



MOUNTBATTEN INTERNSHIP PROGRAMME
NEW YORK

INFORMATION AND APPLICATION PACK
(revised 29th July 2008)

Please save and/or print this pack. Read carefully making sure you understand all of its contents before proceeding to apply.

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HOW TO APPLY

Once you have read and understood this **Information Pack** you will be ready to apply.

Make sure you:

- Have read and **fulfil the criteria** on our website page “How to Apply”.
- Have read and understood this **Information and Application Pack**.
- Have your completed **CV** available in electronic format (MS Word ‘.doc’ only) for uploading to our website.
- Have your completed **Personal Statement** available in electronic format (MS Word ‘.doc’ only) for uploading to our website.

Please fill out the online application form and upload your CV and Personal Statement. Only when you have completed this stage will you be able to print the application form. Please sign the printed form in BLUE INK and send it to us by post along with the items listed on page 4.

NOTES TO APPLICANTS

APPLICATION FORM

Complete the application form carefully and accurately, paying attention to spelling and grammar. Application forms with mistakes may disqualify you. **Please note that the information you supply will be used throughout the application process and subsequently your internship if you are successful.** This applies to both **content** and **format**.

PERSONAL STATEMENT

This statement tells us and a prospective Sponsor about you, your reasons for undertaking a year in New York and what you hope to gain from the Certificate in International Business Practice. Be straightforward, candid and honest - and pay attention to spelling and grammar. We strongly advise you have it proof read.

The format for the Personal Statement is given near the end of this pack.

This must be typed on a computer and saved in MS Word (*.doc) format.

CURRICULUM VITAE ("CV ")

The CV (called a resume in the USA) is a very important part of the application procedure and is sent to Sponsor Companies. It should reflect you at your best and must contain accurate information about your work experience and skills. Remember, your chances of placement will be improved if you have proficient MS Office skills. A specimen CV is given near the end of this pack.

This must be typed on a computer and saved in MS Word (*.doc) format.

PHOTOGRAPHS

Sponsor Companies typically look for young people who are smartly dressed and personable. A poor photograph can be an instant turn-off and it causes problems when your appearance on a photograph does not match our assessment of you. It is well worth a bit of extra effort to ensure that the photograph you send is well produced and does you justice.

Send a recent colour, passport-sized photograph of yourself in professional work attire with your name printed on the back. Please do not send larger photos. We recommend that you wear a light shirt under a dark suit jacket. Women should wear subtle jewellery or no jewellery and long hair should be tied back. Men should be clean-shaven or if you wear a permanent beard it should be neatly trimmed. Any facial piercing should be removed. Wear a friendly smile!

REFERENCES

We require three references. Your academic reference should come from your university lecturer, tutor or course leader. We do not accept references from high schools or 6th form colleges. We also require two work references. Ideally, these should be sent from your two most recent employers but exceptions are allowed. We also accept references from part-time and voluntary employers as well as full-time.

Choose someone who knows you and your work well. The more work-based feedback we receive the better your application. References prefaced by "I have limited knowledge of the candidate" are of little use. References prepared by family members or family friends will not be accepted. All references must be completed on our reference forms and returned directly to the Mountbatten office in London by your referee (to the address on the form). It is fine if they arrive before your application. The Reference (Recommendation) form is located at the end of this pack.

Please print it out, sign it, and then send it (by fax, post or as a scanned email attachment) to your referee. Please ask your referee to fill out the form completely- both the table and the additional comments section. Have them post the form to us directly. Please ensure that they do not send it back to you, as this will invalidate the reference. Faxed references are not valid.

Please note that it is **your responsibility** to ensure that we receive **all your references by the application deadline** for your proposed intake. We suggest providing your referees with stamped envelopes, addressed to the Mountbatten London office to ensure they are posted and received in good time. Correct postage is VITAL when mailing references and application forms. Failure to do so will affect delivery time and jeopardize your application.

CHECKLIST OF DOCUMENTS / ITEMS TO BE SENT TO THE LONDON OFFICE

- A) The original copy of your **Application Form** with the '**Interns Pledge**' on the final page **signed in blue ink**. Please do not sign in black ink. You can only print the form once it is complete.
- B) 1 printed copy of your **CV** in the exact format in which it was uploaded.
- C) 1 printed copy of your **Personal Statement** in the exact format in which it was uploaded.
- D) 1 recent colour, passport size (and style) photograph of yourself in professional work attire with a smile, with your name printed on the back. Please attach to your application form using a paper-clip - not a staple.
- E) A cheque for the **Registration Fee** - please see Fees and Costs.
- F) **3 references** (which should be sent directly by your referees to the London office).

Please note that Mountbatten's London office **CANNOT** start processing your application until it receives items A to F above. You are responsible for making sure your references arrive at our London office by the relevant application deadline.

APPLICATION DEADLINES

SEPTEMBER INTAKE - Applications are accepted from the preceding September 16th through to March 15th of the year of the programme start date.

MARCH INTAKE - Applications are accepted from March 16th through to September 15th in the year preceding the programme start date.

Your completed applications and all your references should be received by our London office by 5 pm on the deadline in question. If the deadline falls on a weekend or public holiday, we will accept completed applications by 5 pm on the first business day after the deadline.

Please note that it is **your responsibility** to ensure that we receive **all** your references by the deadline.

PROCEDURES

- **Interviews** will be held in April/May for internships beginning in September and in October and for those beginning their internships in March. Please note that these time-scales are approximate.
- **Application deadlines:** **March 15th** for September applications and **September 15th** (year prior) for March applications.

Three references must be submitted along with the application form, together with a **typewritten CV** and a **one-page Personal Statement** giving the applicant's reasons for wishing to join the Programme and live in the US for a year. The essay should indicate specifically what the intern (a) would contribute to a business in New York, (b) would like to gain from such an experience and (c) how that experience might fit into long-term career goals. One paragraph should focus on why your industry of preference and the training you wish to receive is specifically related to your past employment and/or your education. Explain the logic behind your industry preferences and how your internship in New York will serve as a **continuation** of what you have learned already, either in education or employment.

- **Successful candidates** are notified two weeks from the deadline for a particular intake whether their application has been successful or not. A weblink with a sign up facility is emailed to you to view the available dates and times for interview and 'sign up' accordingly. You should allow a whole day for the interview. We interview 15 candidates per day. The interview procedure will start with a group briefing (60 minutes) at 9.30 am approximately. The group will then break up for the individual interviews, which are scheduled according to the order in which the candidates have signed up on the weblink. You will be notified of your acceptance onto the Programme within one week of interview. You will then have one week to pay the Initial Deposit.
- **Placement:** As soon as we receive your cheque for the Initial Deposit (please refer to page 6 for the refund policy), and your updated CV, we write a profile for you, create a profile pack (CV, Personal Statement and Profile), and enter you on a matrix ready for the placement cycle. The matrix lists candidates available and placements on offer. **Please note that no placement action is taken by the Programme until the Initial Deposit has been received.** Candidate profiles are offered to a number of Sponsor Companies who indicate their preferred choice after a series of telephone interviews. This process (which can take some time) continues until all internships are filled. The bulk of the placements are made approximately 5 weeks before the flight date with the last placements made 3 weeks before flight date. In the event that a candidate is not placed, the Initial Deposit will be refunded unless the offer of a placement is (in the opinion of the Programme) unreasonably turned down. Candidates may also opt to defer to the following intake. The likelihood of placement and the time frame are fully discussed with the candidate at the time of interview.

You should also know that the placement process is complex and subject to decisions made by our Sponsor Companies, which are outside our control. The process can be frustrating for some applicants. Please be assured that it is in our interest to place you as quickly and smoothly as possible and that we will do our best.

- **Transportation to the USA** is the responsibility of the intern. Mountbatten used to arrange group flights with British Airways but the airline can no longer accommodate our requirements. We do, however, recommend flights so that interns can travel together and to ensure that we can provide you with transportation from Newark airport (**not JFK**) to the hotel. This information is included in the Candidate Handbook given to you at interview. If you choose to fly to JFK airport, we will not be able to greet you and ask instead that you make your own way to the hotel. Information on arranging transport from JFK will be provided.

FEES & COSTS

FEES PAYABLE TO THE PROGRAMME

Please refer to the website under section **IMPORTANT INFORMATION** for current fees and costs.

Notes on Fees Payable

Payment of all fees should be by **cheque** (or money order) made **payable to Mountbatten Internship Programme**. We do not accept cash, credit card or wire transfers. If you are an international applicant you can approach a local bank and obtain a sterling bank draft or a sterling money order through your post office.

Regrettably we receive **bad cheques** from time to time. Bad cheques, apart from setting you off on the wrong foot, create extra work in both our London and New York offices. If you discover that your cheque has bounced before we do, contact our London office immediately and remit a new cheque with a **£13 surcharge** to cover our bank charges and administrative costs. If we discover the bounced cheque before you do, we reserve the right to terminate your application - if we choose to continue your application, you will be charged a **£25 surcharge** if the bad cheque is for **the Registration Fee or the Initial Deposit**. A **£50 surcharge** will be applied to a bad cheque in respect of **the Participation Fee balance**. If someone else is paying your fees please inform them of these charges.

The **Initial Deposit** is part of the **Participation Fee**. It is refunded if the applicant is not placed. It is not refundable if the applicant subsequently withdraws from the Programme or unreasonably refuses to take up a Placement.

Acceptance means that the applicant, having been interviewed, is considered appropriate for the requirements of the Programme. Notification of Acceptance is always in writing and an Initial Deposit will be requested before any further action is taken. **Please Note: Acceptance does not guarantee placement**, since this must ultimately be at the discretion of the Sponsor Company.

ALLOWANCES PAID TO THE INTERN (in US Dollars)

- **Living allowance: \$468 gross, paid every two weeks in arrears over 12 months.**
Approx \$8 per paycheck deducted for telephone and taxes etc - therefore net fortnightly pay = approx \$460.
- Interns who **properly** complete **all** aspects of the Certificate Programme, **on time**, receive a **bonus of \$500** at the completion of their internship. The bonus is reduced for missed deadlines, absences etc. No bonus is paid to interns who do not complete their Certificate work.
- Accommodation is provided free of charge, either in a hotel during orientation week, or in Mountbatten's designated apartments during the entire internship but excluding the 30 day travel period after completion of the internship.

SECURITY DEPOSIT

- A **security deposit of US\$300** is retained by deducting \$50 from each of the first six allowance payments. This deposit (less a \$75 cleaning charge and any required payments for breakages, damage to apartment furniture etc.) is returned three to four months after the end of the internship. **The security deposit is NOT refunded to interns who leave the Programme before the end of their internship.**

OTHER EXPENSES

- **Return airfare** costs between £350 and £500 depending on the time of year.
- **Additional insurance cover** may be needed (for example in the case of a pre-existing condition - e.g. asthma or diabetes).
- **Visas** cost approximately £70 plus \$100 SEVIS fee plus a trip to the nearest US Embassy : Applicants will be responsible for their own expenses involved in obtaining their J1 visa at a US Embassy or Consulate. This will involve (1) a £70 visa application fee, payable at a bank (2) travelling to the nearest embassy or consulate for an interview and (3) a SEVIS (Student & Exchange Visitor Information System) fee of \$100, payable to the US Government (Department of Homeland Security) via the Internet using a credit card. You will be sent full details in due course, but those applicants without credit cards might wish to line up their arrangements beforehand in order not to delay your visa processing. These fees were correct as of January 2008, but are subject to change without notice.
- Interns are responsible for their own electricity and telephone bills in New York, plus in broad terms, food, travel and entertainment.
- For the administrative conveniences of interns a landline, one telephone, and local telephone service is provided in each apartment under the Programme name. This provides uninterrupted service as interns take over and hand over apartments. A charge of approximately \$4 is deducted from each fortnightly paycheck. In addition, all interns are required to purchase phone cards to cover their long distance needs.
- Approximately \$900 will be needed to cover expenses during the first few weeks. The Programme makes arrangements for interns to open a US bank account as soon as possible after their arrival in the USA.

CAREER DEVELOPMENT LOANS

The Mountbatten Programme does not meet the criteria for Career Development Loans.

ACADEMIC PROGRAMME

Mountbatten's unique integrative learning curriculum combines a year's full time work experience at one of our sponsor companies in New York with participation in an education and training programme.

Interns are required to choose between either:

The Certificate in International Business Practice

Or

The Diploma in International Business Practice (leading to the MBA)

Participation in either the Certificate or Diploma is mandatory. All interns must complete all components of one of the academic options (Certificate or Diploma) in addition to their full time work placement with a New York sponsor company. If you feel that you are unable to commit wholeheartedly to either the Certificate or the Diploma, the Mountbatten Internship Programme would not be right for you.

CERTIFICATE IN INTERNATIONAL BUSINESS PRACTICE

The Certificate has four components:

- 1. Self Assessment**
- 2. Company Assessment**
- 3. Seminar Programme**
- 4. Preparation for Cambridge Assignments**

Satisfactory performance on all four components is required to gain the **Certificate in International Business Practice**.

The four components are concurrent, and assessment is continuous throughout the year.

Interns are required to commit to the following:

- To work regular office hours according to their Sponsor Company;
- To attend weekly seminars (at least 90 minutes per week and two additional Saturday Sessions);
- To complete the assignments as required (approximately 4 hours per week);
- To read the *New York Times* daily.

1. SELF ASSESSMENT

Requirements: Each intern must submit a Learning Contract, Job Description, extracts from a Personal Development Journal, and three Summary Reviews.

Learning Contract:

The Learning Contract provides a framework for the Certificate year. Each intern sets goals/objectives for the year ahead, focusing upon the Workplace, American Culture, and Personal Development.

Successful applicants to the Programme should give some thought to this before coming to New York.

What do you want to achieve in your time here?

Job Description:

The Job Description establishes an intern's objectives, responsibilities, and duties in the workplace.

Professional Development Journal:

The Professional Development Journal is a record of an intern's journey through the internship year. The journal should include high points, low points, reflections, and observations. Interns begin their journals the moment the plane touches the ground in the US, and continue until the end of the internship year.

The Professional Development Journal provides the basis for Summary Reviews.

Summary Reviews:

Summary Reviews allow interns to trace and analyse their professional and personal development.

Interns write Summary Reviews throughout the year - one at six months and one at twelve, in which they chart their progress towards their goals and learning objectives and record their thoughts and observations. The Final Summary Review at the end of the internship is a comprehensive review of the entire year.

2. COMPANY ASSESSMENT

Requirements: The company supervisor completes performance appraisals, which the intern must also review.

Performance Appraisals:

Performance Appraisals assess an intern's effectiveness and progress in his or her Sponsor Company. There are two appraisals - one after five months, and a final appraisal at the end of the internship year.

3. SEMINARS

Seminars are held at least once a week throughout the entire internship year, with little free time between units.

Location: Mountbatten Office, 50 East 42nd Street, New York City. Time: 6:30pm - 8:00pm (time and location subject to change).

Unit 1: American Culture & Institutions (12 weeks)

This unit provides an introduction to American history, politics, and current affairs. (Textbooks are provided)

Requirements: Attendance; active class participation; weekly reading assignments; *New York Times* assignments; final role-play.

Assessment: Attendance; Participation; Research Skills; Written Communication Skills; Oral Communication Skills. Assessment will be descriptive and skill-based.

Unit 2: American Business Practice (approximately 19 weeks for two sub-sections)

Unit 2A: Managing Information

Unit 2B: Managing the Market

This unit provides an introduction to American business practice and key management skills such as business communication, marketing, ethics, and intercultural communication, and covers two Cambridge Business Management modules, Managing Information and Managing the Market. (Textbooks are provided on loan.)

Requirements: Attendance; active participation in; reading assignments; written and oral assignments; research and presentation of a group business plan; satisfactory preparation for two Cambridge assignments.

Assessment: Attendance; Participation; Group Work (e.g., Business Plan); Cambridge Assignment Preparation.

Unit 3: Career Development (6 weeks)

This unit provides the tools for career management in the context of a rapidly changing global marketplace. (Textbooks are provided.)

Requirements: Attendance; resume; final exam.

Assessment: Attendance; Resume; Active Participation; Final exam.

Unit 4: American Arts (7 weeks)

This unit provides an introduction to American arts and culture, and includes seminars as well as group tours.

Please note that tours take place at the weekend. There is a choice of attending 3 out of the 6 seminars.

- American Art (Seminar and Museum tour)
- American Architecture (Tour of New York City neighbourhood)
- American Literature (Seminar)
- American Theatre (Seminar and Play Reading)
- American Music (Jazz Seminar)
- American Film (Seminar)
- American Sports (Seminar)

Requirements: Attendance; active participation; reading of a novel, such as *The Bluest Eye* by Toni Morrison (not provided).

Assessment: Attendance; participation.

MISCELLANEOUS SEMINARS

Public Speaking sessions (required attendance and participation); Certificate seminar (required attendance); Tax Filing seminar (not part of the Certificate, but strongly recommended).

4. PREPARATION FOR TWO CAMBRIDGE ASSIGNMENTS

Requirements: The intern must submit two assignments on the modules Managing Information and Managing the Market, which are part of the Cambridge International Diploma in Management at Professional level.

Cambridge Assignments:

Interns are required to research and write one 3,000 word assignment for each of the two Cambridge Business Management modules, Managing Information and Managing the Market. These analytical reports should be an original piece of research that should investigate key business and management aspects of the Sponsor Company. Upon successful completion of each assignment, interns receive module certificates from Cambridge International Examinations.

DIPLOMA IN INTERNATIONAL BUSINESS PRACTICE (PART I OF MBA DEGREE PROGRAMME)

The Diploma forms Part I of a newly established MBA degree programme, which has been developed by the Mountbatten Institute (the parent body of the Mountbatten Internship Programme) in conjunction with American International College, School of Business Administration (AIC) in Springfield, Massachusetts, USA.

The Diploma is designed for interns who are working in complex international organisations and need the basic tools of business understanding to perform their jobs effectively. The programme further assists the intern by relating what he or she sees at the office to a larger global business perspective.

The Diploma syllabus covers:

- Team Building, Leadership, and Organisational Behavior
- Management Principles and Processes
- Business Communication and Information Management
- Managing in the Global Economy
- Principles of International Finance and Accounting
- Entrepreneurship
- Principles of Self-Management and Professional Development

To qualify for the award of the Diploma in International Business Practice, an intern must:

- Formulate a Learning Contract, identifying expected goals and objectives for the internship year.
 - This provides the starter benchmarks against which the intern will measure their progress and development throughout the year.
- Maintain a written Professional Development Journal which records experience, observations and reflections on knowledge acquired in the workplace.
 - For assessment purposes students must submit quarterly narrative summaries referenced against the Learning Contract. These are assessed by course tutors at Mountbatten in conjunction with AIC.
- Complete a successful period of one year's full time Work Experience.
 - Assessment for this component is through two company appraisals of progress and individual performance against agreed competences.
- Complete 7 courses (as outlined above) of 3 credits each leading to the award of 21 graduate credits, which includes attending and participating in a schedule of weekend (approx. 20) and evening Modular Seminars and online tutorials which have been designed to provide practice and understanding of the range of syllabus content.
 - Criteria for assessment of the seminar programme include attendance, active participation in individual and group projects, oral presentations and AIC externally set and submitted written assignments.

Interns electing to enroll in the Diploma must successfully complete all courses in order to receive MBA credit from AIC. Interns who complete the Diploma will have the option to complete Part II of the MBA degree programme in Asia.

In summary - What will you receive if you pass all aspects of the Mountbatten/AIC Diploma programme?

You will receive the Diploma in International Business Practice from the Mountbatten Institute and American International College, as well as a transcript from AIC's School of Business Administration listing successful completion of the courses, the grades received and the number of credits awarded.

What value is AIC Accreditation?

The award of graduate credit from AIC is a unique expression of the partnership between the Mountbatten Institute and American higher education and represents a new development for our organisation. AIC's School of Business Administration, based in Springfield, MA, oversees the delivery and exercises quality control over assessment and achievement for the Diploma in International Business Practice. AIC graduate credits are fully transferable to AIC, in the event that interns wish to complete their MBA at AIC. Acceptance of credits outside of AIC is dependent on individual university policies and degree requirements. AIC is accredited by the New England Association of Schools and Colleges (NEASC), as well as by the International Assembly for Collegiate Business Education (IACBE).

MBA IN INTERNATIONAL BUSINESS PRACTICE (PART II OF MBA DEGREE PROGRAMME) IN ASIA

Those interns who successfully complete the Diploma (Part I of the MBA) will have the option of completing Part II of the MBA degree programme (worth 18 graduate credits) in Asia following their year in New York. This segment of the MBA programme builds on the understanding of business theory and techniques that students have acquired in Part I and expands this understanding by focusing on current trends and challenges in the Asian markets.

The MBA syllabus in Asia covers:

- Political and Economic Developments in the Asia Pacific Region
- Research Methods: Data Analysis & Quantitative Methods
- Operations and Supply Chain Management
- Directed Study – Asian Company Analysis
- Managing Change: Organisation Behavior and Human Resource Management
- Global Marketing Strategies in the Digital Age
- Business Strategies and Global Business Leadership

To qualify for the award of the MBA in International Business Practice, an intern must:

- Successfully complete Part I (21 graduate credits) of the MBA programme in New York (The Diploma).
- Complete 7 courses which includes attending and participating in a schedule of intensive day seminars and online tutorials which have been designed to provide practice and understanding of the range of syllabus content.
 - Criteria for assessment of the seminar programme include attendance, active participation in individual and group projects, oral presentations and AIC externally set written assignments.
- Complete a company placement of approximately 4 weeks culminating in a directed study analyzing an Asian company (Business Research Project).

In summary - What will you receive if you pass all aspects of the Mountbatten/AIC MBA programme?

You will receive an MBA degree in International Business Practice jointly awarded by American International College (AIC) and the Mountbatten Institute. A total of 39 graduate credits are required to be awarded the MBA in International Business Practice.

ACCOMMODATION IN THE USA

Accommodation is provided by the Programme, at no charge to the intern, in fully furnished 3 bedroom apartments. The Programme maintains some 59 apartments in modern high-rise buildings. These are contained within a comprehensive, residential, development complex called *Newport* in **Jersey City, on the New Jersey side of the Hudson River, across from New York City.**

Interns are obliged to live in the Mountbatten apartments for their entire internship year.

Facilities

Newport is a 400 acre complex dominating the waterfront. The first phase of a major two-phase development project has been completed. Approximately 2000 apartments have been built and occupied. Parks, playgrounds, and a marina are operating along with a health club, indoor swimming pool, tennis courts, waterfront restaurant, large shopping mall and a large convenience-shopping strip. The health club, including the swimming pool, offers special rates for Mountbatten interns of approximately \$73 per month. There are additional charges for use of the tennis courts.

Newport has 2 banks (with cashpoint machines), a medical clinic and a dental office. There are hospitals nearby in Jersey City and Hoboken, a short taxi ride away.

There are 2 high-tech office buildings within the complex. Construction of additional office buildings, apartments and facilities - the next phase - is currently under way.

Visit www.newportnj.com for information about where interns live.

Shopping

The shopping mall, *Newport Centre*, contains over a million square feet of shopping facilities, including a score of restaurants and 11 cinemas. The mall is anchored by 4 American brand name stores: *Sears*, *Kohl's*, *Macy's* and *JC Penney* and includes a bargain-basement clothing store, *Pay Half*. Visit www.newportcentre.com

In addition there are 2 open shopping strips containing 2 large supermarkets; open 7 days a week until late. The shopping facilities all lie within 5 to 10 minutes walk from the Mountbatten apartments.

Location and Transport

Newport faces the Financial District/Wall Street area at the southern tip of Manhattan in New York City. PATH is the rail transit system that serves as the primary transit link between New Jersey and Manhattan and Newport has its own PATH station, Pavonia-Newport, which is about 5 minutes' walk from our apartments. PATH trains operate 7 days a week, 24 hours a day. They run at 5-minute intervals during rush hour and take about 15 minutes to 33rd Street in mid-town Manhattan. From its several stops you can change to the New York Subway system, which serves New York City much as the London Underground serves London. PATH trains cost \$1.50 and the subway or a bus in New York costs \$2 irrespective of the length of the journey. Most interns take the PATH and a subway or a bus to work, incurring a daily round-trip expense of \$7.

On the New Jersey side, Newport offers access to every major transport system in the Northeast. Newport is about 14 miles by road from Newark International Airport, which has daily flights to and from the UK.

Mountbatten Apartments.

'Our' buildings, known as *Presidential Plaza*, were built in the early 1980's. Each has a 24-hour doorman, security service and laundry room. Apartments comprise of 3 bedrooms and 2 full bathrooms, a large living room/dining room and a fully equipped kitchen. The apartments

are usually occupied by 6 interns. Each apartment has a telephone, a TV, electric heating and air conditioning. Apartments (but not bedrooms) are co-ed; however, women can request an all-female apartment.

Most apartments have a single room, a double and a triple. A few have a single and two doubles. Arriving interns are assigned to a single-sex double or triple room, either with existing interns from an earlier intake or as part of a new intake.

The **single room** in each apartment is a privilege granted to an intern who is willing to fulfil all the responsibilities of internally administering the apartment. These include taking formal (i.e. legal) ownership of the telephone, TV, electricity bills, attending monthly meetings with the Housing Director, disseminating information to flat-mates, resolving disputes, dealing with maintenance issues and emergencies, organizing apartment cleaning rosters, ensuring that the guest policy and various other apartment rules are observed, and welcoming newly arriving interns. The RA is also responsible for organizing, coordinating and practicing the apartment's Emergency Action Plan.

Interns who wish to be considered for a *Resident Assistant* position are invited to submit a formal application to the Housing Director at the beginning of their second or third term. As there is only one single room per 5 or 6 interns, not all applicants end up in a single room and you should therefore not assume they will be successful. As a practical matter some interns make firm friends with their roommates and do not opt for the single room. No applications for single rooms are accepted prior to arrival in the accommodation. **Candidates who insist on having a single room for medical or social reasons should not apply to the Programme.**

Housing Team

The Housing Team comprises of a Housing Director and a Resident Supervisor. They administer all issues that pertain to housing and the Newport area and are based in our Newport Office. The RS lives in an apartment in Newport, generally managing the upkeep of the apartments providing pastoral support, helping with problems in the apartments, (personal or material), and ensuring that the apartments are cared for in a reasonable manner. Apartments are periodically inspected - after due notification - to ensure they are being treated appropriately.

Maintenance

Presidential Plaza has a maintenance crew responsible for general maintenance, plumbing, heating, lighting etc. Apartments are periodically sprayed to control cockroaches, which are an occasional feature of New York apartment life. The Mountbatten Housing Team maintains a relationship with building management to ensure smooth maintenance of our apartments on behalf of the interns.

Security Deposit (See Fees and Costs)

A security deposit is deducted from each intern's first 6 paycheques. This is applied to breakages etc, which at the Programme's sole discretion are considered beyond fair wear and tear. Any remainder (less a charge for professional cleaning of the apartments when you leave) is returned to you, usually 3 - 4 months after your return home. **The security deposit is not refunded to those interns who do not complete the Programme.**

Rules and Regulations

There are a number of rules and regulations which interns are obliged to observe within the apartments. These stem from several sources: Newport Plaza Management (i.e. our landlord), US law applicable to Exchange Visitor Programs, Mountbatten policies, and finally, successive generations of interns. These last, through various formal requests to the Programme over the years, have developed many of the house rules which address the fact that the internship is a demanding professional environment requiring interns to be alert and on top of their work, day after day for a year. If you are used to greater independence than the rules permit and feel you will have difficulties

adjusting, you should raise the matter at your interview in the UK; the Programme might not be right for you.

Some of the house rules that you should consider before applying to become an intern are described below.

Smoking Our apartments (like all public buildings in New York and New Jersey) are strictly non-smoking. This includes all the public areas such as corridors, stairwells and laundry rooms. Thus smokers are obliged to leave the apartment buildings whenever they wish to smoke.

Drugs The use of any illegal narcotics, even so-called soft drugs, such as marijuana, is a criminal offence in the US and can carry stiff prison sentences. **Mountbatten operates a policy of zero-tolerance.** Offenders face the prospect of being summarily dismissed from the Programme with no refund of any fees and of being reported to the authorities. Aside from the possibility of prison, the latter can hinder or even prevent free entry into the USA at a future date, is a bar to certain types of employment in the UK, and can have other dire professional consequences.

All Mountbatten Sponsors reserve the right to conduct spot tests for drugs. Some Sponsors routinely test new interns/new employees on their first day of work. If you fail this test (i.e. you test positive for drugs) you will be immediately repatriated. If you fail a subsequent test that indicates that you took drugs while on the Programme, in addition to being summarily dismissed and repatriated you must face any further penalties that the sponsor sees fit and is entitled by law to levy. This may result in a permanent record, which could surface whenever a potential employer does a background check on you in the future.

Fines The Housing Director operates a system of fines to enforce certain community-based rules (e.g. for dirty apartments or infringement of the guest policy). Money from fines is applied to new furnishings for apartments.

Pets No pets are permitted.

Inspections See above under Housing Team.

Guests Guests are permitted. The guest policy, which is intern driven, is meant to provide interns with a reasonably private retreat at the end of a busy workday and a relatively quiet night. Interns themselves are not generally subject to the guest policy and are free to visit each other at will. Guests who are outsiders may visit during the day or evening providing the host is there. Interns who wish to accommodate overnight guests may do so with the written permission (simple pro forma) of all their flatmates, for a period of up to 7 nights.

No overnight opposite sex guests are permitted except for immediate family members. Our policy for parents, at the instance of generations of former interns, is that they should NOT stay in our apartments overnight.

Interns are responsible for their guest's behaviour. Overnight guests must leave the apartments whenever their host does (e.g. during the day when the intern goes to work). They may not have keys to the apartments.

Curfew There is no curfew. Although interns may not live 'off campus', they are free to spend as many nights / weekends away from their apartments as they wish, consistent with still actually living in the apartments. For security purposes, interns are obliged to let the Programme know their travel arrangements at all times. They will still be responsible for their share of all bills and cleaning duties while away.

FREQUENTLY ASKED QUESTIONS – For Applicants

Can I get a part-time job to supplement my income in the US?

No, the J-1 visa does not allow this; it is illegal.

Do people ever get hired by their Sponsor Company?

You must return to the UK (or your home country) upon completion of the Programme. If a US company then wishes to hire you to work in the US, it must provide the appropriate visa and pay for any legal help or advice. The Programme is not allowed to assist with this.

Is the allowance enough to live on?

Yes, if you budget sensibly. During Orientation (shortly after arriving in the US) interns are given a sample budget outlining normal outgoings. Transportation costs, for example, (getting to and from work) will not be more than \$40 per week at current (2007) fare levels; and a share of electricity (heating) costs will average about \$35 per month.

Will the allowance allow me to continue to pay off (student) debts?

No. Have your loan re-payment deferred or wait until your financial situation has improved before applying to the Programme. Additional work experience is always useful.

Is it taxed?

About \$15 is withheld by law each month. Information about filing tax returns is given during the course of the year.

What is the Participation Fee for?

It contributes to: (1) costs of the Certificate Programme - teaching, assessment, materials, moderation, etc; (2) costs associated with interviewing, placement and processing your visa; and (3) orientation costs. You should be aware that the Programme incurs substantial costs in all these areas.

Can I/Should I have insurance cover for my personal possessions?

Such cover is quite difficult (and therefore expensive) to arrange for more than three months. It may be possible to obtain cover under a UK Household Contents policy, e.g. by adding "all risks" items. In general it is not a good idea to take expensive items away for the year. Also most insurance policies carry an "excess" charge and sometimes will not pay for something that is lost "negligently".

How is the organisation funded?

The Programme is funded by company sponsorship and by participation fees. It is based in the United States. It receives no outside funding and operates as a "not-for-profit" corporation in the US.

What happens if I don't get on with my flatmates?

Discuss the problem with the Housing Director. Sympathetic consideration is always given and if the problem cannot be resolved within the apartment, a move can usually be arranged.

What happens if my internship doesn't work out?

Every effort will be made to resolve the problem with the company. This is always the first course of action because the company has paid for your services. If that fails the Programme will endeavour to find another internship. In the majority of cases this is successful, although, of course, it cannot be guaranteed.

How much holiday do I get?

Normally between one and two weeks (depending on the company's policy), plus the statutory (bank) holidays, of which there are ten each year.

Will I be able to come home for Christmas?

It will depend on your company's policies and staffing needs. It is also worth considering the amount of time you may spend travelling at that time of the year (there may be delays because of fog, snow etc.). Many interns stay in New York for Christmas.

Can I continue to live in the accommodation when my internship finishes?

No. You and your luggage must vacate the apartment promptly to make room for incoming interns and to allow time for cleaning, decoration and moving.

Does my medical insurance cover me for my 13th/travel month?

No, but you can extend your MIP policy for a reasonable additional charge.

What should I take with me?

When you are placed you receive additional information from us about what to take.

When do I start work after flying out to New York?

Interns begin work the following Wednesday, Thursday or Friday following orientation depending on whether your Sponsor Company requires an overlap with their current incumbent intern.

When must I arrive in New York?

You are expected to arrive on a Sunday. If you are traveling from Europe and you chose to arrive earlier you will be responsible for your own transportation and accommodation until Sunday night. If you are arriving from Australia or other similarly distant points, you are encouraged to arrive on Sunday, however the Programme will try to arrange accommodation for you if you come a day or two early.

When is orientation and what does it cover?

All day Monday and Tuesday - at the Mountbatten offices. Introduction to the Programme, what's expected of you, American office protocol, opening bank accounts, application for a Social Security number, payroll setup, security lecture, cross-cultural issues, medical procedures, New York City geography / transportation, Sponsor Company briefings, introduction to the Certificate Programme, etc.

What are the details for the rest of orientation week?

Wednesday, Thursday and Friday – overlap with the previous intern by working at your Sponsor Company. If your Sponsor does not require overlap, and you have completed all your other orientation business, you will be free to explore New York.

Saturday – free (departing interns vacate apartments).

Sunday – move into your apartment.

Monday – start work.

Where do we stay during orientation week?

Normally 3 to a room at the Wolcott Hotel in midtown Manhattan, subject to availability. www.wolcott.com The Wolcott is happy to accommodate those relatives and friends who may decide to visit you during your internship and would be looking for a reputable, centrally located, low-budget hotel.

If I have been to New York before, or if I have an exam that week, do I have to attend orientation?

Yes. All interns have to attend all of orientation. We will always assist interns who are delayed by unforeseen emergencies, such as airport closings, family tragedies, and medical emergencies. However interns should not schedule events that cause them to miss any part of orientation week - if necessary, you should discuss this at your interview. Interns who fail to turn up at the hotel (through no fault of the Programme) will be charged for their room.

Can I live with relatives/friends etc in NY (i.e. not in the accommodation)?

No, but you may, of course, stay with them from time to time, e.g. over a weekend.

Is it safe - New York generally and specifically where we live?

New York is now regarded as one of the safer American cities, but it is still a big city and you should heed the “do’s and don’ts” advice that you will receive during orientation. The Mountbatten apartments in Newport, New Jersey are situated across the Hudson River from Manhattan. The neighborhood is relatively quiet and secure but always use common sense in order to remain safe.

What type of Sponsor Companies do you have?

Sponsors are selected because of the range and diversity of their operations and their commitment to intercultural exchange and experiential education. Today, there are over 300 Mountbatten interns serving with some 100 Sponsor Companies in New York, These range from Fortune 500-sized companies, through non-profit/non-commercial entities, right down to small companies including sole proprietorships. We do not produce a definitive list of companies since, naturally, our list is constantly changing: new companies join us, some withdraw due to re-structuring or financial constraints. In general, our internships fall within the areas of Finance, IT, Law, Real Estate, Executive Search, Events, Sales & Marketing, Non Profit, Government, Post-Production and Architecture.

Can I choose my placement company?

No, but you are invited at interview to express a preference for a particular area of business if you wish. Candidates are offered to a number of companies and it is the companies who make the final choice.

If I go out at a certain time of year will I get a better choice of jobs?

No, it does not matter when you go.

Is there an age limit?

Our programme is geared to those aged between 21 and 26. Older applicants may apply but are advised to contact the London Office in advance.

SPECIMEN CURRICULUM VITAE

Please view this specimen curriculum vitae as a guide when putting together your CV - do not copy it exactly. Look on the web to find more examples of the American resume to further aid you in putting together your CV.

NAME SURNAME

Postal address, County, Post code

Email: firstnamessecond@email.com
Mobile: 07999 XXXXX

Home: 0207-XXX-XXXX

EDUCATION

Certificate in Management – XYZ Graduate Management Scheme Mar 2004 – to date
Subjects: Finance, Marketing, Human Resources, Decision Making, and Management Theories.

BA (Hons) Geography – University, County Sep 2000– Aug 2003
Dissertation: The political and ethical issues surrounding ethnicity post Sept 11 Grade 2:2

College, City Sep 1998 – Jul 2000
A Levels: Geography, Business Studies Design & Technology.

WORK EXPERIENCE

JOB TITLE: Jan 2004 – to date

Organisation

- Review and update company policies.
- Shortlist and interview job applicants (Operations, administration and marketing staff).
- Place job advertisements in major publications.
- Part of team that has been established to create a new pay and position structure for the company.
- Create new training presentations in conjunction with training providers in using Microsoft PowerPoint, creating a database to outline training needs.
- Shortlist and interview job applicants.
- Monitoring company demographics, handle telephone calls from clients.

JOB TITLE: Dec 2003 – Jan 2004

Organisation

- Assisted company surveyors with general administration.
- Organised company surveyors to attend company properties.
- Assisted the company track housing benefits.

JOB TITLE: Oct 2003 – Dec 2003

Organisation

- Assisted the ticketing department issue tickets, general clerical work using Microsoft packages.

JOB TITLE: Jul 2002 (3 weeks)

Organisation

- Assistant law researcher, general clerical work using Microsoft packages.

JOB TITLE: Jan 2002 – Jul 2002

Organisation

- Led a fund raising campaign raising money for the alumni office.
- Student ambassador for the university, keeping alumni up to date with general information about the university.

COMPUTER SKILLS

MS Word, Excel, PowerPoint, Access, and Outlook. Map Info Professional, SPSS.

INTERESTS AND HOBBIES

Charity work: Led a charity expedition to MNO (1999). **Sports:** Rugby: Heath Rugby Club (1989 – 2004), All Bright College 1st XV, ABC University 2nd Team (Captain), Cricket, Golf and Squash.

Other: Drums

MOUNTBATTEN INTERNSHIP PROGRAMME

Personal Statement of: _____

*Please use this page to explain why you wish to participate in the Programme. What do you expect to gain from it and what do you think you have to offer it? What do you find the most appealing about it? Expand on the information supplied in your application. The more we know about your skills and achievements, the better the placement we can make. One paragraph should focus on why your industry of preference and the training you wish to receive is specifically related to your past employment. Explain the logic behind your industry preferences and how your internship in New York will serve as a **continuation** of what you have learned already in the workplace.*

MOUNTBATTEN INTERNSHIP PROGRAMME

Internship Recommendation Form

Name of candidate: _____ (please print)

Intake applied for: _____ Type of reference (tick one): - Academic - Work

In accordance with the "Family Education Rights and Privacy Act of 1974", the Mountbatten Internship Programme recognises that students enrolled in this Programme have the right to inspect and review all material in their files unless they sign the following statement:

1. I understand my rights under the provision of PL93-830.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candour, I have elected not to exercise my rights under the aforementioned statute and affirm that I should not do so in the future.
2. I understand that this document will be used only for the purpose of evaluating my qualifications for participating in the Mountbatten Internship Programme and will be reviewed only by Programme supervisors. It will not be available to any other institution, organisation or private party.

Signature of Candidate

Date

.....
Recommendation by:

Name: _____ Title: _____

Institution: _____ Phone (Day): _____

Address: _____

Relationship to candidate, ie: Tutor, Manager, etc. _____

I may be called about my recommendation - Yes - No

The person named above has applied to participate in a Programme of intercultural service-learning which involves work experience and training in the high-powered business environment of New York City. The experience is exciting and valuable, but successful participation depends very much on qualities of maturity, responsibility, commitment, sensitivity, patience and flexibility. Your honest evaluation will be most helpful to us and to the Candidate. Thank you very much for your co-operation. **Please note that this form is not valid unless the additional comments sections have been filled out.**

Please use the tables below to give us a general profile of the Candidate:

MOTIVATION	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Seriousness of purpose						
Interest in other cultures						
Intellectual curiosity						
Commitment/dedication						

Additional comments on motivation: _____

RESPONSIBILITY	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Completes tasks as set						
Uses good judgement						
Ability to cope with stress						
Ability to work unsupervised						
Response to directions						

Additional comments on responsibility: _____

RELATING TO OTHERS	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Sensitivity to diversity						
Tolerance of others						
Caring, kind, friendly						
Working with others/team						
Adjustment to new situations						

Additional comments on relating to others: _____

Please add any other information or opinions which you feel would be useful or important for us to know about the Candidate (use additional paper if necessary).

SUMMARY

- I recommend the Candidate without reservation
- I have some reservations but would still recommend (please indicate what your reservations are)
- I have some doubts and advise you to seek additional information
- I do not believe the Candidate would be suited to the Programme

The form has to be posted directly to the Mountbatten office and should not under any circumstances be returned to the candidate. If you fax the form to us in order to meet a deadline, please ensure that the original is still sent by post. References are a critical part of the application process for a place on the Mountbatten Programme and we are therefore extremely grateful for your assistance.

Signature

Date

Please return this form to: **Mountbatten Internship Programme**
Michael House, 5th Floor
35-37 Chiswell Street
LONDON, EC1Y 4SE
UK