Internship Program
7th June – 31st July, 2015

Overview

Anglo Educational Services (AES) has been arranging internships for American students for over 15 years and benefits from strong relationships with a large number of companies and organisations. AES places an average of 250 interns during the academic year and summer sessions. The AES Internship team maintains the highest level of quality assurance and strives to meet the following objectives for every student:

· Match student aims and expectations with the most appropriate placement opportunities
· Research and identify new areas for placement opportunities on an individual one-to-one basis
· Maximise learning opportunities through the Internship Seminar and related curriculum
· Provide prompt, dedicated responses to student issues

We generally work with medium to small sized companies. In our experience, smaller companies who offer a hands on experience for the student. AES will ensure that all placements follow a learning agreement, so that the student is gaining a variety of skills & is exposed to as many aspects of British business as possible. The intern will have a supervisor who will closely monitor the students work. We choose organisations that are able to offer one to one support for their interns. Due to visa restrictions, interns can undertake a placement of a maximum of 20 hours a week. This would normally be over 3 week days.

Detailed Description of Internship Services

AES will be responsible for:
· Identifying and securing a placement commensurate with the intern’s skills, academic record and interests.
· All placements will be secured no later than 4 weeks before the student’s arrival in the UK (circumstances permitting).
· Issuing the CAS to enable the student to apply for their Tier 4 student visa (if required). AES will be responsible for maintaining all documentation etc.
as required by the UK Visas & Immigration (Home Office).
· Providing information regarding documentation required to the home institution upon confirmation of the programme.
· Maintaining a database of all current, past and contacted internship sites.
· Supplying pre-departure information materials to the home institution no later than four weeks prior to arrival.
· Arranging contact between student & internship supervisor prior to arrival (e.g. via email, Skype etc.).
· Providing an arrival orientation covering all aspects of living and working in London.
· Maintaining regular contact with supervisor & student throughout the placement.
· Reporting attendance and absenteeism to the Home Office, per visa requirements and maintaining balance of hours between internship and study commitments.
· Conducting mid-semester internship site visits with both supervisor & student.
· Enabling students to have full access to the AES Internship team via the office (Mon to Fri, 9am – 5.30pm), email & phone throughout their stay in the UK.
· 24/7 emergency support.
· Maintaining regular contact with the home campus & notifying them should any issue arise.
· Distributing and collecting end-of-term evaluation forms (completed by on-site supervisor).
· Providing transcripts from external academic institution as appropriate.
· Providing a complete grade report to the home institution for the internship as well as any other courses pre-arranged through AES.

**Student is responsible for:**
· Supplying the home institution with complete application for the internship programme and uploading documents to the AES online application system including a certified copy of their passport name page for proper issuance of the CAS document by the stated deadline.
· Advising the home institution &/or AES of any situation that may impact on their internship, study or housing while in the UK before applying to the programme.
· Applying & paying for their UK Tier 4 visa in a timely fashion.
· Undertaking a course of study in conjunction with their internship
placements.
· Adhering to the UKVI visa regulations to attend their respective internship sites for a maximum of 20 hours, staggered over three designated days per week.
· Advising AES of any concerns in a timely manner, so there is opportunity for resolution.
· Not bringing AES, the home campus or the internship organisation into disrepute.
Staffing for Academic Services
The home institution may call upon the AES support staff as needed. The academic team is led by the Vice President for Academic Affairs. The process of identifying and securing placements will be supervised and administered by the AES Internship Manager and Internship team, under the supervision of the VP for Academic Affairs. They will be responsible for guiding the internship candidates on the nature of the arranged placement, the interview process, the role of the on-site supervisor at the placement, and the principal internship duties there. Furthermore, our Student Services Team is available to assist students before, during and after their programme. We offer 24/7 support for emergencies. Other services available to students include extra curriculum programming and social events. Students can also utilise our travel department for help with personal excursions in London and beyond.

Library Access
Currently, all students have free access to any public library in the borough in which they reside while in London. Membership of one library entitles the student to access all other public libraries in London. AES can arrange access to the Senate House Library at London University (borrowing privileges and access to periodicals), for which the Library charges a library use/borrowing fee.

Cultural Activities
AES has negotiated special discounts for all students studying in London. This includes, but is not limited the following:
- Discounted rates on West End theatre productions
- Discounts at numerous restaurants, tourist attractions and other related activities
- UK & European travel advice from AES travel department.
- Discounts on travel related activities including discounts on organised student trips to Europe
- Opportunity to join AES student Facebook group.

Academics
AES is pleased to offer a Summer British Life and Culture course held in the AES Study Centre. The focus of British Life and Culture course is to offer an overview of historical and contemporary British life and society. At the same time, it is intended to provide a conceptual framework for Anglo-sponsored interns in London and, in that light, to put the internship
practicum into a meaningful context. AES will be responsible for administering all enrolment arrangements and will provide classrooms.
Programme Fee (all prices are quoted in £)
Includes:
Internship placement
Administration fee
Academic Course
Hop on, hop off tour
Student Housing
Total price per student including the services listed above: £3960*
*this is predicated on students joining an existing British Life & Culture course run by AES.

N.B. AES is able to provide additional add on services (e.g. travel cards, theatre tickets, weekend trips etc.). Please contact us for full details and prices.
Terms & Conditions
· All prices quoted above are fully inclusive of UK VAT, unless otherwise stated.