

# Auckland Programs Spring 2010

## Acceptance Instructions

Congratulations on your acceptance to the Boston University Auckland Programs. The instructions and forms contained in this packet will help you to plan your semester in Auckland and assist us in preparing for your arrival.

### INSTRUCTIONS

Enclosed are pre-departure forms that each student is required to complete and return to Boston University International Programs. Please read carefully the instructions on the form and on the checklist below. In addition to these program-specific forms, you must also complete the pre-departure documents that you were directed to through International Programs' online system. The online system will also instruct you on submission of your non-refundable \$400 deposit to hold your place in the program. All forms should be returned within two weeks. Be sure to make a copy for your records.

### PRE-DEPARTURE ORIENTATION

There is a mandatory, program-specific orientation session for all Boston University students enrolled in an off-campus program next semester. Further information regarding the date, time, and location of the Auckland Programs orientation session will be forthcoming. Local non-Boston University students are encouraged to attend. Orientation materials will be sent to students who cannot attend.

### PROGRAM COSTS

The fee for the Spring 2010 Auckland Internship, Management Internship, and University Studies Program is \$18,200. The program fee includes tuition, housing, excursions, emergency travel assistance coverage and internship placement (if applicable). The program fee will be charged to your student account, which must be settled by the deadline set by Boston University's Office of Accounting Services.

### PROGRAM DATES

The Auckland Program runs from January 3 (depart U.S. on January 1) to June 28, 2010. Late arrivals are not permitted.

### FORMS CHECKLIST

#### All Students Send The Following To Boston:

International Programs  
888 Commonwealth Ave., 2nd Floor  
Boston University  
Boston, MA 02215

- ☐ Housing Questionnaire
- ☐ Residence Agreement
- ☐ Six passport-size photos (with your name written on the back of each one) addressed to Jeff Conradi
- ☐ A *notarized* copy of the photo page of your passport
- ☐ E-mail your course selections to [kmartin@bu.edu](mailto:kmartin@bu.edu) (**This cannot be completed until early November when the course list is posted.** You will be notified by email when the list is available. Instructions are included in this packet.)

#### Internship Students Must Also Return:

- ☐ Internship Questionnaire
- ☐ Internship Agreement (read carefully before signing)
- ☐ Electronic copy of your résumé in New Zealand format (instructions in the back of this packet) should be e-mailed [kmartin@bu.edu](mailto:kmartin@bu.edu).

**\*IMPORTANT:** Late submission of materials, such as photographs and passport photo page, will delay the production of your Auckland materials, and could result in delayed visa issuance.

**\*\*Make a copy of all materials for your records.**



# Auckland Programs Spring 2010

## Tentative Academic Calendar, Page 1

### AUT UNIVERSITY

Friday, January 1	Group Flight Departs
Sunday, January 3	Arrival in Auckland
Sunday/Monday, January 3,4	Orientation
Tuesday, January 5	Lectures Begin
Saturday, January 9	Bus Tour of Auckland
Friday-Sunday, January 15 – 17	North Island Field Trip
Monday, February 1	Auckland Anniversary Day
Saturday, February 6	Waitangi Day
Friday, February 12	Lectures and Exams End
Friday, February 12	Summer Semester Ends
Saturday – Sunday, February 13 – 28	Inter-Semester Break
Monday, March 1	Lectures Begin
Monday, March 1	Internships Begin
Friday – Sunday, April 2 – 18	Mid-Semester/Easter Break
Sunday, April 25	ANZAC Day
Friday – Sunday, April 30 – May 2	North Island Field Trip
Friday, June 4	Internships End
Friday, June 4	Lectures End
Saturday – Friday, June 5 – 25	Study Break/Exams
Monday, June 7	Queen's Birthday (Public Holiday)
Friday, June 25	Semester Ends
Monday, June 28	Departure Day**

\*\*Note: Students completing final exams prior to June 28 may depart the program on completion of their exams.



# Auckland Programs Spring 2010

## Tentative Academic Calendar, Page 2

### UNIVERSITY OF AUCKLAND

Friday, January 1	Group Flight Departs
Sunday, January 3	Arrival in Auckland
Sunday/Monday, January 3,4	Orientation
Tuesday, January 5	Lectures Begin
Saturday, January 9	Bus Tour of Auckland
Friday-Sunday, January 15 – 17	North Island Field Trip
Monday, February 1	Auckland Anniversary Day
Saturday, February 6	Waitangi Day
Friday, February 12	Lectures End
Monday-Wednesday, February 15 – 17	Examinations
Wednesday, February 17	Summer Semester Ends
Thursday-Sunday, February 18 – 28	Inter-Semester Break
Monday, March 1	Lectures Begin
Monday, March 1	Internships Begin
Friday – Sunday, April 2 – 18	Mid-Semester/Easter Break
Sunday, April 25	ANZAC Day
Friday – Sunday, April 30 – May 2	North Island Field Trip
Friday, June 4	Internships End
Saturday, June 5	Lectures End
Saturday – Monday, June 5 – 28	Study Break/Exams
Monday, June 7	Queen's Birthday (Public Holiday)
Monday, June 28	Semester Ends/Departure Day**

\*\*Note: Students completing final exams prior to June 28 may depart the program on completion of their exams.



# Auckland Programs Spring 2010

## Course Selection

### COURSES

All students take a required course, CAS SS 315 Aotearoa-New Zealand History, Society, and Politics. In addition:

- **Internship students** either take a required internship and the related Internship Course, and two elective courses chosen from approved departments at either the University of Auckland or AUT.
- **Liberal Arts and Sciences students** also take three elective courses chosen from approved departments at either AUT or the University of Auckland.
- **Geological Studies students** take a general elective course chosen from approved departments at the University of Auckland, and two additional geology courses from the approved list of offerings. Please see: [www.bu.edu/abroad/programs/new\\_zealand/auckland/auckland\\_progs/aca.html](http://www.bu.edu/abroad/programs/new_zealand/auckland/auckland_progs/aca.html)
- **Management Internship students** take a required internship and the related internship course, and two courses at the University of Auckland (at least one of which must be a management course from the approved course list from SMG).

Please consult the attached Academic Calendar for course dates and e-mail your course selections to [kmartin@bu.edu](mailto:kmartin@bu.edu) using the guide on the next page. You may wish to consult the University websites listed below for descriptions of the various course offerings and their prerequisites.

### UNIVERSITY OF AUCKLAND COURSES

For a complete list of all courses available, consult the University of Auckland website: [www.auckland.ac.nz/deva](http://www.auckland.ac.nz/deva). Enter as a Guest. Click on Class Search. Select the appropriate semester and click Advanced.

(Note: Fall semester BU students select semester two courses. Spring semester BU students select summer and semester one courses.) Select a subject area and, from the Campus pulldown menu select "C-City." All of the available courses for that particular subject area will be displayed with course meeting times and locations, if available.

Generally, Boston University students will be required to enroll in courses with a 200 or higher course number designation. However, in course areas such as Maori Studies, in which a student has no background, 100 level courses may be allowed. At the same time, some 300 level courses may be considered too advanced. Please consult with the Director of Auckland Programs, Kevin Martin, [kmartin@bu.edu](mailto:kmartin@bu.edu), for further information on whether a particular 100 level or 300 level course is appropriate. We strongly recommend that all students receive clearance on their class schedules from their academic advisers to be certain that credits will transfer appropriately.

### AUCKLAND UNIVERSITY OF TECHNOLOGY COURSES

At AUT there are two ways of searching for courses, called "papers".

1. [www.aut.ac.nz](http://www.aut.ac.nz) and click on "Schools". Use the navigation bar on the left-hand side to navigate the courses for each of the Schools at AUT.
2. <https://arion.aut.ac.nz/ArionMain/CourseInfo/Menu.aspx> Through this search engine you can browse the course selection quite thoroughly. Click on "Table of Papers".

Note: It is important that your courses are bachelor degree level courses (you can not take a diploma or certificate course).

Please e-mail your course selections to the Director of Auckland Programs at [kmartin@bu.edu](mailto:kmartin@bu.edu) and indicate the following:

1. Name
2. Semester of study
3. University (AUT or University of Auckland)
4. Program (Internship, Liberal Arts, Geological Studies)
5. First half course choice - one course in addition to required CAS SS315 course
6. Second half course choice(s) - one for internship students, two for non-internship students

# Auckland Programs Spring 2010

## Internship Agreement

The Boston University staff in Auckland devotes a great deal of time and energy to identifying and developing suitable internship placements, maintaining close relationships with internship supervisors, and matching candidates to placements in a careful and considered manner. Because the efforts that will be made to place you are significant and because important alliances with good internship providers can be damaged when expectations are not met, it is important that you understand and accept your responsibilities as a student representing Boston University in the Auckland Internship Program. Please consider carefully the following rules and regulations governing the internship before indicating your acceptance of them:

- Once you have entered the Auckland Internship you may not transfer to another academic track. An internship program is by definition more time intensive than a track requiring only the completion of course work. You can expect full and sometimes tiring weeks, while some of your non-interning classmates may have more time on their hands. By signing this document you agree to undertake a demanding (and a very rewarding) academic direction;
- You must be able to articulate what kind of organization and work functions you would most like to pursue in an internship and your background should be appropriate for the internship area you choose. Lack of direction, failure to do research on possible internship opportunities, and unrealistic expectations about how your background might match up with a particular industry or job function are all causes for concern. If you are not passionate, or at least enthusiastic, about a general internship category then you should consider another type of program option;
- We cannot guarantee that you will be placed in an internship that exactly meets your specifications. Having too narrow a focus can often be as deadly as having too little focus. It is in everyone's best interest that we make the perfect match, but a number of factors may be in play at any given time that may be cause for some compromise. Also, we will not pursue individual organizations for the purpose of a student's résumé building. The goal is always to find the best internship experience, not the biggest corporate name;
- The program director has the final decision about where you are placed. In the overwhelming majority of cases a carefully engineered initial internship meeting will result in a mutually agreeable internship arrangement between a student and an organization. Rarely, however, when a student's indecision forces the issue, the director can make the decision to place the student with a particular organization deemed to be the best match;
- Your accepting the offer of an internship constitutes a commitment on your part to persevere through difficult periods and fulfill all of the expectations set out for you during the placement. You will no doubt be asked to perform duties from time to time that you find unpalatable or boring, but those kinds of tasks are part of any job. There may be days or weeks where there is too little or too much work to do. The emphasis should always be on how you can best assist the organization that has taken you on, and not on how much fun and stimulation the organization is providing you. The primary aim of the internship is to put you into an environment where you can make your way in a different culture, contribution to an organization, meet New Zealanders, and have some personal successes;
- Internships are unpaid and you must pay for your own transportation to and from work. You should be prepared to pay transportation costs and to spend time commuting, though some internships may be very close to your accommodation;
- You must read the Auckland Handbook and the Boston University International Programs Student Handbook carefully. The Handbooks set out all of the expectations, grading criteria, assignments, and other details relevant to the internship and the internship course.

I have read and I understand fully the content of this document and I accept the responsibilities associated with participation in the Auckland Internship Program. I understand further that failure to fulfill my obligations will result in a failing grade in the internship course and dismissal from the Auckland Internship Program, and that I will pay any additional costs, penalties, and transportation expenses, associated with my program termination.

Name \_\_\_\_\_

Date \_\_\_\_\_



Please make a copy for your records. Return within 2 weeks to:

Boston University International Programs • 888 Commonwealth Avenue • Boston, MA 02215  
(P) 617-353-9888 • (F) 617-353-5402 • [abroad@bu.edu](mailto:abroad@bu.edu) • [www.bu.edu/abroad](http://www.bu.edu/abroad)

# Auckland Programs Spring 2010

## Internship Questionnaire, Page 1

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Major: \_\_\_\_\_

The information you provide below will guide the Auckland internship coordinators toward likely placements for you. Placements will not be finalized until after you have arrived in Auckland, discussed the range of options with the staff, and had a mutually satisfactory interview with a provider. We urge you to be flexible and to explore various possibilities. While we cannot guarantee your first choice, we will make every effort to place you in your desired field. Bring to Auckland copies of your New Zealand format résumé and any relevant supplementary materials, including slides or a portfolio.

From the following list of internship areas, please circle the one you desire and then rank your top three fields of interest within it. Mark 1 to indicate your top choice, 2 your second choice, and 3 your third choice. Please note the course numbers generally assigned to each area. If you have questions about internship course registration, please contact our office.

1. COM CM 471 Advertising/Marketing/Public Relations  
(Internships in some areas, such as creative, may be severely limited or unavailable.)

☐ advertising: research  
☐ advertising: planning  
☐ advertising: account work  
☐ advertising: creative  
☐ marketing: research  
☐ marketing: product development  
☐ marketing: internal  
☐ public relations: in-house  
☐ public relations: agency  
☐ other (please specify): \_\_\_\_\_

2. CAS AH 505 The Arts

<input type="checkbox"/> visual arts	<input type="checkbox"/> museums/heritage
<input type="checkbox"/> archeology	<input type="checkbox"/> literature
<input type="checkbox"/> music	<input type="checkbox"/> architecture
<input type="checkbox"/> theater	<input type="checkbox"/> libraries/archives
<input type="checkbox"/> dance	<input type="checkbox"/> arts education/community
<input type="checkbox"/> multimedia/combined arts	<input type="checkbox"/> arts
<input type="checkbox"/> other (please specify): _____	

3. CAS PO 451 Politics  
(Placements with politicians are not available.)

☐ political party  
☐ policy making/analysis  
☐ nongovernmental organization (NGO)  
☐ politician, electorate/constituent office  
☐ issue-based work (please specify): \_\_\_\_\_

4. CAS IR/PO 455 International Organization:  
Please circle one: IR/International Relations or PO/Political Science

☐ nonprofit organization (please specify): \_\_\_\_\_  
☐ nongovernmental organization (please specify): \_\_\_\_\_  
☐ educational institution (please specify): \_\_\_\_\_  
☐ international relations agency (please specify): \_\_\_\_\_  
☐ other (please specify): \_\_\_\_\_

5. COM FT 493/494 Broadcasting/Film  
(Internships in these areas are severely limited, and work on feature film production is not generally available.)

☐ film  
☐ television  
☐ radio  
☐ other (please specify): \_\_\_\_\_

6. COM JO 411 Journalism

<input type="checkbox"/> research	<input type="checkbox"/> editing
<input type="checkbox"/> electronic publishing	<input type="checkbox"/> reporting
<input type="checkbox"/> publishing	<input type="checkbox"/> print journalism
<input type="checkbox"/> other (please specify): _____	

7. SHA HF 390 Hospitality Administration

☐ general hotel administration    ☐ conferences/catering  
☐ restaurants  
☐ other (please specify): \_\_\_\_\_



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Internship Questionnaire, Page 2

8. CAS CS 219 Information Technology  
(Placements in this area are likely to be with small, local start-up companies rather than large U.S. multinationals.)

☐ quality assurance                      ☐ technical support  
☐ website design                         ☐ software development  
☐ information systems support

9. CAS PS 495 Health and Human Services  
(Note: physical therapy internships are not available.)  
\_\_\_\_public health                      \_\_\_\_social services  
\_\_\_\_sports science                  \_\_\_\_psychology related research  
\_\_\_\_non-governmental health science  
\_\_\_\_research

10. Other Area  
Please send Kevin Martin an email at [kmartin@bu.edu](mailto:kmartin@bu.edu) if you are interested in pursuing an internship that was not covered in the aforementioned areas.

ALL STUDENTS MUST COMPLETE THIS SECTION

1. Briefly explain the type of work you would like to do and why.

[illegible]

2. Please list relevant courses completed and the grades you attained in each. Please list complete course titles, not just course numbers.

[illegible]

3. Describe any relevant paid or voluntary work experience or attach a résumé.

[illegible]

4. What do you perceive as your strengths and weaknesses?

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Please make a copy for your records. Return within 2 weeks to:  
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(P) 617-353-9888 • (F) 617-353-5402 • [abroad@bu.edu](mailto:abroad@bu.edu) • [www.bu.edu/abroad](http://www.bu.edu/abroad)

## Auckland Programs Spring 2010 Internship Questionnaire, Page 3

5. What is important to you in a work environment?

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6. Please list your computer skills and experience (specify programs).

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7. Are you proficient or fluent in any language other than English?  
Please specify.

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Please attach a sheet (if needed) to include any additional information  
that would be useful when considering your internship placement.

**YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE  
READ THE FOLLOWING AND AGREE TO THE TERMS.**

a) I understand that internship placements are dependent upon the opportunities available at the time of the placement and on my previous experience and qualifications.

b) I understand that International Programs may not be able to guarantee my first choice, but that every effort will be made to place me in my desired field.

c) I understand that if I wish to change my primary internship field, I must consult with program staff in Boston and complete a new questionnaire.

d) I understand that standards of acceptable appearance and demeanor vary dramatically from country to country, and even business to business. By participating in a Boston University or Community Placement Program, I understand that I am an emissary of the University and of the United States, and that my enrollment constitutes an agreement that I will attempt to live and work within the framework of local custom. I understand that some personal choices of dress, hairstyle/color, body ornamentation, etc., that are acceptable on campus in the United States may make internship placement in a foreign country difficult, if not impossible. By enrolling in the program, I agree to make every effort to adapt my personal appearance to the generally accepted norms of the business community of the host country, and I understand that failure to do so may make placement impossible and result in a failing grade for the internship, practicum, or community placement course. I understand that where dress, hairstyle, and body ornamentation are dictated by my religion, race, national origin, or ethnicity, every effort will be made to accommodate those needs consistent with my status as a guest in a foreign country.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date





# Auckland Programs Spring 2010

## Residence Agreement

Students must live in the program housing provided by UniLodge. Please read the form carefully and make a copy for your records, as you will be held to the terms outlined. Your signature on the form indicates that you understand and agree to the terms under which program housing is provided.

Students on Boston University's Auckland Programs are subject to the same policies, procedures, and codes of conduct in place at Boston University, except where policies of UniLodge supercede Boston University's policies. Students are prohibited from engaging in conduct, in or about the residence, that poses a threat to the health or safety of persons or property, that interferes with the rights or well-being of others, or that violates any provision of the Code of Student Responsibilities, this residence agreement, any rule/regulation of the University or International Programs, or any other applicable law. Students found in violation of these policies, rules, and regulations established by International Programs and/or the University will be subject to University disciplinary action up to and including expulsion from the University.

Students must abide by all rules and regulations that may be established by International Programs, the Resident Director, and UniLodge in the interests of health, safety, the proper conduct of students, and the orderly and efficient operation and administration of the program and its residential system. Students must attend all program, floor, and individual meetings as they are convened by the Resident Director, other Boston University staff, or administrators of UniLodge throughout the semester. Students are responsible for knowing and abiding by any materials and information discussed and/or distributed at any such meetings.

Students must respect the rights of other students in the program housing. All program housing will be reasonably quiet at all times, and specific quiet hours will be in effect as established by the staff of UniLodge. Students shall not make or permit their visitors to make any disturbing noise or other nuisance in or about the interior or exterior of the program housing that will interfere with the rights, comforts, or convenience of others. Smoking, whether by residents or any other person, is not allowed within UniLodge, including offices, classrooms, student rooms, and other common areas. Students are responsible for the conduct of visitors (including family, friends, and relatives), who must also respect and comply with all rules and regulations while in or about the program facility. Any breach by any such visitor shall be

deemed a breach by the student. No overnight guests are allowed in the program housing, and guests, while in the building, must be accompanied by a student at all times.

Each student is responsible for the care of the property in his or her room and, as determined by the Resident Director and the staff of UniLodge, in the common areas of the program facilities. The cost of any repair or damage or loss to the residence facility will result in appropriate charges to the student(s) responsible for violating housing policy. Failure to settle these charges prior to departure from the program site will result in appropriate charges being assessed to the Boston University student account. It may also result in your inability to register for courses, an inability to have grades assigned, transcript holds, and delays in processing financial aid awards in future semesters. In addition, each student is encouraged to review his or her family's personal property insurance coverage. Boston University, UniLodge or any of their officers, agents, or representatives shall not be liable directly or indirectly for loss and/or damage to personal property by fire, theft, or other cause.

**The University reserves the right to dismiss any student from the program for failure to maintain a satisfactory academic record or an acceptable personal behavior, or for reasons of health, safety, or welfare of the University community.**

### STATEMENT BY RESIDENT

I have read the preceding material on this page and agree to abide by the stipulations and conditions presented within. I agree that failure to abide by these conditions renders me liable to be returned by the Resident Director to my home campus at my own expense.

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Student Name (Please Print)

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Student Signature

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Date



# Auckland Programs Spring 2010

## Housing Questionnaire, Page 1

This questionnaire will assist us in assigning you to a suite with a compatible group of students. All students will be assigned a single room in a three- or four-bedroom suite at UniLodge, an excellent residence located just a ten-minute walk from camps and downtown. The Boston University apartments will be mixed in with those of local and other international students. Students may be housed with local or other international students.

Your board payment covers room, placement fee (bond), and the end of the semester cleaning fee. Students are responsible for linens, kitchen and cooking supplies, and electricity usage. Students will have to pay a deposit of about NZ\$300 against projected electricity. We also recommend that each student obtain a mobile telephone for the duration of the semester. There is an additional fee for in-room Internet access, which most students solve inexpensively by sharing a wireless router. Former students recommend bring a laptop if you have one.

Please refer to the UniLodge website ([www.unilodge.com.au/auckland](http://www.unilodge.com.au/auckland)) for additional information on the other amenities available at the Auckland facility. Note that your suite will be similar to the four-bedroom Anzac Avenue Apartment which you can view by clicking on "Floor Plan."

### PERSONAL INFORMATION

We will use the information you supply on this form to make a housing assignment that best suits your needs and preferences. However, we cannot guarantee that we will be able to accommodate your special requests.

Last Name (Please Print): \_\_\_\_\_

First Name: \_\_\_\_\_

Home University: \_\_\_\_\_

BU ID #: \_\_\_\_\_

Major: \_\_\_\_\_

Study Abroad Semester: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Father's Name/Occupation: \_\_\_\_\_  
\_\_\_\_\_

Mother's Name/Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: ☐ Male ☐ Female

Smoking is not allowed in the residence at any time.

### QUESTIONS

1) Do you have any medical conditions such as diabetes or asthma, allergies, dietary restrictions (vegetarian, Kosher, Halal), or other restrictions (including physical challenges) about which the housing staff should be aware?

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2) Do you have religious requirements about which the Resident Director and housing staff should be aware? Please explain how these requirements may affect your schedule and eating habits/requirements.

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Please make a copy for your records. Return within 2 weeks to:  
Boston University International Programs • 888 Commonwealth Avenue • Boston, MA 02215  
(P) 617-353-9888 • (F) 617-353-5402 • [abroad@bu.edu](mailto:abroad@bu.edu) • [www.bu.edu/abroad](http://www.bu.edu/abroad)

## Auckland Programs Spring 2010 Housing Questionnaire, Page 2

3) Please answer the following questions relating to your daily habits.

At what time do you go to bed during the weekdays? At what time on the weekends? How many nights during the weekdays do you go out? How do you plan to spend your weekends? How do you enjoy spending your time (e.g., do you prefer to go to clubs/pubs or prefer dining/films)?

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4) Please record any information about yourself including a description of your personality, hobbies, career interests, and any expectations you have that may influence the kind of living arrangement you would prefer.

5) Please give the name(s) of students with whom you would like to share a suite. Note: Both parties must make the same request, and we cannot guarantee a match.

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6) Please list the students with whom you would not like to live.

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*\*If you require certain accommodations for religious or health reasons, please contact International Programs directly to confirm their availability in Auckland.*



# Auckland Programs Spring 2010

## Résumé Instructions

Internship students must submit résumés and should follow instructions carefully.

### RÉSUMÉS (NEW ZEALAND FORMAT)

Please send an electronic copy of your résumé in the required New Zealand format to [kmartin@bu.edu](mailto:kmartin@bu.edu). Your résumé will give the Auckland staff a sense of your background and experience and will assist the Resident Director in identifying appropriate placement opportunities for you. The Auckland staff will share your résumé with prospective internship supervisors when discussing your candidacy for a placement. See the attached sample résumé and follow the format carefully. It should include the following information:

- Your name, address, e-mail address, and age at the top.
- Leave the objective out.
- Your present university and its location, courses you have taken that are relevant to the internship interest you have expressed, including a brief summary of what was covered in the course, and your grade point average (spell out "grade point average" – do not abbreviate it). Do not include high school education. If you have attended more than one university, list them in reverse chronological order.
- Relevant work experience, paid or voluntary. Outline the skills and knowledge you acquired in each position.
- Extracurricular activities and affiliations.
- Other interests (optional).
- Computer skills, including level of proficiency with individual programs.
- Leave out "references available on request".

More than one page (single sided) will be acceptable. If you would like to include in your file a reference from a previous employer, please feel free to send it along. Proofread your résumé carefully.

# Auckland Programs Spring 2010

## Sample Résumé

Sample Résumé – Required New Zealand Format (do not doubleside your résumé)

JOE STUDENT  
21 Main Street  
Boston, Massachusetts 02215  
(617) 353-9888  
jstudent@bu.edu  
Age: 20

### EDUCATION:

2003-present

Boston University -  
Boston, Massachusetts  
Third year of studies  
Major: Advertising  
Grade Point Average in Major: 3.68 out of 4.0  
Cumulative Grade Point Average: 3.4 out of 4.0  
Golden Key Honor Society: Top 15% of class

Relevant Course Work:

Comparative Politics - B+

Studies of the governments of Great Britain, France, Germany, and selected African nations.

American Political Institutions - A

Studies of the American political system with emphasis on topics such as federalism, separation of powers, and checks and balances.

Introductions to Political Theory - A

Studies of such thinkers as Locke, Plato, Hobbes, and Hume as well as selected court decisions.

### WORK HISTORY:

2005-present

Nurse Practitioner Education Associates, Ltd.,  
Little Falls, New Jersey  
Exhibit Coordinator  
Responsibilities: Telemarketing exhibit space for the National Nurse Practitioner Conference.

2004

Mountain Ridge Country Club,  
West Caldwell, New Jersey  
Caddy  
Responsibilities: Communicating with members in order to perform task as desired.

2001-2003

Chili's Restaurant,  
Little Falls, New Jersey  
Busboy, Busboy Trainer  
Responsibilities: Communicating with customers as well as co-workers in order to provide the best service, training new employees as to how to properly perform the busboy duties.

2000

ShopRite,  
Little Falls, New Jersey  
Bagger  
Responsibilities: Packing groceries, retrieving shopping carts.

### COMPUTER SKILLS:

FileMaker Pro, PageMaker, Microsoft Word, Excel

### ACTIVITIES:

