



## NEW YORK PROGRAMME

# **INFORMATION AND APPLICATION PACK**

(updated 30<sup>th</sup> June 2010)

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.
- 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 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 both your CV and Personal Statement. 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 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 academic programme. 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.

**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. Please 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 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. 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 address with the referee themselves and as you submit 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 LONDON 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 a staple.
- E) A cheque for the **Application Fee** - please see Fees and Costs.

**Please note that Mountbatten's London office CANNOT start processing your application until it receives items A to E above. You are responsible for making sure hard copy application (including cheque for the Application Fee and photograph) arrive at our London office by the relevant application deadline.**

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

Mountbatten Institute  
New York Admissions Team  
Michael House, 5th Floor  
35-37 Chiswell Street  
London EC1Y 4SE  
UK

## APPLICATION DEADLINES

### **APPLICATION DEADLINES:**

March Intake - Applications accepted from April 1<sup>st</sup> through to October 1<sup>st</sup> in the year preceding the programme start date. All materials must be postmarked no later than October 1<sup>st</sup>.

September Intake - Applications accepted from the preceding October 15<sup>th</sup> through to March 15<sup>th</sup> of the year of the programme start date. All materials must be postmarked no later than March 15<sup>th</sup>.

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: The Programme does not review applications on a rolling basis - all applications are reviewed together after the respective deadline.

## PROCEDURES

- **Interviews** will be held in April/May for internships beginning in September and in November for those beginning their internships in March. Please note that these time-scales are approximate.
- **Application deadlines:** **March 15th** for September applications and **October 1st** (year prior) for March applications.
- 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 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 - 18 candidates per day. The interview procedure will start with a group briefing (30 minutes) at 9:00am 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 **FINANCIAL INFORMATION** for current fees and costs.

#### **Notes on Fees Payable**

Payment of the Application Fee 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.

Details of how to pay subsequent fees will be provided at the relevant stage.

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 Application Fee or the Initial Deposit**. A **£50 surcharge** will be applied to a bad cheque in respect of **the Programme Fee balance**. If someone else is paying your fees please inform them of these charges.

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 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 academic 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 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 \$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 £300 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 \$140 MRV fee plus \$180 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 \$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 \$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 2010, 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.

## **FUNDING**

Mountbatten Interns are eligible for Professional and Career Development Loans. Please check the website (under Financial Information) for any information regarding available funding.

For independent funding opportunities candidates are advised to visit <http://www.funderfinder.org/>

## 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 the Mountbatten Institute (the parent body of the Mountbatten Internship Programme) in partnership with 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 Internship Programme is not right for you.

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

The MBA in International Business Practice, structured around a group of core modules, a number of electives and a Management Project, is delivered in two parts. Part I of the degree, containing four core modules, is completed over a twelve-month academic year in New York. Candidates complete four core modules during this period. These are: Management Principles and Practices, Managing People in Organisations, the International Business Environment and Strategic Management. In addition, candidates also follow a module in Research Methodology.

Part II of the degree is completed over a four-month residential term in Bangkok. During this period, candidates take two modules from the following four electives: Principles of International Finance and Accounting, Global Marketing, Managing Change and Operations & Supply Chain Management. Following on from the Module in Research Methodology undertaken during Part I, candidates will also complete a Management Project (dissertation). This is expected to be approximately 15,000 words in length.

Classes for each Part I course in New York are delivered via 50 contact hours of evening and weekend seminars, supported by on-line learning. (Total of 250 in-class contact hours over the entire internship year.)

Interns are required to commit to the following as part of their MBA requirements:

- To attend weekend seminars and evening tutorials (50 hours per course);
- To complete the assignments as required (approximately 7.5 hours of preparation and writing time per week);

### **MBA Part I Course Sequence:**

#### **Management, Principles and Practices**

This course aims to develop a detailed appreciation of the functional areas that underpin the study of Management and to provide a developmental framework for critical review. The course seeks to examine the discipline of management from both a theoretical and practical perspective, as well as equipping students with a sound understanding of the business environment within which commercial and non-commercial organisations operate. Particular emphasis will be placed on examining the interaction between organisational strategy, values and ethics in the process of management.

### **Managing People in Organisations**

This course seeks to examine the nature of organisational behaviour and human resource management from both an individual and corporate perspective and will provide students with a comprehensive appreciation of the importance of work psychology. The course will provide students with a detailed understanding of the interdisciplinary nature of organisational behaviour as well as appreciating the interface of ethics and human psychology in the work place. Includes the self-assessment component of the internship year.

### **International Business Environment**

The aim of this course is to critically review the key elements in the international business environment and, by employing a comparative framework, develop a detailed appreciation of the principles and practices arising from international management. The course aims to equip students with a detailed appreciation of current globalisation issues and the strategic context of cross border transactions.

### **Strategic Management**

This module analyses the operation of strategic management from initial analysis to implementation. The module provides students with a comprehensive appreciation of the formulation and development of strategy from both an organisational and individual perspective. Particular emphasis is placed on developing the candidate's facility for managing strategy in the international business context.

### **Research Methods**

This module equips students with the skills necessary to carry out a body of sustained, advanced research in the field of International Business Management. Students increase their knowledge of the nature of research from both an academic and practical perspective and develop a broader understanding of the methodology of research.

### **MBA Part II Course Sequence**

Electives (Students choose two):

#### **Principles of International Finance**

This module provides both a theoretical and a practical understanding of corporate finance theories and a practical awareness of how these theories are applied to the business world. It further provides comprehensive knowledge of how businesses and corporations utilise financial resources and financial markets across the globe, including an evaluation of macro- and micro-economic influences in order to achieve the goal of maximum organisational value. The module also seeks to evaluate the theories and practices of financial risk management.

#### **Global Marketing**

This module provides students with a high-level understanding of the principles and practices of marketing in global markets. The importance of ethical, legal, cultural and political norms are reviewed with a particular emphasis on North American, European, and Asian markets.

#### **Managing Change**

This 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.

## **Operations and Supply Chain Management**

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

### **Dissertation:**

#### **Management Project**

This Management Project provides students with the opportunity to review the general principles of research methods and then to put them into practice by developing a body of independent research under supervision. Students are encouraged to base their Management Project on an international dimension of the various aspects of business practice, which have been covered during the course. The international residential component of the degree provides opportunities to conduct research in the emerging markets of Asia and gain additional and varied knowledge of international business practice. Preparation for the Management Project, however, will begin during Part I when the student is interning in New York and it is hoped that many students will undertake this Study as a consulting project in cooperation with their internship sponsoring company in New York and/or its international affiliates.

Students who have recently completed Part II of the MBA degree in Bangkok have written dissertations on the following topics (partial listing):

- A study on the effects of profitability for a Thailand based starch factory running at full capacity.
- China - Growth versus Freedom.
- Competitive analysis of marketing research and consultancy companies in the Asia Pacific region – a study for Forrester Research.
- Corporate Social Responsibility: Filtering through the supply chain of a Thai company.
- Charities around the world – unique situations and similar problems.
- India's Demographic Dividend – Capitalising on middle class youth.
- Sustainable architecture in developing China.
- Building the right brand for China's new elite.
- Problems and opportunities in Medical Tourism in Asia.

#### **PGC in International Business Practice**

The PGC is structured around a group of three courses, each of which carries 20 British postgraduate (Masters) credits. The PGC, worth 60 credits in all, is considered to be equivalent to one-third of a standard British MBA degree.

The PGC seminars are: Management Principles and Practices, Managing People in Organisations and the International Business Environment. Classes for each course are delivered via 50 contact hours of evening and weekend seminars, supported by on-line learning. (Total of 150 in-class contact hours over the entire internship year.)

Interns are required to commit to the following as part of their PGC requirements:

- To attend weekly evening and some weekend seminars (50 hours per course);
- To complete the assignments as required (approximately 7.5 hours of preparation and writing time per week);

## **PGC Course Sequence:**

### **Management, Principles and Practices**

This course aims to develop a detailed appreciation of the functional areas that underpin the study of Management and to provide a developmental framework for critical review. The course seeks to examine the discipline of management from both a theoretical and practical perspective, as well as equipping students with a sound understanding of the business environment within which commercial and non-commercial organisations operate. Particular emphasis will be placed on examining the interaction between organisational strategy, values and ethics in the process of management.

### **Managing People in Organisations**

This course seeks to examine the nature of organisational behaviour and human resource management from both an individual and corporate prospective and will provide students with a comprehensive appreciation of the importance of work psychology. The course will provide students with a detailed understanding of the interdisciplinary nature of organisational behaviour as well as appreciating the interface of ethics and human psychology in the work place. Includes the self-assessment component of the internship year.

### **International Business Environment**

The aim of this course is to critically review the key elements in the international business environment and, by employing a comparative framework, develop a detailed appreciation of the principles and practices arising from international management. The course aims to equip students with a detailed appreciation of current globalisation issues and the strategic context of cross border transactions.

## 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 55 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 \$77 per month (the initial enrolment fee varies). 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 modern office buildings within the complex. Construction of additional office buildings, apartments and facilities - the next phase - is currently under way.

**Visit <http://www.newportnj.com/> for information about the Newport area and it's facilities.**

### 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](http://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 \$1.75 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 \$7.50. 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 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 5 interns. 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. Arriving interns are assigned to a single-sex double room, either with an existing intern from the previous intake or one from their own 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 term. As there is only one single room per apartment, not all applicants are 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 Housing Assistant. They administer all issues that pertain to housing and the Newport area and are based in our Newport Office. 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**

Presidential Plaza has a 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 the interns.

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

A security deposit is deducted from each intern's first 4 paycheques, (\$50 per paycheque for a total deposit of \$200). 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 and any outstanding bills) is returned to you, approximately 3 months after your return home. **The security deposit is not refunded to those interns who do not fully 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.

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 intern's Sponsor, is deemed evidence of guilt, sufficient to report the intern 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 Programme. Candidates who are not prepared to abide by all of these rules and conditions should not apply to the Programme.

**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. 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.

## TRAFFICKING VICTIMS PROTECTION ACT

*As the 21<sup>st</sup> century begins, the degrading institution of slavery continues throughout the world. Trafficking in persons is a modern form of slavery, and it is the largest manifestation of slavery today. At least 700,000 persons annually, primarily women and children, are trafficked within or across international borders. Approximately 50,000 women and children are trafficked into the United States each year. [ s 102(b)(1) Trafficking Victims Protection Act 2000 ]*

In an effort to combat the practice of human trafficking and to aid its victims, the U.S. Congress has passed the **William Wilberforce Trafficking Victims Protection Reauthorisation Act of 2008**.

In accordance with this act, you are requested to **read the Department of State's Exchange Visitor Program packet** for more information on human trafficking and the exchange process before applying for the programme. It contains information on the [WWTVPRA] act, **your rights as a J-1 visa holder**, and your rights regardless of visa status. In addition, it gives a detailed definition of human trafficking with examples, as well as information on what to do if your rights have been violated.

- **D.S.E.V.P. Packet:** <http://travel.state.gov/pdf/Pamphlet-Order.pdf>
- U.S. Department of State Bureau of Educational and Cultural Affairs contact info:  
jvisas@state.gov

## 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.*

### **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 interns any 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?**

*Postgraduate Certificate: Under the UK Credit Accumulation and Transfer Scheme (CATS), a Postgraduate Certificate is determined by the number of courses (modules) studied, each course carrying 20 UK postgraduate credits. The Postgraduate Certificate in International Business Practice is delivered in three modules and is classified as a Level M qualification of 60 credits. These credits have transferability within the UK higher education system and are also equated with the European Credit Transfer and Accumulation System (ECTS) and can be transferred to other European institutions. While CATS and ECTS have no formal accord with the US, increasing numbers of American universities are using CATS and ECTS to facilitate transfer of course credit between US and European institutions. The absence of an American national policy on credit transfer, however, even within US institutions, would suggest that students considering transferring their Postgraduate Certificate to the US should consult with their respective Graduate Admissions office.*

*MBA: Under the UK Credit Accumulation and Transfer Scheme (CATS), an MBA is determined by the number of courses (modules) studied. The MBA in International Business Practice is delivered in six modules, each carrying 20 UK postgraduate credits, a Research Methodology course carrying 15 credits, and an MBA dissertation carrying 45 credits: it is classified as a Level M qualification of 180 credits.*

### **How is the organisation funded?**

*The Mountbatten Internship Programme, which is the core operating entity of the group, is funded by company sponsorship and by intern fees. It is based in the United States and is responsible for the J-1 visitor exchange relationship with the U.S State Department. It receives no outside funding and is structured as a not-for-profit organization reporting to a Board of Directors.*

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

*Discuss the problem with your RA first and programme 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 interns until the 6 month point.*

**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 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 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 academic 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 & 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. 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. For security purposes, interns are obliged to let the Programme 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. The Mountbatten apartments in Newport, New Jersey are situated across the Hudson River from Manhattan. The neighborhood is relatively quiet and contained and has 24hr security, 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 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 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 - 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 1<sup>st</sup> XV, ABC University 2<sup>nd</sup> Team (Captain), Cricket, Golf and Squash.

**Other:** Drums

## MOUNTBATTEN INSTITUTE

**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.*