Dear Business Intern:

You have already received a lot of information about the internships. Nonetheless, students I have spoken with generally would like more information on preparing for their internship and on the internship journal.

Please contact the Center for Study Abroad if you have questions.

Sincerely,

Lynda Powell
Professor of Political Science

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**REQUIREMENTS FOR CAS 397B EUROPEAN BUSINESS INTERNSHIP**

**Preparing for your internship.** We offer a great variety of internships. You may be engaged in quite different tasks than other students on the program, and it is impossible to anticipate exactly what you will encounter in advance. Each internship is inevitably impacted to varying degrees by current political, economic, and social events and by the immediate interests of your supervisor. The best preparation for your internship is to gain a broad understanding of culture, politics, business, and law.

There are several sources of information you should consult. First, read one of the introductory political science texts on the politics of the country in which you will be living and on the EU if you chose Brussels. Second, read journalistic sources for current events. I recommend reading the weekly magazine the Economist. It covers British politics and economics in depth, but it also contains excellent discussions of the general European situation, the EU, and American politics and of business. Third, if you have little knowledge of American politics and economics, read a good basic text on the subjects and follow current political and economic events. You will find that many people abroad will ask you questions about American politics and business, and, further, it is easier to analyze the business life of another country when you have a firm grounding in your own country's. Consult the Suggested Reading List that was included with your letter of acceptance.

**What is an analytic journal?** Our internships require you to keep a journal for you to receive a letter grade. While your journal should include a
description and evaluation of your daily work in the internship, it should primarily be analytical. The substantive content of the analytic component will vary depending on your internship and on your interests. You should use the theoretical knowledge and skills you have acquired in your coursework (both at home and abroad), combined with any relevant experiences you have had to place your internship experiences in a broader context and to learn from them. An analytic journal is not meant to be a research paper.

Plan to make entries every few days, but at least once a week.

**Business Internships.** In a business internship you should discuss how your job, and that of your department fits with the larger goals of the organization. You might compare the structure and functioning of your organization with that of analogous organizations in the United States, and discuss the factors that account for the similarities and differences you observe. Alternatively you might compare and contrast the organization you work in with others in different industry sectors.

Often projects that you are assigned can lead to analytical journal entries. Interns are often given the task of gathering or analyzing data. If the data is based on a sample, you might evaluate the sample design (i.e. critique the choices that were made in drawing the sample). If you are conducting a survey of individual respondents, you might examine the response rate and discuss whether differential response rates could cause problems in interpreting survey results. Ask yourself how reliable the information you've gathered or analyzed is. What factors contribute to such reliability?

One student discussed how her work fit with her training as an economics major. Another student used knowledge gained in his major in psychology to analyze employees' career attitudes in an industry in which employees were often fired and rehired later elsewhere because of frequent contractions and expansions.

It is also relevant to consider the bigger picture in the business world, outside of your internship. What role does your company play in the national and international economy? How is your company affected by the European Union?

Instead of discussing a large number of topics superficially, choose a small number of topics for detailed analysis. You may wish to follow a few topics throughout your journal. You might, for example, raise questions in an early entry that you return to in a later entry. Typically analysis involves asking questions, finding relevant information to address the questions that were asked, and drawing
conclusions based on the evidence to answer the questions, and perhaps raise further questions. Be sure to discuss evidence that disagrees with your interpretation as well as evidence that agrees with it. Use all the facilities available to you in studying a subject—for example, ask questions in your internship, or use a library.

**Plagiarism.** Normal stipulations about plagiarism apply. A statement on plagiarism is enclosed.

**Attendance at your internship**
In order to comply with the UK Visa and Immigration rules, student interns in London and Edinburgh are asked to report their internship hours each week. If your EPA Programme Director or the higher education institution (University of Westminster or Edinburgh Napier University) spot that you are behind in submitting your hours, or have been absent from your internships without cause, you will be contacted. If delays continue, the Tier 4 Visa Sponsor is required to report this, and warning emails will be issued.

In cases of long-term absence from your internship, the UKBA could revoke your Tier 4 visa. Should that happen, you would be required to leave the UK immediately, at your own cost. There would likely be repercussions to leaving the program early, such as financial, and loss of credits.

**Journal Length.** Limit the length to a maximum of the equivalent of 20 pages of 250 words each. This is easily adequate for you to cover the material needed. Content is much more important than length. Number each page of your journal and date each entry.

Be sure that your journal is legible. A typed or word-processed journal is preferred. If you handwrite your journal, write only on one side of each page. Send the original and BE SURE TO KEEP A PHOTOCOPY. Please do not send in any supplementary material beyond your journal. Write the journal in English.

**Sending your journal.** Be sure to send your journal to the Center for Study Abroad in Rochester so that it is received within two weeks of the official end date of your program. You may email or mail your journal, but in either case, it must be received by the deadline (not postmarked). Your journal will be returned to you after a grade is awarded. Journals received more than four weeks after the program has ended will have their grades lowered by 1/3 of a point (e.g., A- to B+, B+ to B). Journals cannot be
accepted for evaluation eight weeks after the program has ended, without exception; a failing grade will be assigned.

Confidentiality
As a student intern, you will have access to places, persons, and information that should be considered confidential. While you may wish to share information about your placement with friends and family, keep in mind that you should share no more than the name of your organization, e.g., House of Commons, Victoria and Albert, King’s College London and its mission (government, museum, teaching hospital). Divulging more than that could be detrimental to the department or organization. Your internship supervisor will let you know if there is other information that is off-limits. When in doubt, ask.

It’s easy to share information with friends and family via email, texting, blogs, Facebook, My Space, and other means of communication. Remember that these are not confidential; anyone can access your private accounts or pages. Therefore, do not discuss your internship or your co-workers using these, or similar, modes of communication. Many businesses and organizations regularly check electronic communications and pages for mention of themselves. Your internship may be terminated if you publicly share information about your placement.

BREACH OF PROFESSIONAL COURTESY: University of Rochester guidelines prohibit any personal use of your internship's office stationery and supplies. This includes any envelopes, copier paper, correspondence notes, or letterhead. If your supervisor indicates that you may use a departmental printer to print your journal or personal correspondence, you must supply the paper. Printer paper, notebooks, envelopes and the like are reasonably priced and are widely available at stationers and department stores everywhere in Europe. Questions concerning the use of your supervisor's office equipment and property, such as computers, typewriters, copiers, fax machines, or telephones, are to be directed to your Internships in Europe on-site director. NOTA BENE: Journals submitted on stationery embossed or watermarked with your office's logo, or mailed in an envelope belonging to an office or department will have grades lowered by one full letter grade, e.g. A- to B-, or B to C.