



London

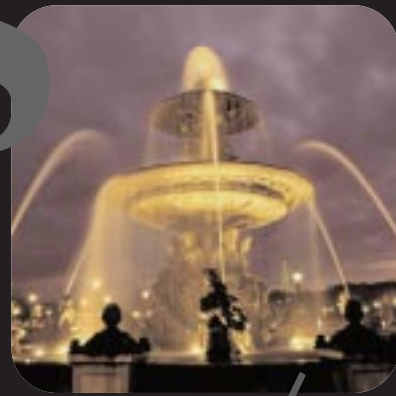


Edinburgh

internships in Europe

UNIVERSITY OF
ROCHESTER

Paris



Bonn/Cologne/Berlin

Brussels



Fall or Spring Semester

Plus Summer in London, Bonn, or Brussels

Internships for Credit

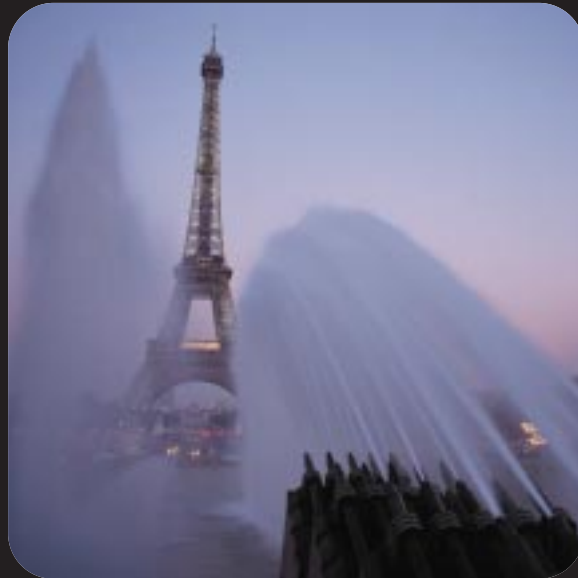
Call: 716.275.7532 email: abroad@mail.rochester.edu



Madrid

Apply online at www.rochester.edu/college/study-abroad/europe

"After I graduated, I returned to Brussels and worked for two years for an M.E.P., then moved on to another position, still in Brussels, but outside Parliament. This led me to the decision to return to graduate school in the U.S. and to study international law and diplomacy."



"I did an art therapy internship at a high school for troubled boys. What a challenge! At the end, the headmaster told me I'd made connections with some of their most difficult students. This experience was pivotal in my career development. It profoundly shaped my graduate studies and my professional goals."

"My internship changed my life. I became more focussed on helping others, and ampursuing a career in public health."

UNIVERSITY OF
ROCHESTER

University of Rochester Internships in Europe
206 Lattimore Hall
P.O. Box 270376
Rochester, NY 14627-0376
Phone (716) 275-7532
Email abroad@mail.rochester.edu
www.rochester.edu/College/study-abroad/europe



LONDON
EDINBURGH



PARIS



internships
in europe



Bonn/cologne/berlin

BRUSSELS



MADRID

university of rochester
2001-2002

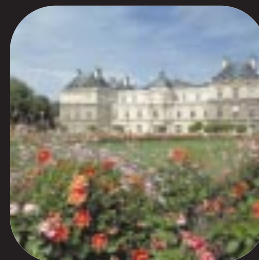
Looking Back . . .

What Alumni Say About The Internships In Europe Experience

“My politics internship cemented my plans to attend law school. Who knows? Maybe someday I will pursue a political career.”

“Thanks to my business internship and to my travel experiences, I was able to secure a position in a global group within my company.”

“On my London Health Sciences internship in psychiatry, I was involved in clinical research projects, attended rounds and conferences with the medical students, and had more opportunities than I’d ever imagined. It was priceless . . . Living in another culture benefitted me in ways I never would have predicted.”



participating institutions

Students from the following colleges and universities have participated in the Internships in Europe Program:

Alfred University	Georgia State University	Rice University	University of Georgia
Allegheny College	Grinnell College	Rochester Institute of Technology	University of Houston
American University	Gonzaga University	Rollins College	University of Illinois
Aquinas College	Goucher College	Rutgers University	University of Iowa
Arizona State University	Grand Valley State University	Salisbury State College	University of Maryland
Azusa Pacific University	Hamline University	San Diego State University	University of Massachusetts
Baldwin-Wallace College	Hampshire College	San Francisco State University	University of Michigan
Ball State University	Heidelberg College	SUNY Albany	University of Minnesota
Baylor University	Hiram College	SUNY Binghamton	University of Missouri
Bethany College	Hobart and William Smith Colleges	SUNY Buffalo	University of Montana
Boston College	Hope College	SUNY College at Brockport	University of Nevada
Boston University	Illinois Institute of Technology	SUNY College at Cortland	University of New Hampshire
Brown University	Indiana University	SUNY College at Geneseo	University of North Carolina
Bryn Mawr College	Ithaca College	SUNY College at Purchase	University of Notre Dame
Bucknell University	Iowa State University	Sarah Lawrence College	University of Oregon
California Polytechnic Institute	John Carroll University	School of Museum of Fine Arts, Boston	University of Pennsylvania
California State University, Chico	Kansas State University	Simmons College	University of Rhode Island
California State University, Sacramento	Keene State College	Skidmore College	University of Richmond
Carleton College	Keuka College	Smith College	University of Rochester
Carnegie Mellon	Knox College	Southwest Texas State University	University of San Diego
Catholic University	Lafayette College	St. John Fisher College	University of Scranton
Centenary College	Lehigh University	St. John's University	University of South Dakota
Claremont-McKenna College	Le Moyne College	St. Lawrence University	University of Southern California
Clemson University	Loyola University of Chicago	St. Michael's College	University of Tennessee
Colgate University	Lynchburg College	Stanford University	University of Texas
College of Notre Dame	Macalester College	Susquehanna College	University of Vermont
College of Saint Catherine	Marlboro College	Swarthmore College	University of Virginia
College of William and Mary	Mary Washington College	Temple University	University of Washington
College of Wooster	Marywood College	Texas A & M	University of Wisconsin, Madison
Colorado College	Massachusetts Institute of Technology	Trinity University	University of Wisconsin, Milwaukee
Colorado State University	Miami University	Tufts University	Vanderbilt University
Columbia University	Michigan State University	Tulane University	Vassar College
Connecticut College	Mid State Technical College	Union College	Villanova University
Cornell University	Middlebury College	University of Alabama	Wake Forest University
Denison University	Muhlenberg College	University of Arizona	Washington and Lee University
Drake University	Nazareth College	University of California, Berkeley	Washington University
Drew University	New York University	University of California, Davis	Waynesburg College
Duke University	Northwestern University	University of California, Irvine	Wellesley College
Earlham College	Oakland University	University of California, Los Angeles	Wesleyan University
Elmhurst College	Oberlin College	University of California, Santa Barbara	West Virginia University
Emerson College	Occidental College	University of California, San Diego	Western Kentucky University
Emory University	Ohio University	University of California, Santa Cruz	Western Michigan University
Eugene Lang College	Oregon State University	University of Chicago	Western Washington University
Evergreen State College	Pennsylvania State University	University of Cincinnati	Westminster College
Fairfield University	Point Loma Nazarene University	University of Colorado	Willamette University
Fashion Institute of Technology	Pomona College	University of Connecticut	Wittenberg University
Fort Lewis College	Princeton University	University of Dayton	Xavier University
Franklin and Marshall College	Principia College	University of Delaware	Yale University
George Mason University	Purdue University	University of Evansville	Yeshiva University
George Washington University	Randolph-Macon Women's College	University of Florida	
	Regis University		

contents

“I’ve learned beyond the American view of things—that is the most valuable thing. The internship solidified my plans to have an international focus in my future MBA and law studies.”

European Parliament intern,
Brussels

“In my first month, I shadowed physicians as they made their rounds checking patients, and I sat in on counseling and doctor appointments. Eventually, I was able to contribute to staff meetings and to make suggestions about patients’ diets. I also co-authored a paper for the information center.”

Health administration intern,
London

“I designed a consumer questionnaire to be placed in music CD cases that were distributed throughout Spain. After the internship in Madrid, I got a job in the marketing department of a major American record company in New York.”

Marketing intern,
Madrid

Information

About the University of Rochester	2
Listing of Internships	3

Questions

Frequently Asked Questions	4–7
Program Dates and Costs	7

Program Centers

London	8–12
Paris	13–14
Madrid	15–16
Brussels	17–18
Bonn/Cologne/Berlin	19–21

Policies and Procedures

Application Deadlines	22
Credit	22
Grading	23
Academic Policies	23–24
General Regulations	24
Financial Aid	24

How to Apply

Instructions	25–26
Application	27–31
Participating Institutions	Inside Back Cover



Information

ABOUT THE UNIVERSITY OF ROCHESTER'S INTERNSHIPS IN EUROPE PROGRAMS . . .

The University of Rochester, in cooperation with **Educational Programmes Abroad (EPA)**, a not-for-profit agency, sponsors semester-long study programs in London, Berlin, Bonn, Brussels, Paris, Edinburgh (see web for details), and Madrid that combine eight-credit internships with coursework carrying an additional eight credit hours. Rochester's internships, supported by related coursework throughout the semester, provide a solid work experience. Students get a window on the world of work, a sample of life as a team player, and an unforgettable opportunity to explore what it's like to live and work in a foreign country.

ABOUT THE UNIVERSITY OF ROCHESTER . . .

The University of Rochester, founded in 1850, is one of the leading private universities in the nation. Our commitment to international education and to preparing students to take their place in the global political and economic community has led to our sponsorship of the Internships in Europe programs. International internships are designed to give liberal arts majors in all disciplines hands-on experience in the exciting new political, economic, and social arenas of Western Europe. Visit our website at www.rochester.edu



London 8

- Politics
- Health Sciences and Medical Research
- Museum
- Theater
- Business
- Media



Paris 13

- Politics
- Business
- Law
- Media
- Art Galleries
- Theater
- Social Sciences

Madrid 15

- Politics
- Business
- Media
- Museum



Brussels 17

- Politics
- Business

Bonn/cologne/berlin 19

- Politics
- Arts
- Social Science
- Business
- Media
- Health Sciences

Questions



WHEN WILL I FIND OUT WHERE I WILL BE WORKING?

Placing a student in an internship can take anywhere from two weeks to three months, depending on the type of internship requested. You will receive your placement assignment during orientation. In most areas, particularly in politics, pressure groups, publishing, and media internships, placement is not finally confirmed until each student has been interviewed during orientation, and final confirmation normally depends on your first interview with your prospective supervisor.

WHAT ABOUT COURSES?

On the semester programs, students take two associated courses concurrently with the internship. They carry four credits each. Internship and course grades (and the corresponding 16 credits) appear on the University of Rochester transcript. On the summer programs, students earn eight credits for the full-time internship (no coursework).

HOW DO I GET CREDIT FOR MY INTERNSHIP?

Some institutions, the University of Rochester among them, require their students to keep an analytical internship journal that will be read and graded by the appropriate faculty member at the University of Rochester. (Refer to "Evaluation of the Internship" in the section on Policies and Procedures for more information.) If you are not a University of Rochester student, see your study abroad adviser to help you decide whether or not you need to keep an analytical journal. Those who decide not to keep one will be graded Pass/Fail based on the written evaluations from their internship supervisors.

HOW MUCH TIME IS SPENT EACH WEEK ON THE INTERNSHIP?

On the semester programs, students work at least three days per week, depending on the office's needs. Many students work four days, taking two half-days off to go to classes. It is left to you, and the person to whom you are assigned, to work out your schedule at the beginning of the program. Internships are flexible; sometimes, projects will have deadlines, and you could be asked to pitch in extra hours with the rest of the staff. In summer, there are no courses, and students generally work five days a week.

HOW MUCH DOES IT COST?

Each program has a different fee; see the chart under "Program Dates and Costs." A substantial part of this fee is refunded to you (at the beginning of each month) to cover a large part of your lodging and in some cases board costs. The advance payment assures the authorities in each country that Rochester holds sufficient money for each student's support at the time of entry into the country.

WHAT IS NOT COVERED IN THE PROGRAM FEE?

Airfare, daily commuting, meals, personal expenses (travel, entertainment, toiletries, telephone, laundry), passport fees.

CAN I USE MY HOME SCHOOL FINANCIAL AID?

Check with your school's study abroad office and your financial aid office. At Rochester, the Center for Study Abroad will be happy to advise you on this process. Federal grants and government guaranteed loans are transferable, and we'll help with the consortium agreements.

Questions

WHO MAKES THE TRANSATLANTIC TRAVEL ARRANGEMENTS?

The University of Rochester provides the service of an experienced travel agency in Rochester for you to use. With the orientation packet, you'll receive detailed information on getting to your site abroad. Students may also choose to make their own travel arrangements.

WILL I HAVE A CHANCE TO MEET LOCAL STUDENTS?

As an intern, your experience will naturally be different from that of most study abroad students who take only courses. You will have more regular contact with colleagues (of all ages) in the workplace than with local students. Special arrangements are made for you to join the local student associations or unions. This enables you to join student societies and to use sports facilities.

PROGRAM DATES AND COSTS*

Fall 2001 or Spring 2002:

Fall 2001	September 10 to December 16
Spring 2002	January 14 to April 21**
London	\$9850
Bonn/Cologne/Berlin	\$9200
Brussels	\$9550
Madrid	\$9400
Paris	\$8600

Summer 2001 or 2002:

Summer 2001	(London, Bonn, Brussels only)
Session I	May 28 to July 22
Session II	June 11 to August 5 (London only)
Summer 2001	\$5290
Summer 2002	(London, Bonn, Berlin, Brussels only)
Session I	June 3 to July 28
Session II	June 17 to August 11 (London only)
Summer 2002	\$5400

* These costs include tuition, orientation, fees, housing, and some meals, depending on the type of accommodations chosen.

** Madrid dates for Fall 2001 are the same. Spring 2002 dates are January 28 to May 19.



London

LONDON

SEMESTER AND SUMMER INTERNSHIPS

As Europe's largest city, London is not only the capital of Great Britain, where the country's money, political headlines, and most of the other news is made, but it is also one of the three financial and commercial hubs of the European Union. Yet its political and economic importance does not overshadow its significance as one of the world's leading cultural and artistic centers. London is unrivaled for the excellence and diversity of its theaters, concert halls, museums, and art galleries. It is also a city steeped in history, as its vast array of monuments and sights pays testimony to. Despite its size, London is a surprisingly easy city to settle into, get around, and get to know, thanks to an excellent public transportation system and a particularly polite and friendly local population. And for good measure, the quality of life in this densely populated urban setting is greatly enhanced by the number of spacious parks and quiet squares in the center of the city and the wide-open spaces on the outskirts. All of these forces combined to make it the obvious and perfect location for our first program center, where we have been placing students in internships for the major political, financial, cultural, and historic institutions for over twenty years. Following are detailed descriptions of many of the different types of internship placements available in London:

BRITISH POLITICS INTERNSHIPS

Politics interns work as research and administrative assistants to Members of Parliament, in law offices, pressure groups, party headquarters, and constituency offices. Interns work three to four days a week, and take two courses: a British Politics course and an elective. Interns do not need to be Political Science or Government majors. Students majoring in all fields who are curious about politics have gained immeasurably from these unique opportunities.

House of Commons (Members of Parliament).

Working for a Member of Parliament provides for an extraordinary immersion into the heart of British politics. Parliamentary interns are engaged in research, correspondence, and constituency case work. Students research local, national, and international issues, and write reports, press releases, subject briefs, and speeches. A three-month-long security clearance process necessitates an earlier application deadline of September 15 for spring and March 15 for fall. (Available fall and spring.)

Law Office Interns acquire a detailed knowledge of the British legal system by working for a firm of solicitors (lawyers). Most firms that Rochester uses are small general practices, which give students more responsibility and exposure to several areas of law: criminal, immigration, matrimonial, family and child, property, and civil litigation. (Available fall, spring, and summer session I.)

Quasi-Governmental Agencies offer research-oriented placements to students with specific interests, such as the Commission for Racial Equality, which examines a wide range of racial issues in British society (housing, employment, social, and legal policy) and the United Nations. (Available fall, spring, and summer.)

National Party Headquarters of the main political parties (Conservative, Labour, Social, and Liberal Democratic) employ interns in research and administrative units. (Available fall and spring.)

Pressure Groups welcome students who are interested in the cause the group promotes, and who have a relevant academic or extracurricular interest and/or background. Typically, pressure groups deal with issues such as racial equality, domestic violence, women's issues, the environment, and AIDS awareness advocacy, as well as many other areas. (Available fall, spring, and summer.)

Public Affairs/public relations placements exist in the public affairs departments of various firms specializing in political work. These internships normally provide a mixture of research, organizational, and administrative work. Placements are usually available in the major political party offices, and with other agencies dealing with international affairs, such as Bosnia, the United Nations, and the European Union. (Available fall, spring, and summer.)

Research Institutes. Students with very specialized interests may apply for primarily research and writing placements in research institutes such as the Royal United Services Institute for Defense Studies or VERTIC, an arms treaty verification organization. (Available fall, spring, and summer.)

BUSINESS INTERNSHIPS

London is one of the world's most important business and financial markets, especially now with the institution of the Single European Market. Placements are available in a wide variety of British and multinational firms. There is an enormous variety of business internships to choose from: international banks, advertising agencies, accounting firms, public relations firms, marketing and market research firms, and publishing companies. Just a few examples of the firms that have accepted interns in the past are:

Catalyst Fund Management
Chase Manhattan International Bank
Citibank Human Resources Department
Credit Suisse First Boston
Fleet Bank
Gross, Klein and Company Accountancy
Mizuho International
Merrill Lynch International Bank
Mindshare Media
Moneywise Magazine
Reader's Digest Association,
Special Books and Market Research Departments

London

Royal Festival Hall Marketing Department
Victoria and Albert Museum Marketing Department
Variety Magazine

MUSEUM INTERNSHIPS

London's vast array of museums draws visitors and scholars from all over the world. Museum internships offer extraordinary opportunities to work as research and administrative assistants: preparing, mounting, and publicizing new exhibits; researching the history and background of objects; recording, cataloguing; and designing educational materials and leading school tours; and planning and promoting arts festivals. The program is open to students of all backgrounds who are interested in a wide range of museum-related work. English and history majors will find many exciting opportunities in London museums. Placements are selected to correspond to the interests of the individual student as well as the needs of the museum; a detailed knowledge or particular interest in a specific field should be noted in a cover letter attached to the application. Following is a partial list of museums that have accepted interns in the past. (Not every museum has openings for interns every semester.)

Bethnal Green Museum of Childhood—a branch of the Victoria and Albert, this collection focuses on the social history of childhood.

Bonham's Auction House—arts administration, curatorial work.

Hamilton's Gallery—contemporary photography.

Victoria and Albert Museum—world-renowned museum of decorative arts, including collections from all countries, categories, and ages. Interns have been placed in the exhibitions department and in the departments of ceramics, furniture and woodwork, jewelry, musical instruments, paintings, and drawings.



London

Royal Festival Hall—press and promotions department.

British Museum—the oldest museum in the world and one of the most renowned, the British Museum contains treasures from all over the world, many of which were brought to Britain by eighteenth- and nineteenth-century explorers.

Jewish Museum—This museum examines the history and religious life of the Jewish community in Britain and elsewhere. Students undertake research for exhibitions and administrative tasks.

Royal Armouries—the largest and most important collection of arms and armor in Britain, originally organized by Henry the VIII. There are approximately 40,000 objects in the collection, ranging from weapons of warfare to sporting pieces.

Dr. Johnson's House—The historic home of Dr. Samuel Johnson, the eighteenth-century scholar, containing exhibits relating to Dr. Johnson and the times in which he lived.

HEALTH SCIENCES AND MEDICAL RESEARCH INTERNSHIPS

The British National Health Service provides American students with an excellent opportunity to examine a nationalized system of health care delivery. An international internship presents an unrivaled opportunity to explore its practical possibilities, challenges, benefits, and problems. Students find opportunities in London they might not have access to as undergraduates in the United States. The program is open to all students, regardless of major, whose background provides preparation for the type of work they wish to do.

Health Care Administration internships provide work experiences in hospital administration. Assignments

range from quality of care and efficiency studies to the organization of midwifery services. Students have been placed in administrative offices of hospitals and health authorities in different areas of London, in economic planning, health education and promotion, and nutrition. Typical placements include:

London Regional NHS Office
Central Middlesex Hospital
Kingston and Richmond Health Authority

Psychology and psychiatric internships present the opportunity for psychology majors to gain an exposure and level of experience not normally afforded to undergraduates in the United States. The placements can be research-oriented or a combination of research and clinical. Typical placements include:

Collingham Child and Family Psychiatric Unit
Priory Hospital, Occupational Therapy and Eating Disorders Unit
Paterson Centre at St. Mary's Hospital
The Core Trust
Body and Soul at the Royal Homeopathic Hospital
The Elsley School

Medical Research internships provide hands-on experience in research laboratories or teaching hospitals. All teaching hospitals are associated with the University of London. Students have done research in respiratory diseases and molecular genetics, and worked in prenatal research, as well as in departments of chemical pathology, clinical chemistry, biochemistry, physiology, microbiology, and genetics. Institutions and departments that routinely accept interns include:

Charing Cross Hospital School of Medicine
Imperial College School of Medicine,
Department of Biomedical Sciences
St. George's Hospital Medical School,
Department of Hematology
King's College School of Medicine

London

LONDON COURSE DESCRIPTIONS

POLS 380L. British Politics. An examination and critical assessment of the key institutions of the British political system. An analysis of proposals for constitutional reform and a discussion of issues of current political controversy within the United Kingdom. (Required for politics interns.)

POLS/HIST 372L. European International Relations. Historical and critical examination of the major European and international organizations for integration and security, such as the European Union, Organization for Security Cooperation in Europe and NATO. A discussion of the foreign policy of the United Kingdom, France, Germany, and Russia, and an outline of potential security concerns within Europe.

ECON/BUSN 372L. Business and Commercial Aspects of the European Union. Survey of the European Union's major policy areas and decision-making processes as they affect the business environment. Topics include: competition and industrial policy, consumer protection and its implications for business operations, and the coordination of economic and monetary policies. (Required for business interns.)

MUSI 303L. Classical Music and Its Meaning in the Modern World. Developments in opera, musical drama, dance, and related media in the nineteenth and twentieth centuries.

ARTS 302L. London Theatre: Dramatic Texts and Theatrical Performances. A study of British theatre and social topics. Students interpret and compare plays and evaluate specific productions, including current London plays. An outline of the development of English theatre from Shakespeare to the present day, with particular attention to the work of living playwrights, directors, and designers. (Required for theater interns.)

THEATER INTERNSHIPS

London is the center of a dramatic tradition and excellence that started with Shakespeare and continues to thrive today, making it the unrivaled theater capital of the world. London "Fringe" theaters are comparable to smaller, "off-Broadway" theaters in the United States, and these offer students the opportunity to work as general assistants and participate in all aspects of theatrical production, from publicity and box office work to lighting design, stage management, and assisting directors and producers. Theaters that have accepted past interns include:

National Theatre
Royal Court Theatre
King's Head Theatre
New End Theatre

LONDON COURSES

During the fall and spring semesters, students take two academic courses along with the internship. (Students on summer programs take only the internship and no courses.) Faculty from leading universities in London and the south of England, such as the London School of Economics, the University of Kent at Canterbury, the University of Sussex, and the Royal College of Music, teach these courses exclusively for our interns. Schedule differences between American semesters and the three-term British academic calendar do not permit our students to take regular British university courses easily, although they are taught in classrooms in the London School of Economics and Birkbeck College of the University of London, and students are enrolled in the University of London Senate House Library and Student Union. Several of the London internships are paired with one required course, as noted below, and students choose one elective course.



London

ARTS 301L. Modern European Art. The aim of this course is to introduce students to debates in art and art history. An engaging exploration of intersecting stories and disputes, this course will endeavor to equip students with the critical tools needed to approach the themes, debates, practices, and works of modern art. (Required for arts interns.)

SOCI/HIST 380L. Health Policy. The National Health Service and informal health care sectors. An overview of the formal health care sector, questioning and contrasting the role of the state and other interested parties within this sector. The informal health sector, exploring policy and provision issues ranging from alternative medicine through community care. (Required for health sciences and medical interns.)

ENGL/HIST 303L. War in Literature: British Social History 1914–40. The intellectual and artistic life of the inter-war period, with special reference to poets and novelists: T. S. Eliot, W. H. Auden, Owen, Sassoon, D. H. Lawrence, and George Orwell.

ENGL/SOCI 340L. Gender, Society, and Literature. Key social and gender issues approached from a primarily British literary viewpoint, 1850–present. Incorporating analysis, theory, and close textual readings, the course traces the relationship between power structures based on gender and class, and presents a perspective on culture and tradition from works by and about women. Special emphasis on the bond between feminist theoretical criticism, psychoanalysis, and the literary imagination.

Full course descriptions, syllabi, and CVs (curriculum vitae) of instructors are available upon request from the Rochester Center for Study Abroad.

ORIENTATION AND LIVING IN LONDON

There are two housing options in London: living with a British family (or “homestay”), or living with other students in apartments (“flats”). The program fee includes a housing allowance.

The first week of the program is devoted to orientation. During this time students are housed together at the orientation hotel. Familiarization, cultural, and social activities are held to acquaint students with each other and with London. All aspects of the program are covered in detail during orientation meetings, with special emphasis on helping students settle in quickly to housing, internships, and classes.



Paris

PARIS SEMESTER INTERNSHIPS

France is one of the leading players in the United Europe. Its capital, Paris, holds a unique position at the crossroads between Northern and Southern Europe. Paris is within just a few hours' reach of all the Western European countries. Paris itself—*la Ville Lumière*—is rightly renowned as one of the most beautiful cities in the world, combining the innovative with the traditional. With its wealth of restaurants and cafés, libraries, theaters, art galleries, movie theaters, concert halls, and more than 100 museums, there is something in Paris for everyone. But students living and working in Paris will find more than just a tourist city. Along with the “new” Europe, Paris has found a dynamic that is reflected in the working environment and social attitudes, as well as in cultural events. Internships enable students to gain an insight into French society that no ordinary study abroad program could ever provide. A sense of adventure, a willingness to do things differently, and a good working knowledge of French are important for a successful internship in Paris. Students spend a minimum of three days per week on the internship; French supervisors tend to give their interns a great deal of independence, allowing them to test their personal skills and new ideas.

POLITICS INTERNSHIPS

Internships exist in the research branches of government think tanks. Students must be proficient in French, have a background in political science, international relations or economics, and be knowledgeable about computer applications. Students work as general assistants and undertake research on the web, in libraries of Paris, as well as the United Nations agencies in Paris. Some travelling and interviewing may be necessary.

LAW FIRMS

Several international law firms accept students if they have some academic background in law or experience in a law firm. Fluency in French is desirable. Students are expected to sign a confidentiality agreement if they are assigned work on a pending case.

BUSINESS AND BANKING INTERNSHIPS

Business placements include marketing, tourism, information technology and private investment banking.

MUSEUM AND THEATER INTERNSHIPS

Students have been placed in a wide range of museums and galleries in Paris. Museum internships offer opportunities to work as research and administrative assistants, preparing, mounting, and publicizing new exhibits. The program is open to students of all backgrounds who are interested in museum work. Good French is essential.

PARIS COURSES

Courses are taught in French and English by faculty from a variety of Paris institutions at Le Forum, a study center in the Latin Quarter. Students have access to a library and are linked to local student organizations.

POLS/ARTS 380P. French Culture and Society. A study of France in the nineteenth and twentieth centuries: class system, social groups, the role of religion, May 1968, the social role of the arts, new technologies, new sciences, and new ideologies.

ECON 380P. The Changing French Economy. The course examines the French political and economic scene in light of recent changes and challenges: public vs. private enterprise, the European market, agriculture, service industries.



paris



HIST 380P. French History and French Identity, Roman Period to Twentieth Century.

FREN 092P. A basic review language class. (Not credit-bearing.)

Full course descriptions, syllabi, and CVs (curriculum vitae) of instructors are available upon request from the Rochester Center for Study Abroad.

ORIENTATION AND LIVING IN PARIS

Students live with selected families in the Paris area. Room and board are offered to students and the relationship between student and host family can range from formal to reasonably close. The métro (subway) system makes commuting in Paris fast and easy.

The first two weeks of the program are devoted to orientation. Students are housed together in the orientation center during the first week and move to their permanent accommodation in the second week. All aspects of the program, including daily life in Paris, are covered during orientation.

There is a non-credit language course designed to help students become quickly effective in the internships.

In Paris, some internships begin the second week of the program during orientation, while others begin the third week, after orientation. All Paris students work four days a week in their internships and take their courses on the fifth day.



MADRID SEMESTER INTERNSHIPS

Spain is one of the most dynamic members of the European Union. The economy has grown quickly, and hosting the Olympics in 1992, as well as major cultural events, has modernized and invigorated the world's view of Spain. Madrid is full of museums and galleries, parks, concert halls, cafés, and restaurants. It is an easy city to explore on foot or by using public transportation. Madrid internships require a high degree of proficiency in the Spanish language, both spoken and written. Preference is also given to applicants who have taken at least one course in conversational Spanish. American university students whose native language is Spanish are encouraged to apply, and must supply evidence of being able to write effectively in Spanish, if they have not taken any Spanish coursework in college. Students who have a detailed knowledge or particular interest in a specific field should note this in a cover letter to the application. It is intended that students work three days a week in their internships. However, Spanish working hours, including very long breaks at midday in many organizations, mean that it is sometimes difficult to put in three full days per week and students need to be flexible. Students also take two academic courses in addition to their internships.

POLITICS INTERNSHIPS

Politics interns may work as research and administrative assistants in various political offices, such as international agencies, humanitarian and relief organizations, and non-governmental agencies (NGOs). Placements also exist in the Ministry of Foreign Affairs. Interns must be flexible and able to work without a great deal of detailed instruction or direct supervision. Past interns have worked on projects ranging from race relations to public health in Angola to European Union affairs. Places are also available for

Madrid

interns in refugee agencies. Some background in political science is helpful, but interns do not need to be Political Science majors. Students with good Spanish skills, majoring in all fields who are curious about politics, are encouraged to apply.

BUSINESS AND MEDIA INTERNSHIPS

Madrid business internships include placements in advertising, computer firms, and telecommunications agencies. Media placements are sometimes available in press agencies and film companies.

ART MUSEUM INTERNSHIPS

Museum internships in Madrid are mainly suitable for fine arts or art history majors interested in museum work. Placements are selected to correspond to the interests of the individual students as well as the needs of the museum.

MADRID COURSES

Students will take courses in Spanish at the Universidad Antonio de Nebrija, located in northern Madrid near University City and the Parque de la Dehesa de la Villa. It is one of Spain's new private universities and specializes in social science, economics, law, communications, philology, and applied languages. Interns have both library and student union access at the university. The following courses will be available and are part of the regular course offerings; additional courses may be available.

HIST 372M. Contemporary Spain. A study of the main historical periods of twentieth-century Spain from Alfonso XIII to present day. The Second Republic, the Spanish Civil War, the Franco period, the political transition, and the current state of Spain are analyzed.



Madrid

SPAN 303M. Spanish Contemporary Novel. A panorama of Spanish prose from the postwar period to the present. Principal developments and analysis and discussion of selected texts. An examination of women and the novel in the twentieth century, the novels of the 1980s, and latest trends and perspectives.

ARTS 303M. Spanish Art in the Prado Museum. A study of the great Spanish painters in the Prado Museum, including El Greco, Velázquez, and Goya. Composition, style, and social and historical significance examined. The majority of classes are given in the museum.

POLS 380M. Current Spanish Politics. Study of the Spanish political transition and present-day politics. Role of the political parties, the emerging middle class, labor unions, European integration and national identity, and the new democracy.

POLS/ECON 391M. Spanish Themes. This is a series of seminars organized by the university each week that cover political, economic, and social topics that are currently confronting Spain. If demand is sufficient, students may write a semester paper on one or more of the themes which will be assessed by the university and given a grade for credit.

SPAN 092M. Spanish Language. (Not credit-bearing.)

ORIENTATION AND LIVING IN MADRID

There are two housing options in Madrid. In a homestay with a family (*casa particular*) a single person or a couple rents a room in an apartment to a student and provides continental breakfast and the main meal of the day (generally at midday). The second option is a shared apartment, in which students share rent and costs and usually prepare meals together. The first week of the program is devoted to orientation. During this time, students are housed together in the orientation hotel, and move to permanent housing during the second week. Cultural and social activities are held to acquaint students with each other and with Madrid. All aspects of the program are covered, with special emphasis on living, studying, and interning in Spain. There is also a non-credit Spanish course that begins during orientation and is designed to help students quickly become effective in the internship.

Full course descriptions, syllabi, and CVs (curriculum vitae) of instructors are available upon request from the Rochester Center for Study Abroad.



Brussels

BRUSSELS SEMESTER AND SUMMER INTERNSHIPS

Brussels is best known beyond Belgium's borders as a major international city, the principal center of the European Commission and the EU Council of Europe, and the main focus of activity of the European Parliament. It is also home to the political arm of NATO and the corporate headquarters of many multinational firms. But Brussels is more than the "capital of Europe": it is also the capital of Belgium. Of particular interest to students of languages is Brussels' official status as a bilingual city: the Bruxellois tend to speak both French and Flemish fluently, and all signs, advertisements, and literature are in both languages. It is also a vibrant and energetic city, and its architecture (which includes a well-preserved medieval center) and its museums are considered to be among the best in Europe. The efficient metro system owes its existence to the establishment of so many international organizations in Brussels, but in spite of these, the city has managed to retain its essential smallness and is an easy and comfortable place in which to live.

The political, economic, and commercial consequences of the Single European Act are of enormous importance to the United States, and American students of politics, international relations, history, economics, and business find much to attract them to Brussels, where they can get hands-on experience in the heart of this "new" Europe. Brussels has special opportunities for those already competent in other languages as well as for those who speak only English. Basic French skills for daily living are helpful but not required for entry to the program. All students' French skills are tested at the beginning of the orientation period; a multi-level French language course is provided for all.

INTERNSHIPS IN THE EUROPEAN PARLIAMENT

Interns in offices of Members of the European Parliament (MEPs) are involved in research, handling correspondence, and attending committee meetings. The European Parliament works on a four-week cycle: three weeks of every month are spent in Brussels on committee work and political group meetings, and the fourth week is spent in Strasbourg for the plenary session of the Parliament. Students make one visit to Strasbourg to see the Plenary in action.

English language internships are available with offices of MEPs from the United Kingdom and Ireland. French language internships are available with offices of MEPs from France, Belgium, and Luxembourg. Other foreign language internships may also be available with offices of MEPs from one of the following countries: Germany, Italy, Holland, Denmark, Greece, Spain, and Portugal. Placement with a non-English-speaking MEP will depend on availability as well as the strength of the student's skill in the language of the internship. Since there is limited availability of such members, these students must be prepared to accept placement in an English-speaking office if necessary.

The Brussels internship is not a French-language program; in the European Parliament, the common language is frequently English or the language of the MEP's office. Students seeking a French-language program should consider the internship in Paris.



Brussels

BUSINESS OR INTEREST GROUP INTERNSHIPS

Placements are available in most areas of business and in a variety of pressure groups and political organizations. Students should indicate two or three areas of particular interest. Most placements involve using both English and French to varying degrees (excellent French language skills are required for business internships). As the capital city of the European Union, Brussels business internships provide a great variety of opportunities.

BRUSSELS COURSES

Brussels courses are taught in English by a faculty member of the University Libre de Bruxelles (ULB) and practicing EU professionals. Classes may be held at ULB or in a classroom located close to the city center. Students have access to the European Parliament library. All students take the Introduction to European Union Institutions as a core course, plus one elective course.

ECON/POLS 371B. Introduction to European Union Institutions. The development of the Union from 1945 onwards; the role of the Commission, the Council of Ministers and the Parliament, the Court of Justice, the Court of Auditors, and the European Investment Bank. The impact of these institutions on the Treaty of Maastricht, and the future of the European Union and the Monetary Union.

POLS 372B. Political, Social, and Environmental Issues. Topics include environmental issues in the EU and their legal bases; energy and energy-related issues; key issues in environmental legislation; foundations of the Environment Policy. Social affairs: the concept of a "social Europe," workers' rights in a single market, equality, and trade unions.

ECON/BUSN 373B. Business and European Union Affairs. Introduction to the European Union; overview of the EU Committee of the American Chamber of Commerce in Belgium; European industrial and energy policies; EU Law; theories of trade and non-tariff barriers; North American Trade Agreement and its impact on the EU.

POLS/HIST 374B. The European Union and the World. The place of the European Union in world history and politics. Topics include the EU and various trading regions, the foreign policies of member states, common foreign policy, common security policy, NATO, relations with the United States, the EU in the post-Cold War world.

FREN 092B. A basic review language class. (Not credit-bearing.)

Full course descriptions, syllabi, and CVs (curriculum vitae) of instructors are available upon request from the Rochester Center for Study Abroad.

ORIENTATION AND LIVING IN BRUSSELS

The first two weeks of the program are devoted to orientation. During the first week, students are housed in the orientation hotel before moving to permanent housing in the second week. Cultural and social activities are held to acquaint students with each other and with Brussels. All aspects of the program are covered in detail during orientation, and particular emphasis is given to familiarizing students with the major European institutions. During orientation students also begin a non-credit intensive French language course designed to give survival French to those with little or no background and improve the skills of those who already have some experience in the language. Most students live in shared apartments in Brussels, splitting the rent and associated costs.

Bonn/Cologne/Berlin

Brussels is a city used to a large and continual influx of people looking for short-term accommodation, and there is a well-established network of apartments that students have rented. Families will sometimes have rooms available for rental to students. The Brussels program staff helps students to locate and secure accommodation during the orientation period. Students living in Brussels enjoy having reasonably-priced lunches in the European Parliament canteen.



BONN/COLOGNE/BERLIN

For almost 30 years, the Berlin Wall was Germany's most potent symbol. When the Wall came down in 1990, building cranes and construction sites became the new symbol, representing German reunification and Berlin's transition back to its historical place as the seat of the federal government. With that process nearly complete, Berlin will become the base of a new satellite program for politics students while Bonn will remain the main administrative center of the program and the base, along with nearby Cologne, for all non-political placements. The consequences of reunification and the challenges this process continues to pose make this an extraordinary time for students of German politics, business and culture to live, work and study in Berlin, Bonn, or Cologne. Politics students will intern in the offices of Members of the Bundestag, the federal parliament of Germany, now located in the renovated

Reichstag building in Berlin's new government quarter. All other internships will be offered in Bonn, a small university city with a rich cultural and social life, and in Cologne, a city of one million people, 20 minutes by train from Bonn. The internships require a high degree of proficiency in German, both spoken and written. Preference is given to applicants who have taken at least one college course in conversational German. Students work three to four days a week, and take two courses.

BERLIN POLITICS INTERNSHIPS

Placements are available in offices of Members of the Bundestag. Interns conduct research, do translations, attend plenary sessions, committee and party meetings, and deal with correspondence and press work. Politics interns do not need to be political science majors, but should have a background in German politics and good spoken and written German skills.

BONN MUSEUM AND ARTS ADMINISTRATION

Museum internships offer extraordinary opportunities to work as research, curatorial, and administrative interns. They are open to students of all backgrounds and majors. The range of available art specialties is very wide, including modern, women, sacred and medieval, Roman, Germanic and applied art, anthropology, archaeology, and photography. A detailed knowledge or specific interest in a particular field should be noted in a cover letter to the application. Placements are also available in theater companies and with orchestras. Students work as assistants and participate in all aspects of planning, administration, production, and publicity.



Bonn/cologne/berlin

HEALTH AND SOCIAL SCIENCES INTERNSHIPS

Psychology and psychiatric internship opportunities exist in a wide range of psychiatric and social services institutions, hospitals and clinics in Bonn and Cologne. Client groups include battered women, families, children, and adolescents in therapy, the elderly, substance abusers, and refugees.

MEDICAL RESEARCH INTERNSHIPS

Hands-on experience in research laboratories or teaching hospitals.

LAW INTERNSHIPS

An excellent opportunity to acquire a detailed knowledge of the German legal system through placement in a major corporate law firm: taxation, mergers and acquisitions, anti-trust and European Union law, competition and labor law, environmental, banking and media law.

BUSINESS

Placements are available in many areas of business including administration, sales and marketing, computer programming, and insurance.

BANKING AND FINANCE

Placements are available in a variety of banks and financial institutions.

JOURNALISM

Interns can work at a television or radio station producing "news magazine" shows, and for local newspapers.

ADVERTISING AND PUBLIC RELATIONS

Exciting international advertising openings are available in a Bonn advertising agency. Placements are also available in public relations.

BERLIN

Courses are taught in German by local faculty. Politics interns take two politics courses. Students have access to academic and city libraries in Berlin, as well as the library of the Bundestag.

POLS 380G. Politics in Reunited Germany. This course is an introduction to German politics, with a special emphasis on the political parties and the party system and on the issues of German unity. Other topics include comparative politics with comparisons to the political systems of the United States and other countries.

POLS371G. European Integration and Co-operation: The European Union. This course is an introduction to European politics, centering on the processes of European co-operation and integration, with special reference to the European Community and European Union.

BONN

Courses are taught in German by local faculty. Students take one politics course and one arts course. Students have access to several academic and city libraries in Bonn and Cologne.

POLS 380G. Politics in Reunited Germany. This course is an introduction to German politics, with a special emphasis on the political parties and the party system and on the issues of German unity. Other topics include comparative politics with comparisons to the political systems of the United States and other countries.

Bonn/cologne/berlin

ARTS 301G. German Art and Literature with Special Emphasis on the Nineteenth and Twentieth Centuries. This course is designed to give students an introduction to the art of the period, relating it to the music and literature of the era. The course provides an overview of the most important examples of German literature; reading, analyzing, and discussing the texts in German is an essential part of this course, as are field trips.

ALL STUDENTS

German Language (Not credit-bearing).

Full course descriptions, syllabi, and CVs (curriculum vitae) of instructors are available upon request from the Rochester Center for Study Abroad.

ORIENTATION AND LIVING IN BERLIN AND BONN/COLOGNE

The main orientation for all students will take place in Bonn during the first two weeks of the program. During this time students will be housed together in the orientation hotel in central Bonn. Orientation will include informational, cultural, and social activities to acquaint students with each other and with German life. All aspects of the program are covered in detail during orientation meetings. There is also a non-credit German course designed to help students become quickly effective in their internships. At the start of the second week, politics interns will depart for Berlin where they will have an additional orientation specific to Berlin and to the German political institutions. Later in the program, Bonn students will have the opportunity to travel to Berlin for a seminar. This will give Bonn and Berlin students the chance to reunite and ensure that each group has the opportunity to learn about the other center.

Most students in Bonn live with host families, although short-term apartments and places in student dormitories are sometimes available. The program has a long-standing relationship with a number of families who enjoy having American students live with them and seek to maximize the students' cross-cultural experience. In Berlin, most students live in apartments.



policies

POLICIES

Application Information and Deadlines

Applications may be obtained by contacting:

Center for Study Abroad
Lattimore 206, P.O. Box 270376
University of Rochester Internships in Europe
Rochester, NY 14627-0376
tel (716) 275-7532 fax (716) 461-5131
e-mail abroad@mail.rochester.edu

Office hours are Monday through Friday,
 9 to noon and 1 to 5, Eastern Standard Time.

APPLICATION DEADLINES

Fall Semester Programs: April 1
 (March 15 for House of Commons)

Spring Semester Programs: October 31
 (September 15 for House of Commons)

Summer Programs: March 1

Applicants must be juniors or seniors at the time of their internship, and have a grade point average of 3.0 ("B") or better. In exceptional circumstances, students with sophomore standing may be considered. Students who have questions about their eligibility should contact the Center for Study Abroad. The instructions that precede the Internships in Europe application provide detailed information. As soon as students are accepted, their files are sent to the appropriate program office abroad for internship placement.

CREDIT

University of Rochester credit: Credit is awarded for all internships and coursework by the University of Rochester. Students may not take the internship or courses on an audit basis; both components of the program must be taken for credit. Graduate credit is not available, except in some unusual cases, and must

be arranged by the student with his or her graduate program at the home institution. Each course carries four credits, and each internship carries eight credits; students register for a maximum of sixteen credits each semester, and for eight credits in the summer. Upon completion of the program, a University of Rochester transcript is sent to the office responsible for granting transfer credit on the student's home campus.

Independent credit: Some U.S. colleges and universities are able to evaluate programs done abroad, and to grant credit without an official U.S. college transcript. In such cases, the relevant program office in Europe sends grades for courses, along with the supervisor's evaluation of the internship, directly to the home institution. It may also be that students' interest in the internship is for the experience, but not to earn academic credit.

If you want to arrange for credit from your own school, or not to earn credits, please contact:

Educational Programmes Abroad
137 North Park Street
Kalamazoo, MI 49007
tel (616) 382-0139 fax (616) 382-5222
e-mail EPInterns@aol.com

Questions about your home school's transfer credit policy should be directed to your study abroad adviser, or the office on your campus responsible for awarding transfer credit. It is essential that you and your adviser determine whether or not you will need University of Rochester credit during your application process. If you have any questions about credit, clarify your situation by discussing it with study abroad advisers at the University of Rochester, as well as with the person or persons at your home school who are responsible for handling transfer credit. Once the invoice has been paid to Rochester, it is not possible to request a refund or to change your status from Rochester-credited to "independent."

GRADING

Courses: Grades are assigned by the instructors of the courses, and transmitted to the University of Rochester by the overseas program office. Students receive letter grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E (failure). Pass/fail grades are not awarded for courses.

Internships: Matriculated University of Rochester undergraduates take the internship for a letter grade. Students from other institutions have two options: they may choose to receive a letter grade, or to take the internship on a Pass/Fail basis (P/F). This is our general policy; some colleges and universities may require that students take the internship for a letter grade. It is the student's responsibility to determine this by consulting the individual at his or her home school about transfer credit details.

To earn a letter grade for the internship, students keep a daily analytical journal, detailing activities, related travel, comparing and contrasting (where applicable) significant differences between the United States and the host country, and generally reflecting upon the internship experience. Complete details on writing this journal are included with the letter of acceptance to the program, but students may request them in advance from the Rochester Center for Study Abroad.

At the end of the semester, students send the original journal (after first making a photocopy) to the Rochester Center for Study Abroad. The due date of this journal is two weeks after the last day of the program. It is the student's responsibility to send the journal by air mail. Faxed journals are not accepted under any circumstances, since they are not legible. If there is an unavoidable delay in sending the journal, it is the student's responsibility to notify the Rochester Center for Study Abroad. Journals that are received later than six weeks after the original due date will not be graded. After the journal is received at Rochester, it is forwarded to the appropriate faculty member for grading. The University of Rochester faculty member also takes into consideration the letter of evaluation

policies

written by the internship supervisor, which is sent along with the course grades by the overseas program office. Rochester faculty will not award a grade until the supervisor's evaluation has been received. To earn a grade of Pass/Fail for the internship, students are not required to keep a journal; the grade is based solely on the report of the student's internship supervisor.

EVALUATION OF THE INTERNSHIP

During the semester, your Site Director will keep in touch on a regular basis with you and your supervisor as well as make site visits. Your internship supervisor will submit a final written report on your performance.

Whether or not your school requires the writing of a journal, we strongly recommend that all students keep them. The journal is intended to be far more than a record of what work was done during the internship; it is a substantial academic work. While the recording of events is important, an analytical journal makes comparisons with other work experiences, and reflects, challenges, analyzes, compares, and judges ideas, systems, and methodology.

ACADEMIC POLICIES

Withdrawal Policy

Semester students are expected to carry two four-credit courses and the eight-credit internship. Summer students are enrolled for the eight-credit internship. Students may withdraw from a course only with the permission of the University of Rochester's Center for Study Abroad. If you withdraw from the program before the arrival date (the first day of orientation is the starting date of the program), only funds that have not been committed for your participation will be refunded. Changes in status from Rochester-credited to "independent" (see the section on "Credit" above) are not permitted after the invoice has been paid in full, and constitute withdrawal. The University of Rochester makes substantial financial commitments on your behalf, beginning with your informing us of your intention to join the program. This is confirmed by our



Instructions



evaluation.) Let your recommenders know the date of your application deadline. We recommend that you provide them with a stamped and addressed envelope, or encourage them to fax the recommendation to us at (716) 461-5131.

PART 4: HOME SCHOOL AUTHORIZATION

Consult your study abroad office, or the office on your campus that awards transfer credit, before filling out this section. Then give this sheet to your academic dean or study abroad adviser to complete and mail to us.

PART 5: HOUSING AND ACADEMIC INFORMATION

Before deciding on a homestay or independent housing, read the following information carefully:

More detailed information about accommodation in each program center is included in the pre-program information packet. (Students who wish to make their own arrangements independent of the program may do so, but they must inform the program office in writing no less than six weeks before the arrival date. These students will receive an accommodation allowance monthly, in advance, from the program office; this allowance should cover the cost of a shared apartment.)

Apartments. In all program centers, except Paris, students can live in shared apartments. The advantages of apartment living include independence and easy commutes to city centers. Apartments are fully furnished and fully equipped, except for towels, which students must bring themselves. In London, the program office makes all of the arrangements for students who request pre-arranged flats. In Brussels, Bonn, and Madrid, the program office assists students seeking apartments during orientation.

Homestays. Students can request placement with a local family as a "paying guest." Many students have found living with a foreign family a rewarding and culturally enriching experience, although it is important to understand that Europeans tend to rent rooms as a means of augmenting their incomes, rather than as a cross-cultural gesture, as is usually the case when American families take in foreign students. Besides their own room, students in homestays are provided with partial board. In each center, this includes Continental breakfast every day and at least four main meals per week. By definition, families with extra rooms to rent tend to live outside the city center, so students must be prepared for longer and costlier commutes than students in apartments.

Housing Allowance. In all centers, students receive, in advance, a monthly housing allowance toward the cost of their accommodation. In London, this allowance is paid directly to landlords or to the host families. Students indicate their choice of housing on the accommodation form at the time the program application is submitted. Any student who subsequently changes their housing preference should notify the program office in writing; only limited changes can be made once the program has begun.

Information for LONDON students only. All arrangements are made in advance for students living in pre-arranged flats. Students are housed together in groups of four to six in fully furnished and fully equipped "flats" in popular and convenient areas of west and northwest London, such as Bayswater, Maida Vale, Paddington, Swiss Cottage, St. John's Wood, and Baker Street. There is a £100 pre-arranged flat security deposit fee, payable in pounds sterling when students move into the flats. It is refunded in dollars three weeks after the end of the program.

GENERAL INFORMATION - PART 1

Name _____ Ms. Mr.
Last First M.I.
 Home college or university _____
 Email address _____
 Home (permanent) address _____ Your address on campus _____

 Home telephone () _____ Campus telephone () _____
 Social Security # _____ - _____ - _____ Date of Birth (month/day/year) _____
 Country of citizenship (if not U.S., include type of visa) _____
 Do you have a passport that will be valid for the duration of the program? Yes No, but I am applying for one.
 Father's name _____ Mother's name _____

Emergency contact information:

Name _____ Relationship to you _____
 Day telephone () _____ Evening telephone () _____
 What will your class be at time of the internship? junior senior other
 Major _____ Minor _____ GPA on 4.0 scale _____
 How did you learn about University of Rochester Internships in Europe programs?
 Center for Study Abroad Faculty adviser Past program participant Poster Other _____

REFERENCES: Two references are required. The academic recommender should be someone from whom you have taken college coursework. The character recommender may be an employer, a volunteer job supervisor, a member of the clergy, or someone on your campus with whom you have had close contact. Part 3 of this application provides you with a form to give each recommender. Please give their names and addresses below.

Academic:	Character:
Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
Telephone () _____	Telephone () _____
Email (optional) _____	Email (optional) _____

STUDENT AUTHORIZATION: I am applying to an Internships in Europe program and authorize the University of Rochester to issue a transcript to my home school after my program of study. (The University of Rochester provides transcripts for all courses and internships taken by its students.) However, to ensure acceptance of academic credit, I realize that I must discuss my proposed program of study with the appropriate official of the college or university I expect to attend upon my return. Additionally, I understand that it is my responsibility to discuss the coursework and internship with my departmental adviser, and to secure written approval.

Signature _____ Date _____

INTERNSHIP APPLICATION - PART 2

ALL APPLICANTS:

First choice

Please add year on line.

- Fall _____ Bonn
 Spring _____ Brussels
 Summer Session I _____ Edinburgh
 Summer Session II _____ London
 _____ Madrid
 _____ Paris

Second choice

Please add year on line.

- Fall _____ Bonn
 Spring _____ Brussels
 Summer Session I _____ Edinburgh
 Summer Session II _____ London
 _____ Madrid
 _____ Paris

INTERNSHIP:

- Business Health Sciences Law Medical Research Arts/Museum Politics Theater

Within the above field, please specify types of placement desired, e.g., Business might include marketing, finance, advertising, accounting, banking, publishing.

First choice _____

Second choice _____

Third choice _____

List the two courses from this Program Guide that you plan to take (semester students only; not relevant for summer):

- 1) _____
 2) _____

ESSAY:

All applicants write a short essay (200 words), which will be a major criterion for selection into the internship program. The ability to write clearly and concisely is a critical asset; the essay is read by prospective internship supervisors. See the instruction sheet (p. 25) to this application for complete details.

POLITICS AND LAW APPLICANTS ONLY:

PLEASE COMPLETE THE FOLLOWING SECTION

Circle the term that best places you on the following political spectrum:

Far Left Left Left of Center Center Right of Center Right Far Right

If this spectrum seems inappropriate, please explain briefly: _____

Here is a list of major substantive and or administrative policy areas in which you may be involved. Circle your areas of interest:

Agriculture	Human Rights	Media	Treasury/Economic Affairs
Arts	Industry:	Overseas Aid and Development	Domestic economy of internship
Civil Service	Industrial Relations	Penal System	country
Defense	Small Business	Poverty	Gov't expenditures
Education	Information Technology	Race Relations	Public Finance
Elderly	International Relations:	Regional Affairs	Urban/Inner City Affairs
Employment	W. Eur., E. Eur., Middle	Sport and Leisure	Women's Issues
Energy/Environment	East, Third World, U.S.	Tourism	
Health and Social Security	Legal System	Trade	
Housing	Local Government	Transportation	

RECOMMENDATION FORM - PART 3

Return to: Center for Study Abroad, Internships in Europe
 Lattimore 206, P.O. Box 270376, University of Rochester
 Rochester, NY 14627-0376
 Fax (716) 461-5131

To the Student:

Please complete items 1-4 below, photocopy this form, and give one to each of your recommenders. If you will be doing an internship in a language other than English, also fill out item 5. You will need two copies if you plan an English-language internship, or three if you plan a foreign-language internship.

1. Name _____
 Last First M.I.

2. Home college or university _____

3. City and type of internship to which student is applying _____

4. Please check appropriate application deadline OCTOBER 31 (spring programs; House of Commons, September 15)
 MARCH 1 (summer programs)
 APRIL 1 (fall programs; House of Commons, March 15)

5. Number of years of language study:

Language _____ years in: high school _____ college _____

Language _____ years in: high school _____ college _____

To the Academic and Character Recommenders:

This student has applied for a place in our Internships in Europe program where participants work as research assistants in London, Bonn, Cologne, Berlin, Brussels, Madrid, or Paris. The internships vary, but each involves tasks such as carrying out research and reporting to a supervisor, handling correspondence, drafting letters and speeches, making presentations; in short, working three to five days a week in a position of responsibility. The actual work assigned depends on the relationship the student forms with the supervisor. Student interns routinely handle important, and in some cases confidential, information, so we are looking for mature students who can be relied upon to be loyal and discreet.

The student needs to be of above-average intellectual ability. An avid and demonstrated interest in the subject area of the chosen internship is crucial. Please evaluate, to the best of your ability, the student's accuracy, diligence, maturity, and judgment. Students will be working in busy offices, so they must have friendly and agreeable dispositions, work well with others, and be able to work independently. Please call (716) 275-7532 if you have questions. Many thanks for your time and assistance.

To the Foreign Language Professor:

1. Present language abilities:

How recently has the student been in your class? _____

Please indicate the level that best describes the student's present command of the language:

	speaking	reading	writing
Lacks minimal competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses and understands simple vocabulary, basic grammar, short sentences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses and understands conventional, non-technical vocabulary, overall syntactical and grammatical structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses and understands specialized terminology in fields of interest; complex structural patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Projected language abilities:

Please comment on the applicant's ability to take courses and carry out an internship in the language within a reasonable time after arrival in the host country, and after a one- or two-week intensive language orientation.

Name _____ Title _____

Name of Institution _____ Department _____

Telephone () _____ Signature _____

Email _____

HOME SCHOOL AUTHORIZATION - PART 4

Name _____
Last First M.I.
Social Security Number _____ - _____ - _____

SECTION A: TRANSFER OF CREDIT TO YOUR HOME SCHOOL

This section is to be reviewed, approved, and signed by the undergraduate adviser in charge of transfer credit in your home school.

CREDITED BY THE UNIVERSITY OF ROCHESTER.

Upon completion of the program, your school will receive an official transcript from the University of Rochester, showing credits and grades for the courses and the internship:

- My home institution requires an official transcript for the transfer of academic credit. I am requesting credit from the University of Rochester and will receive a transcript upon completion of the program.

Please send it to:

Name _____ Title _____
Address _____

SECTION B: College Authorization

This section is to be completed by the Academic Dean or Study Abroad Adviser, and sent to:

Center for Study Abroad
Internships in Europe
University of Rochester
P.O. Box 270376
Rochester, NY 14627-0376

Cumulative grade point average _____ on a scale of _____

The application of this student is being submitted with my approval. Full credit will be granted for all coursework satisfactorily completed. (If there are additional conditions for transfer of credit, I have indicated them on a separate sheet.)

Academic Dean or Study Abroad Adviser's

Name _____ Telephone () _____
Title _____ Fax () _____
Institution _____ Email _____
Address _____

Dean or Adviser's Signature _____ Date _____

HOUSING AND ACADEMIC INFORMATION - PART 5

(See the instruction sheet for details on page 26)

Name _____
Last First M.I.

HOUSING

Which type of accommodation do you prefer?

- Homestay Independent Flat Prearranged Flat (London only)

Do you smoke? YES NO, and . . . I do I do not mind a roommate/family who smokes

What are your hobbies and interests? _____

For students who have chosen homestays, do you have objections to living with a family where there are

young children? YES NO
dogs? YES NO
cats? YES NO

Additional Academic Information

In which courses are you currently enrolled?

Additional courses you plan to take before going abroad, if different from above.

Briefly describe any previous international travel, work, or study experience.

What are your extracurricular activities, such as memberships or offices held? You may choose to attach a list of these or a resume.

London

Edinburgh



PARIS

Bonn/Cologne/Berlin



Brussels



Madrid