

## **Arcadia Internships**

### **Eligibility Requirements:**

- 18 years of age
- In good standing at your home university
- 3.0 GPA or better on a 4.0 scale (GPAs under 3.0 will be considered on a case-by-case basis only in the cases of extenuating circumstances)
- The internship programme is available to students applying directly to the Queen Mary University of London Study Abroad Programme. The internship programme is not available to exchange students (exchange students enrol at Queen Mary through a reciprocal exchange arrangement and do not pay tuition fees to Queen Mary.) *\*Exchange students may be considered for the internship programme, subject to acceptance by both Queen Mary and Arcadia and the payment of an additional fee.*

### **Permission of Home School**

Students applying for the internship programme are required to have the permission of their home university and/or permission of their agent/programme provider if applying through a third party organisation. It is the responsibility of the student to ensure this approval has been granted before applying to the internship programme. Students should note that enrolment in the internship programme would result in a reduced module/course load at Queen Mary: three Queen Mary Modules in addition to the internship programme. It is therefore recommended that students seek approval for the reduced module/course load and the separate for credit internship awarded by Arcadia University.

### **Academic Credit**

Along with your internship placement, you will complete a substantial research paper for academic credit. Students will enrol in an internship seminar to complement the placement and allow connections to be made between academic study and the placement experience. This research paper will help you think about how your experience connects to your career aspirations. The credit/award of the internship will be granted by Arcadia University.

Queen Mary will only grant academic credit and issue a transcript for the modules/courses studied at Queen Mary.

Arcadia will only grant academic credit and issue a certificate of completion for the internship programme.

### **Offer of Admission & Placements**

Students may be granted admission/acceptance to the Queen Mary Study Abroad Programme (with Internship) before receiving confirmation of acceptance to the internship programme. The internship application/placement process takes place after initial acceptance to the Queen Mary Study Abroad Programme.

Arcadia does not guarantee an internship placement nor does it guarantee any particular field or organisation (including type and size). All internship programme participants must therefore maintain a high degree of flexibility in the placement search.

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

### **Internship Placement Procedures**

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

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

### **Internship Programme Withdrawal**

Students who are not placed into an internship after acceptance have the option to join the Study Abroad Programme at Queen Mary as full time students, studying four modules (a full course load).

Students wishing to withdraw from the internship programme will only be permitted to study a fourth module at Queen Mary if withdrawal is before or during Queen Mary's semester module add and drop period.

Students wishing to withdraw from the internship programme after the end of Queen Mary's semester module add and drop period will not be permitted to join a fourth Queen Mary module.

Please note a considerable amount of work goes into the placement process with Arcadia working closely with students for several months to prepare for placement. Every effort will be made to resolve any problems or disputes before any withdrawal from the internship programme.

### **Application Requirements:**

#### **Online Application**

Applications should be submitted using Queen Mary's [online application form](#)

Choose the internship programme from the drop down list depending on your semester of study:

*Undergraduate Associate (Autumn Semester Only) with Internship*

*Undergraduate Associate (Spring Semester Only) with Internship*

In addition to the academic reference and transcript which must be submitted by all applicants, internship applicants must also upload the following documents in the supporting documents upload section:

#### **Placement Interest Form**

This form will ask you about your goals and objectives for the internship placement, as well as information about how to best contact you throughout the placement process. Arcadia's internship staff will use this as a starting point for matching you with a host employer.

**Curriculum Vitae (résumé)**

This should detail relevant work or volunteer experience. Your application is not considered complete until a correctly formatted CV is submitted.