



## **NEW YORK PROGRAMME**

### **INFORMATION AND APPLICATION PACK FOR ASIAN CANDIDATES - APPLY THROUGH BANGKOK OFFICE ONLY (Updated 16 January 2012)**

Please save and/or print this pack. Read it 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 **fulfill 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.
- Have your **photograph** available in electronic format (JPEG image ‘.jpg’ only) for uploading to our website. Images must be exactly 140 pixels wide and 180 pixels high.
- Have the information and contact details (email address) for each of your three referees.

To access our online application system, follow the instructions on the How to Apply page of our website. You will be asked to Sign Up to [my.mountbatten.org](http://my.mountbatten.org) and Activate your account via email. Once your account is active you will be able to Log In and begin working on your application documents.

You will need to submit your three Reference Requests to your referees, complete the Application Form and upload your CV, Personal Statement and photograph. You will only be able to print out a copy of your Application Form once you have completed (but BEFORE you have SUBMITTED it) it online.

## NOTES FOR 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 academic programme. Be straightforward, candid and honest - and pay attention to spelling and grammar. We strongly advise you to have it proofread. The format for the Personal Statement is given near the end of this pack.

**The Personal Statement must be created and uploaded 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 US style, one page resume, is given near the end of this pack. We encourage applicants to mimic this format as much as possible although we'd prefer you to include ALL of your work experience to date even if this means extending your CV onto a 2<sup>nd</sup> page.

**The CV must be created and uploaded 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. We require an up-to-date, colour, passport-style 'head and shoulders' picture with a plain background. Professional work attire is recommended. A light shirt under a dark suit jacket works well. 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 beard it should be neatly trimmed. Any facial piercing should be removed. A friendly smile is always appealing too!

**The photograph must be created and uploaded in JPEG image (\*.jpg) format.**

### **REFERENCES**

We use an online email / web based reference system.

References are provided in confidence.

We require:

- One academic reference from your university tutor/lecturer/course leader

- Two work references. Ideally, these should be from your two most recent employers but exceptions are allowed if you do not wish to notify your present employer. 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. We do NOT accept:

- References that are submitted after the deadline has passed
- References prepared by family members, family friends or colleagues
- References not submitted via our online application system
- Paper references
- Faxed references

Please note that it is your responsibility to ensure that we receive all your references by the application deadline for your proposed intake.

To ensure this, we recommend that you:

1. Contact your referee, explain that a reference request will be emailed to them and CHECK which email address the forms should be sent to.
2. Double check the spelling of the referee’s email addresses with the referee themselves and as you submits it to us.
3. Call the referee and prompt them to check their inbox and submit the reference form to us as soon as possible.
4. Keep up to date with your application progress. Once a referee has responded to the reference request the status on your [my.mountbatten](#) account will change. This will notify you that the reference form has been submitted.

## **CHECKLIST OF DOCUMENTS/ITEMS TO BE SENT TO THE BANGKOK OFFICE**

- A) The original printed copy of your **Application Form**.
- 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 staple.
- E) A **Bank Draft** for the **Application Fee** - please see website (Financial Information). Please make the bank draft payable to “**Mountbatten Institute**” (please use these exact words).

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

### **Please send your completed application to:**

#### **Mountbatten Institute (Asia Pacific Office)**

1 Glas Haus Building, Suite# 1404  
Sukhumvit 25, Sukhumvit Road,  
Wattana, Bangkok 10110  
THAILAND

## **APPLICATION DEADLINES**

**MARCH INTAKE - Applications are accepted from April 1<sup>st</sup> through to October 1st in the year preceding the programme start date.**

**AUGUST INTAKE - Applications are accepted from the preceding October 15<sup>th</sup> through to April 1<sup>st</sup> of the year of the programme start date.**

If the deadline falls on a weekend or national/public holiday, we will accept applications postmarked on the following working/ business day.

Please note that it is your responsibility to ensure that all your references are submitted by the deadline. Please note: Mountbatten Institute does not review applications on a rolling basis - all applications are reviewed together after the respective deadline.

## PROCEDURES

- **Interviews** are normally held in May or June for internships beginning in August, and in October or November for those beginning in March. Please note that these time-scales are approximate.
- Submitted online together with the application form are the **CV** and a **one-page (A4 size) Personal Statement** giving the applicant's reasons for wishing to live in the US for a year. The essay should indicate specifically what the applicant (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 placement 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 after the deadline for a particular intake whether their application has been successful or not. A web link with a sign up facility is emailed to you to view the available dates and times for interview and 'sign up' accordingly. 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/draft for the Initial Deposit (please refer to page 10 for the refund policy), and your updated CV, we write a profile for you, create a profile pack (CV, PS 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 6 – 8 weeks before the flight date with the last placements made 1 – 2 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. The likelihood of placement and the time frame are fully discussed with the candidate at the time of interview.

Be aware 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 participants. We do, however, recommend sharing flights with fellow participants to help us provide you with transportation from Newark airport (**not JFK**) to the hotel as a group. If you choose to fly to JFK airport, we may 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 **FINANCIAL INFORMATION** for current fees and costs.

#### *Notes on Fees Payable*

Payment of Application Fees should be made by **Bank Draft** made payable to “**Mountbatten Institute**” (please use these exact words and do not add anything).

We do not accept cash, credit card. If you are an international applicant you can approach a local bank and obtain a US Dollar bank draft. In exceptional cases where local banks refuse to issue a draft, a wire transfer may be made to our New York bank. Please email the Bangkok office for our bank details and instructions as to wording (which is needed to trace your payment). Details of how to pay subsequent fees will be provided at the relevant stage.

The **Initial Deposit** is part of the **Programme 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 fortnightly in arrears over 12 months.** Approximately \$8 per paycheck is deducted for telephone and taxes etc. - therefore net fortnightly pay = approx USD \$460
- Participants who **properly** complete **all** aspects of the academic programme, **on time**, receive a **bonus** of **\$1,000** 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 academic 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\$200** is retained by deducting \$50 from each of the first four allowance payments. This deposit (less a US\$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

- **Airfare** costs vary between \$1,200 and \$2,000 depending on carrier and the time of year.
- **Additional insurance cover** may be needed (for example in the case of a pre-existing condition - e.g. severe asthma, diabetes).
- **Visa** costs \$140, plus \$180 SEVIS fee, plus a trip to the nearest US Embassy/Consulate. Applicants will be responsible for their own expenses involved in obtaining their J-1 visa at a US Embassy or Consulate. This will involve:  
(1) a USD \$140 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

USD \$180, 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 September 2011, but are subject to change without notice.

- A \$140 visa application fee, payable at a designated post office or bank (please check with US embassy or consulate in your country of residence).
- Travelling to the nearest embassy or consulate for an interview.
- A SEVIS (Student & Exchange Visitor Information System) fee of \$180, 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 June 2011, but are subject to change without notice.
- Applicants of certain nationalities may also be subjected to a Reciprocity fee (Visa issuing fee) which is payable after applicant's Visa application has been approved but before the Visa can be issued. Reciprocity fees vary according to the applicant's nationality and applicants are urged to check with local US embassy or consulate.
- Some US Visa issuing posts may also charge a courier fee for returning the applicant's passport after Visa has been issued.

You will be sent full details in due course. These fees were correct as of September 2011, but are subject to change without notice.

- Participants are responsible for their own electricity and telephone bills in New York, plus in broad terms, food, travel and entertainment.
- For the administrative convenience of participants a landline, one telephone, and local telephone service is provided in each apartment under the Programme's 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 \$1,500 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.

## **FUNDING**

If you seek to apply for the private/commercial/student loan, Mountbatten can issue the letter confirming your student status upon confirmation of your work placement.

Please be aware that due to the nature of our application process and the loan issuing structure, candidates might not receive approval for the loan until they secure a placement in New York.

Candidates need to bear in mind that if their loan application is rejected, they are responsible for paying the course fees in full if they wish to remain on the Programme. If the participant is forced to withdraw from the programme for financial reasons, they are ineligible for any reimbursements for fees paid to date.

You may be eligible for government or private loans but it is your responsibility to research and apply for these.

## ACADEMIC PROGRAMME

Mountbatten's 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. All interns study towards the **MBA in International Business Practice** or the **Postgraduate Certificate in International Business Practice (PGC)**.

A key objective of the MBA and Postgraduate Certificate programmes, developed by Saint Mary's University College, Twickenham, is to enable interns to develop skills in analysis, problem solving and decision-making through a cross-cultural Business Studies curriculum.

**Note:** Participation in the MBA or the PGC course is mandatory. Interns must complete all components of one of the academic programme 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 the MBA or the PGC, the Mountbatten Institute is not a good fit for you.

### **MBA in International Business Practice**

Learning Objectives:

Within the framework of the internship year, the MBA programme enhances the trainee's competences and accomplishments in the following areas:

1. Acquiring a broad understanding of American business practice, in addition to knowledge of the global economy, management theory and practice, teamwork, leadership, and organisational behaviour, and essential components of intercultural business communication and career management
2. Relating the operations of the host organisation to the broader context of American and international business
3. Successfully developing a range of management skills and competencies in the classroom, and applying them to the workplace, achieved through the Personal and Professional Development (PPD) programme, which include:
  - Team Building and Leadership
  - Strategic Negotiation and decision-making
  - Career Coaching
  - Business presentation skills
  - Consultancy and Fieldwork skills

### **Assessment Criteria**

Trainees must pass all modules in order to successfully complete the MBA. Trainees who place themselves in a position such that they cannot successfully complete the MBA will have their internship terminated and will be repatriated.

## **Modules**

### **Managerial Accounting and Finance**

This module is designed to teach graduate students how to develop and analyse various and appropriate financial data, and to understand the important relationship between financial instruments, decision-making and business strategy.

### **Organisational Behaviour and Leadership**

This module will help graduate students understand the full relationship between individual behaviour, organisational structure and organisational processes. Students will also develop a more comprehensive perspective on organisational behaviour through a deeper understanding of the theory, research and practice of the varied disciplines that focus on organisations. These disciplines include psychology, sociology, political science, social systems theory, international human resource management and cultural anthropology.

### **Global Business**

The aim of this module is to provide graduate students with both theoretical and practical understanding of the complexity of the globalisation process and its impact upon the activities of multinational enterprise. It also examines the importance of regional business for the development of global competitive advantage and regional integration.

### **Business Research Methods and Fieldwork**

The aim of this module is to assist students to carry out an applied research project in the field of International Business Management. It aims at providing them with the knowledge and skills to identify a business research problem and to collect and analyse primary and secondary data at both the organisational level and within the wider body of knowledge in International Business studies.

### **Strategic Management**

This module aims to analyse the operation of strategic management from initial analysis through to implementation. The module will provide students with a comprehensive appreciation of the formulation and development of strategy from both an organisational and individual perspective. Particular emphasis will be placed on developing students' awareness of contemporary issues relating to Corporate Social Responsibility, Social Entrepreneurship and the recent trends towards the creation of shared value.

In addition to the core modules, students are required to choose two electives from the following:

#### International Finance

This module builds upon the core module Managerial Finance and Accounting. It provides a more specialised and technical understanding of International Corporate Finance. Key corporate financial issues are explored including exchange rate exposure, taxation, securities pricing, the cost of capital, and the evaluation of foreign projects. The graduate student will explore, discuss and increase their knowledge base in the following areas: short –run exchange rate behaviour such as interest parity and

expectations, long-run exchange behaviour such as cross-currency debt and exchange risk, hedging with forwards and foreign exchange options, models of foreign exchange exposure, foreign currency bonds, syndicated loans and international financing, international equity markets, cost of capital and capital budgeting for international investments and international taxation. The module also seeks to evaluate the theories and practices of financial risk management.

### Global Marketing

The principal aim of this course is to help students to develop a critical appreciation of the opportunities and challenges associated with the increasingly globalised markets. Students will reflect on the theory and application of global marketing while gaining insights from companies that have adjusted their marketing strategies to the international macro-environment. The readings and cases are designed to help students to understand the complexities of the macro-environment and how companies have developed their marketing strategies to exploit it. Global marketing concepts will include environmental analysis, globalisation, international marketing orientation, international market entry strategies and the global marketing mix.

### Managing Change

The module develops a critical appreciation of the complex factors contributing to organisational change. It takes both a practical and theoretical approach to the issue of organisational change. It promotes evaluation of the implications of change, particularly in relation to individuals, groups, organisations and society, and provides students with the necessary analytical tools to define, plan and manage change situations.

### Production and Operations Management

The aim of this module is to critically examine the nature of operations management from both a theoretical and practical perspective. Students will be equipped with a detailed understanding of both operating strategies and the use of process technology. The module will emphasise the application of supply chain management techniques within the context of outsourcing relationships and diverse trend networks.

In addition to the above, all MBA students are required to carry out field research leading to the submission of a substantial MBA Project / Dissertation of 15,000 words.

### MBA Project / Dissertation

This module aims to provide students with the opportunity to review the general principles, methodologies and techniques of research and then to select and apply them to a specific company-based problem or a general issue in business and management. It is also designed as a basis for students to demonstrate a synthesis of the knowledge and skills they have developed throughout the programme and to develop a sustained piece of coherent and consistent analysis in a fully argued and documented form.

## **PGC in International Business Practice**

### **Learning Objectives:**

Within the framework of the internship year, the Postgraduate Certificate programme enhances the trainee's competences and accomplishments in the following areas:

1. Acquiring a broad understanding of American business practice, in addition to knowledge of the global economy, intercultural business communication, management theory and practice, teamwork, leadership, and organisational behaviour, and essential components of self-management and personal career development
2. Relating the operations of the host organisation to the broader context of American and international business
3. Successfully developing a range of management skills and competencies in the classroom, and applying them to the workplace, achieved through the Personal and Professional Development (PPD) programme.

### **Assessment Criteria**

Trainees must pass all three modules in order to successfully gain the Postgraduate Certificate. Trainees who place themselves in a position such that they cannot pass the Postgraduate Certificate will have their internship terminated and will be repatriated.

## **Modules**

### **Managerial Accounting and Finance**

This module is designed to teach graduate students how to develop and analyse various and appropriate financial data, and to understand the important relationship between financial instruments, decision-making and business strategy.

### **Organisational Behaviour and Leadership**

This module will help graduate students understand the full relationship between individual behaviour, organisational structure and organisational processes. Students will also develop a more comprehensive perspective on organisational behaviour through a deeper understanding of the theory, research and practice of the varied disciplines that focus on organisations. These disciplines include psychology, sociology, political science, social systems theory, international human resource management and cultural anthropology.

### **Global Business**

The aim of this module is to provide graduate students with both theoretical and practical understanding of the complexity of the globalisation process and its impact upon the activities of multinational enterprise. It also examines the importance of regional business for the development of global competitive advantage and regional integration.

## ACCOMMODATION IN THE USA

**Accommodation** is provided by the Programme, at no charge to the intern, in fully furnished 2-3 bedroom apartments. The Programme maintains 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.** and a limited number of apartments are located in upper Manhattan on the Upper East Side/South Harlem border. These apartments are reserved for interns with very demanding roles and long commutes to the office.

Participants 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 2,000 apartments have been built and occupied. Parks, playgrounds, and a marina are operating along with a health club, indoor swimming pool, childcare centre, 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 \$77 per month (the initial enrolment fee varies). There are additional charges for use of the tennis courts.

Newport has 2 banks (with a Cashpoint machine), a medical clinic and a dental office. There are hospitals nearby in Jersey City and Hoboken, a short taxi ride away. There are 2 modern office buildings within the complex. Construction of additional office buildings, apartments and facilities - the next phase - is currently under way. Visit [www.newportnj.com](http://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 four American brand name department stores: *Sears, Macy's, Kohl's* and *JC Penney* and includes a bargain-basement clothing stores, *Pay Half*. Visit [www.newportcentre.com](http://www.newportcentre.com).

In addition there are two open shopping strips containing two 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. PATH trains cost \$1.75 and the subway or a bus in New York costs \$2.50 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 \$8.50. 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 Asia and Europe.

### **Mountbatten Apartments.**

'Our' buildings, known as *Presidential Plaza*, were built in the early '80s. Each has a 24-hour doorman, security service and laundry room. Apartments comprise 3 bedrooms and 2 full bathrooms, a large living room/dining room and a fully equipped kitchen. The apartments usually have 5 occupants. Each

apartment has a telephone, a TV, electric heating and air conditioning. Apartments (but not bedrooms) are mixed gender; however, women can request an all-female apartment.

Most apartments have a single room and two doubles. Participants are assigned to a single-sex double room, either with an existing participant from the previous intake or one from their own intake.

The **single room** in each apartment is a privilege granted to one 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 new arrivals. The RA is also responsible for organizing, coordinating and practicing the apartment's Emergency Action Plan.

Those 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 term. As there is only one single room per apartment, not all applicants are successful. As a practical matter some 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.**

### **Housing Team**

The Housing Team comprises of a Housing Director and a Housing Assistant. They administer all issues that pertain to housing. They oversee upkeep of the apartments, provide pastoral support, help with problems in the apartments, (personal or material), and ensure 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**

Our residences have maintenance crew responsible for general maintenance, plumbing, heating, lighting etc. Apartments are periodically treated 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 Mountbatten residents.

### **Security Deposit** (See Fees and Costs)

A security deposit is deducted from the participant's first 4 paycheques, (USD \$50 per paycheque for a total deposit of USD \$200). This is applied to breakages etc, which at the Institute's sole discretion are considered beyond fair wear and tear. Any remainder (less a charge for professional cleaning of the apartments when you leave and any outstanding bills) is returned to you, approximately 3 months after your return home. **The security deposit is not refunded to those who do not fully complete the training year.**

### **Rules and Regulations**

There are a number of rules and regulations for all Mountbatten residents. 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 participants. These last, through various formal requests to the Institute over the years, have developed many of the house rules which address the fact that the placement year is a demanding professional undertaking which requires you to be alert and on top of your 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 Institute might not be right for you.

Some of the house rules that you should consider before applying 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 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 placements 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.

The Programme itself also reserves the right to conduct spot tests or searches for drugs, whether (1) on a random basis, (2) upon reasonable suspicion [solely as deemed by the Programme], or (3) on an intake-wide or Programme-wide basis.

Failure to comply with any such test or search, whether ordered by the Programme or the Sponsor, is deemed evidence of guilt, sufficient to report the individual to the authorities, repatriate him/her, or both.

In short, in this as in other matters, Mountbatten will always do whatever is deemed reasonably necessary both to comply with US laws and to protect the good name of the Institute. Candidates who are not prepared to abide by all of these rules and conditions should not apply.

**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 student driven, is meant to provide everyone with a reasonably private retreat at the end of a busy workday and a relatively quiet night. Participants 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.

Those 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. Our policy for parents, at the insistence of generations of former participants, is that they should NOT stay in our apartments overnight. Residents are responsible for their guest's behaviour. Overnight guests must leave the apartments whenever their host does (e.g. during the day when their host goes to work). They may not have keys to the apartments.

## **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?**

*No. You must return to 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 Institute is not allowed to assist with this. **Some interns have been hired by their sponsor company back in their home country.***

### **Is the allowance enough to live on?**

*Yes, if you budget sensibly. During Orientation (shortly after arriving in the US) participants are given a sample budget outlining normal outgoings. Transportation costs, for example, (getting to and from work) will not be more than USD \$30 per week at current (2011) fare levels; and a share of electricity (heating) costs will average about USD \$45 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 Institute. Additional work experience is always useful.*

### **Is it taxed?**

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

### **I have read the Department of State's Exchange Visitor Program packet (see page 14) including the section on workplace rights. Does Mountbatten meet minimum wage standards?**

*Under J-1 regulations there is no requirement to pay a stipend or salary. That said, the sum total of your remuneration, including stipend, accommodation, and medical insurance, which is listed on your DS-2019, does exceed the New York State and Federal minimum wage.*

### **What recognition do the academic qualifications have?**

*The Postgraduate Certificate (PGC) and the MBA in International Business Practice are offered through the School of Management and Social Sciences at St Mary's University College, Twickenham, London, which has been granted degree awarding powers by the Privy Council on the recommendation of the Quality Assurance Agency for Higher Education (QAA) in the United Kingdom. The PGC is a stand-alone qualification approved by the college and fulfils the requirements for postgraduate Masters level study in the United Kingdom, and is moderated and subject to both internal and external quality control. An external Validation Committee approved the award of the degree early in 2009 and praised the high standards and integrity of the programme.*

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

*Discuss the problem with your RA first and Institute staff if necessary. Constructive advice and, where needed, mediation is offered to help roommates resolve problems. As all beds are filled at the beginning of a term it is not possible to move residents until the 6 month point.*

### **What happens if my work placement 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 Institute will endeavour to find another placement. 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 stay in New York for Christmas.*

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

*No. You and your luggage must vacate the apartment promptly to make room for incoming students 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 the Institute's 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?**

*Participants begin work the following Wednesday, Thursday or Friday following orientation depending on whether your Sponsor Company requires an overlap with their current trainee.*

**When must I arrive in New York?**

*You are expected to arrive on a Sunday. If you are travelling 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 Institute will try to arrange accommodation for you if there are no flights on Sunday and you have to 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 training year, 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 academic programme etc.**

**What are the details for the rest of orientation week?**

*Wednesday, Thursday and Friday – overlap with the previous trainee 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 & Sunday – free (departing interns vacate apartments).*

*Monday – start work.*

*(Following Saturday – move into your apartment)*

**Where do we stay during orientation week?**

*In a hostel or hotel in midtown Manhattan.*

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

*Yes. Everyone must attend all of orientation. We will always assist those who are delayed by unforeseen emergencies, such as airport closings, family tragedies, and medical emergencies. However participants should not schedule events that cause them to miss any part of orientation week - if necessary, you should discuss this at your interview. Those who fail to turn up at the hotel (through no fault of the Institute) 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. For security purposes, participants are obliged to let the Institute know their travel arrangements. They will still be responsible for their share of all bills and cleaning duties while away.*

**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. 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 participants serving with some 75 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 placements?**

*No, it does not matter when you go.*

# SPECIMEN CURRICULUM VITAE

## NAME SURNAME

*Mailing Address, City, Province, Postal Code*

*Email: firstnamessecond@email.com*

*Mobile: +66 (81) XXX-XXXX*

*Home: +66 (2) 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

**Charity work:** Led a charity expedition to MNO (1999).

**Sports:** Rugby: Heath Rugby Club (1989 – 2004), All Bright College 1<sup>st</sup> XV, ABC University 2<sup>nd</sup> 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 of your choice. 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 work placement in New York will serve as a **continuation** of what you have learned already in the workplace and classroom.*