the fields discussed. Furthermore, all placements, regardless of field, will likely involve a good degree of administrative support tasks.

Accounting	p 3	Law	p 7
Advertising	p 3	Marketing	p 8
Arts	pp 3 & 4	Non-Government Organizations	p 8
Business	pp 4 & 5	Parliament & Politics	p 9
Film & TV	pp 5 & 6	Psychology & Health Services	p 10
Hospitality	p 6	Public Relations	p 10
Journalism	pp 6 & 7		

Key Fields Not Available

Engineering, Medicine, Physical Science

If you have a specific field that you would like to inquire about further, please contact the Program Manager at Arcadia.

FREQUENTLY ASKED QUESTIONS

pp. 11 - 16

On page 11 of this guide you will find a comprehensive list of 22 FAQ's that provide a detailed insight into the structure of the internship programme including academics, life in the internship placement and how we match students to placements. Have a look to find much more information on the programme experience.

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.

Accounting Firms

Placements in accounting firms provide 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.

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.

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 theatre 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.

Students should note that internships at larger, well-known 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 theatres that produce an eclectic range of performances. With large, well-known theatres difficult to secure, students are more likely to be placed in the aforementioned fringe theatre sector. Students must be flexible on the type of role, as tasks can vary substantially; e.g. box office, marketing/PR, stage management, theatre 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.

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. Students wishing to be considered for this area should possess a 3.7 GPA along with significant prior experience in this field.

Placements will be typically found in smaller investment firms. Since many larger banks now operate their own internal internship schemes, students interested in these are encouraged to apply directly to the bank, bearing in mind the dates for the placement term, and that the programme allows for placements to take place three days per week.

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.

FILM & TELEVISION

Although smaller than its American counterpart, the British film and television industry is vibrant and innovative. Production companies may specialise 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 and have 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.

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 limited number of placements available in broadcast journalism. Given the difficulty of finding placements in broadcasting, interested students must be flexible and 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.

Students interested in newspapers should note that 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.

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.

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.

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 optimisation, social media and market research. There has been an increase in recent years in smaller firms working with entrepreneurial companies and SME's to maximise 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.

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.

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 AND POLITICS

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

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

Students should note that the questionnaire is a separate, selective application and that 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.

Please note: We encourage applications for Parliament and Politics from students in any major, and prior political experience is not required for acceptance.

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

Internships in the field of Psychology are broadly found in research departments, health-related organizations and, occasionally, client/patient contact facilities. **Please note, however, that medical/dental placements are unavailable.**

Contact Support

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.

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.

****SPECIAL NOTE FOR ALL PSYCHOLOGY & HEALTH SERVICES PLACEMENTS****

- a) **All students wishing to undertake a placement that will involve contact with clients/patients (contact and research) must obtain a police background check before coming on the Program. Please contact your local police department to enquire about obtaining the background check.**
- b) **Furthermore, 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.

FREQUENTLY ASKED QUESTIONS

The following 22 FAQ's provide a detailed insight into the structure of the internship programme including academics, life in the internship placement and how we match students to placements. Please have a good look through the questions, as it will give a more in depth sense of what to expect.

1. How long is the internship?

The internship placement - which is a component of the cornerstone class, INPR 310, Work In Thought and Action - takes place for 3 days per week over a 10 week period in the semester terms (fall and spring), and 3 days per week for 6 weeks in the summer term. 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.

For students on a semester programme (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.

2. How many classes/credits can I take on the London Internship Programme?

Internship students in the semester programme (fall and spring) typically take 3 4-credit classes in addition to the 4-credit internship class, Work In Thought And Action, for a total of 16 credits. This is really the maximum amount that is workable for a schedule where you're working 3 full days per week in the internship as well as managing 3 other classes, which will typically meet for a half day per week each.

There is also the option of taking as few as 12 credits in the semesters, with 2 4-credit classes in addition to the 4-credit internship class.

The schedule in the summer works differently, as you'll only take one 3-credit class in addition to the internship class, Work In Thought And Action, which will also have a 2- and 3-credit option for a total of 5 or 6 credits.

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 your other classes. So, for example, in the semester terms (fall and spring) it might simply be 3 full days per week in the internship if you have classes falling on the other 2 days of the week, or the placement may be distributed over 2 full days and 2 half days if your classes fall on 3 different days of the week.

You may wish to bear this in mind when registering for your classes, as working 2 full days and 2 half days will mean travelling to/from the placement 4 times in the week (one more than you would if doing 3 full days per week). Keeping your other classes to 2 days, thus allowing you to work 3 full days, will help "economise" your movements, in this sense.

The internship class - 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 in a field of interest, the experience of which can then be reflected upon in your academic work in the internship course.

All internship placements will involve at least some degree of administrative tasks, and possibly primarily these, and internship students are expected to bring a positive and proactive attitude to such tasks. But even when doing things like photocopying, filing, data-entry, etc, you still have the opportunity to see and learn much about how the organisation works around you and gain insight into how people work in another culture.

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 you. 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.

The specific kind of work you do will depend on various factors, including the field of the placement; the relationship you develop with your supervisor and work colleagues; your own skills, attitude and abilities as well as the unpredictable nature of life in any workplace. Internship students must therefore maintain a high degree of flexibility and adaptability with regard to specific duties.

Students should expect skills learned to be general and transferable (such as organisation, communication, etc), rather than advanced and specific.

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?

The London Internship Programme's cornerstone course - INPR 310, Work In Thought And Action - combines experiential learning with the opportunity to actively reflect on one's internship placement with peers as well as conducting an independent 4,000 word academic research project (for the semester programme).

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 your final grade for the course (although unexcused absences from the placement can reduce your final grade). The final grade will be based on your 4,000 word research project (80%) and final group presentation (20%) for the semester programme.

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

Please refer to the course syllabus for INPR 310 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 therefore just do an internship without doing the internship class?

No. The Tier 4 visa, under which the programme operates, requires that internships are an academically-based, credit-bearing experience, and must therefore be embedded within an academic course. Arcadia's London Internship Programme is designed to meet with Tier 4 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. If you have a contact of your own in London with an organisation that would like to offer you an internship placement, that is perfectly fine. We will simply ask for you to provide us with the details of the organisation as well as a contact, so that we may get in touch with them to verify the suitability of the organisation and the placement opportunity, and make sure that they understand the basic parameters of the programme as well as requirements for visa compliance, etc.

9. How long does it take to get a Tier-4 visa and how much does it cost?

Applying for a Tier-4 visa is required for all students looking to work in the UK, including students on the London Internship Program. Arcadia staff will give you guidance on applying, but you must complete the application yourself.

Start to finish, the visa application takes 6-8 weeks and costs just under \$500. There are expediting options for an additional cost - a priority service that costs roughly \$300 on top of the initial visa application fee. It is vital for students to complete their visa application as soon as their Program Manager informs them that it is time to do so in order to avoid needing to purchase priority service.

10. How do you find internship placements for students?

In applying to the programme, students will be asked to review the Placement Guide for the London Internship Programme and complete the corresponding Internship Placement Questionnaire (IPQ). This will be shared, along with your resume, with our placement staff in London for approval.

Upon depositing for the programme, placement staff will begin the placement search process by looking at the placement field requests from all students for the given term, and identify placements that we think might be a good match to try for each student for that term. We'll then contact those employers with the student's resume and the dates for the programme, and if they are interested we will then forward a provisional placement offer to the student via email, with details of the placement (organisation details, job description, website, etc).

We may also begin contacting prospective new placement providers if a student has an unusual request, or if the number of overall requests in a particular field are higher than we currently have contacts for.

Once a student receives the details of a provisional placement offer via email, we will then move forward to arrange an interview, which will be arranged for that student exclusively and will take place either by phone/social media prior to arrival in the UK, or in-person during orientation week. Staff will provide the student with full details of the interview date/time, etc, and can provide interview tips.

Once the student has interviewed, Arcadia will follow up to confirm the placement. If one party or the other does not wish to proceed, placement staff can then look for another placement opportunity, arrange another interview, etc.

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

The fields that you'll see discussed in our Placement Guide are the most commonly requested areas for placements, and therefore what we are most ready to pursue for students. However, we are always open to looking at alternative areas (with several exceptions mentioned in the guide such as medicine and engineering), although we would ask you to still indicate at least 2 or 3 fields from the guide as backup options in case we cannot find an opportunity in the field you're interested in.

Feel free to get in touch with the Programme Managers at our US campus, and they can put you in touch with our Placement Staff in London who are more than happy to talk about possible placement opportunities.

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?

All applicants must be aware that we cannot guarantee any particular field or type of placement on the programme, and that they must have a high degree of flexibility in their placement requests. We do therefore require students to indicate at least 3 fields of interest in our Internship Placement Guide.

As in Question 10, you are welcome to get in touch with the Programme Managers at our US campus, and they can put you in touch with our Placement Staff in London who are more than happy to talk about possible placement opportunities.

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

Following your deposit for the programme, and usually within a week or so of the programme's published application deadline (about 3 months prior to 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.

Placement staff will then share an outline of the process in Question 9 above.

14. When will I receive an internship offer?

Placement staff will work to get a provisional offer to students within 6 weeks or so of the 'Welcome Email' mentioned in Question 10, 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.

15. Will I be receiving 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 programme. 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.

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

If you have any reservations about the placement offer made to you, either before or after the interview, you should go back to the placement staff member to indicate your concerns and they will be happy to discuss with you the reasoning for the offer made and, if possible, look for another placement.

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.

17. 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?

As part of your orientation sessions during your arrival week in London, placement staff will have a brief individual meeting with each student on the programme to discuss particulars about the placement.

So whether you interview before or after you arrive in London (both are very normal), Arcadia staff will provide you with all of the details of where you're going, whom to ask for, how to get there on London transport from your housing, when to go in, etc. Everything you need to know!

18. 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.

19. 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 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.

- 20. 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 Tier 4 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 the Tier 4 visa is a reference to paid work outside of your classes. Your 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.

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

As mentioned in Question 18, Placement staff are on hand throughout the term to support students with any issues that might arise in the internship placement. Students will meet with placement staff in their arrival week, and again for a mid-term check-in meeting, but may contact placement staff anytime to discuss any issues regarding the placement.

- 22. If I’m planning on travelling on the weekends do I have to work on Fridays?**

Particularly in the semester programme, 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 (as there are no classes in Arcadia’s London Centre on Fridays in the semesters). Internship students will therefore have to keep Fridays free for a day in the internship placement, which must take priority over weekend travel.