



Sydney Management Internship Program



CONGRATULATIONS! You're on your way to Australia!!



You are about to embark on the adventure of a lifetime!

Only 1% of university students in the United States study
abroad!

[BU in Sydney Slideshow](#)

Agenda/Introductions

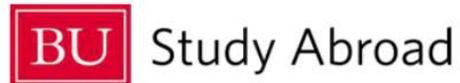


- Introductions and Program Statistics
- Logistics
- Academics
- Internships
- Finances and Budgeting
- Life on Site
- Health and Safety
- Action Items
- Wrap up/Questions

Pre-Departure Roadmap



Boston University Study Abroad Pre-Departure Roadmap



Program Statistics

- 154 total students
- 118 Internship, **7 Management Internship**
29 Engineering
- 108 BU, 46 non-BU
- 104 female, 50 male

*subject to change
(withdrawals, new admits,
etc.) as at Nov 03



Sydney Staff

On-Site Staff Members:



MARK



DARYL



KERRY



SHARON



JENNA



JOHN



PASCAL



LORRAINE

There are eight full/part-time staff members based in Sydney who are responsible for the academic program, housing, student life, internship placement, and support.

Program Director:
Mark Connellan. He has been teaching in the Boston University Sydney program since its inception in 1992 and was appointed Director in 2003.

Sydney Pre-departure Instructions Page

SYDNEY MANAGEMENT INTERNSHIP PROGRAM HUB PAGE SPRING 2017

Phase 1: First Things First
(Admission – October 20)

Phase 2: Core Preparations
(October 20 – December 20)

Phase 3: Final Considerations
(December 20 – Departure)

[In-Country Guide](#)

[The Fine Print:
Policies and Procedures](#)

[Calendar](#)

[Contacts](#)

You're in! This Hub Page is your one-stop-shop for all program related information prior to your departure.

Everything you need to do before studying abroad will be addressed on this page – think of it as a **living checklist**. Be sure to check this page regularly, as many of the sections above contain action items with specific deadlines. We will also update this page with new information throughout the semester.

Phases 1, 2 and 3 contain time-sensitive action items, so be sure you're staying on track! Each phase contains a self-check so you can double check to see if you've completed everything along the way.

The **"In-Country Guide"** contains a **wealth of information about the place you'll be calling home for the next semester**. Be sure to read through that section to learn about everything from cultural customs, to academic differences, to daily life.

The [Hub Page](#) will be updated throughout the semester – keep checking back!

WEEKS 1-7 (INTERNSHIP PHASE)

- **Required evening course:**
CAS AN 368: Australian Culture & Society
- **Intern (M-F) about 40 hours/week**

WEEK 8-END (ACADEMIC PHASE)

- **Complete your electives at Sydney Uni**

Students take one required course, one internship course and three elective courses at Sydney Uni.



BUSAC

The Boston University Sydney Academic Centre (BUSAC) houses the program's academic facilities, classrooms, library/computer room, and staff office.

AN368:

- Taught at BUSAC
- No books required; course content is on Blackboard



Academics at Sydney Uni



Curriculum

- Classes held at the University of Sydney
- Course schedule will be given during Sydney Uni's orientation (end of Feb)
- Add/drop period (make sure Faith Nussbaum faithn@bu.edu approves any changes)
- Academic culture:
 - As elaborated in the [online module](#), teaching and learning styles may differ dramatically
 - Courses more lecture-based
 - Less continuous feedback
 - Professors may be less available

CAS IP101 The Global Learning Experience: An Online Course

MAKE THE MOST OF YOUR SEMESTER ABROAD!

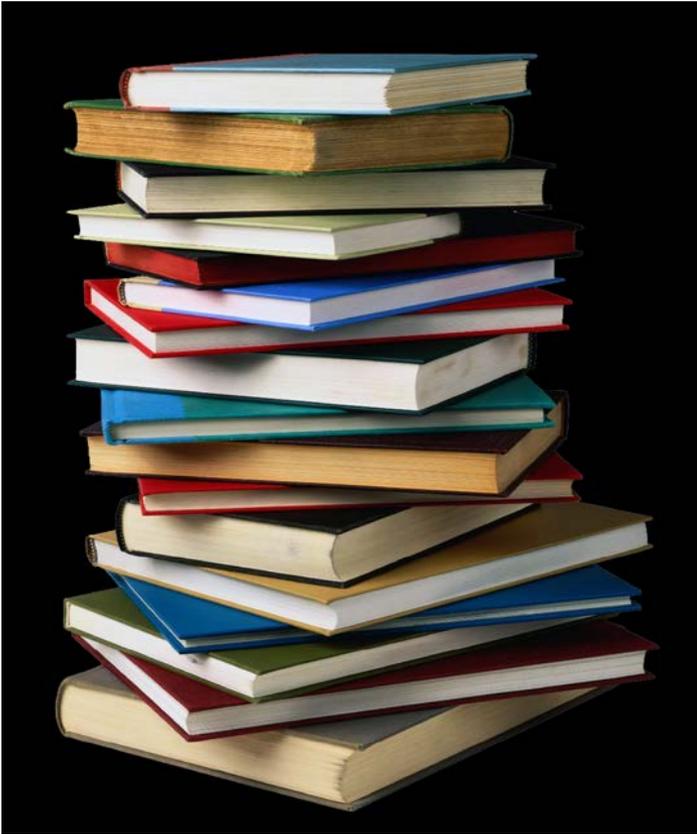
- CAS IP101 will provide you with tools for identifying cultural differences, patterns and values, and will challenge you to think critically about and reflect on your study abroad experience
- Course is worth one (1) credit and is Pass/Fail
- The syllabus and more information is found on the [Global Learning Experience webpage](#)
- Please check your program Hub Page for instructions on how to enroll!
- Students enjoy the readings and a Spring 2015 participant said *"[CAS IP101] forces you to really explore your environment and get out of your comfort zone. Gives you constant questions to think about while you travel."*

Academic Policies



- All students are subject to BU's [Academic Code of Conduct](#)
- Must take the full course load (16 credits) for a grade
- All coursework must be completed prior to end of program (or an F may be assigned)
- If accommodations are needed, notify BU Study Abroad and BU's Office of Disability Services
- Attendance policies
 - Personal travel must NOT conflict with academic obligations
 - Details will be given during the on-site orientation and/or in syllabi

Academic Policies for Direct Enrollment at a Foreign University



Remember to review the full set of Academic Policies on your program hub page.

As a student enrolling in one or more classes at a foreign university, you **are required to:**

- Maintain full-time status (12+ BU credits)
- Verify course equivalencies with your academic advisor
- Follow host university policies for final exam registration
- Understand how grades and credits from your host university will be converted to BU grades and credits

As a student enrolling in one or more classes at a foreign university, you **may not:**

- Audit classes abroad
- Take pass/fail classes abroad (no credit will be granted at BU)

Withdrawals and Incompletes at Host Universities

- Withdrawals reported on your host university transcript will be reported as 'W' on your BU transcript
- Incompletes reported on your host university transcript will be reported as 'F' on your BU transcript

Please note:

All grades assigned to you by the host institution will be recorded on your BU transcript and all grades earned abroad will be factored into your GPA. *Boston University cannot edit, modify or change in any way the final grades that are issued by your host institution and indicated on your host university transcript.* You cannot opt to omit courses taken abroad and/or grades earned abroad from your BU transcript.

Internship Expectations

What an academic internship is *NOT*:

Not your dream job!

Not the key to an automatic job offer

Not specialized job training

Not exciting and engaging 100% of the time

Not necessarily a globally recognized company name

Not the same experience as your friends

Not optional – must complete full internship time;
participation is mandatory

Not all about you! Consider the needs of your
company and think of it as a way to gain new skills or
work habits

Internship Expectations

What **CAN** an academic internship offer?

Can provide professional experience and practice

Can offer exposure to different management styles and organizational structures

Can help build your professional network

Can enhance cultural awareness and language skills

Can help you hone problem-solving skills

Can make you become more adaptable as an employee

Can help identify your skills, interests, and values to discover career paths that are (or are not) a good match

Can integrate your practical learning with your academic work and field of study

Can provide transferrable and valuable skills like perseverance and grit (especially if getting through tasks you don't necessarily love)

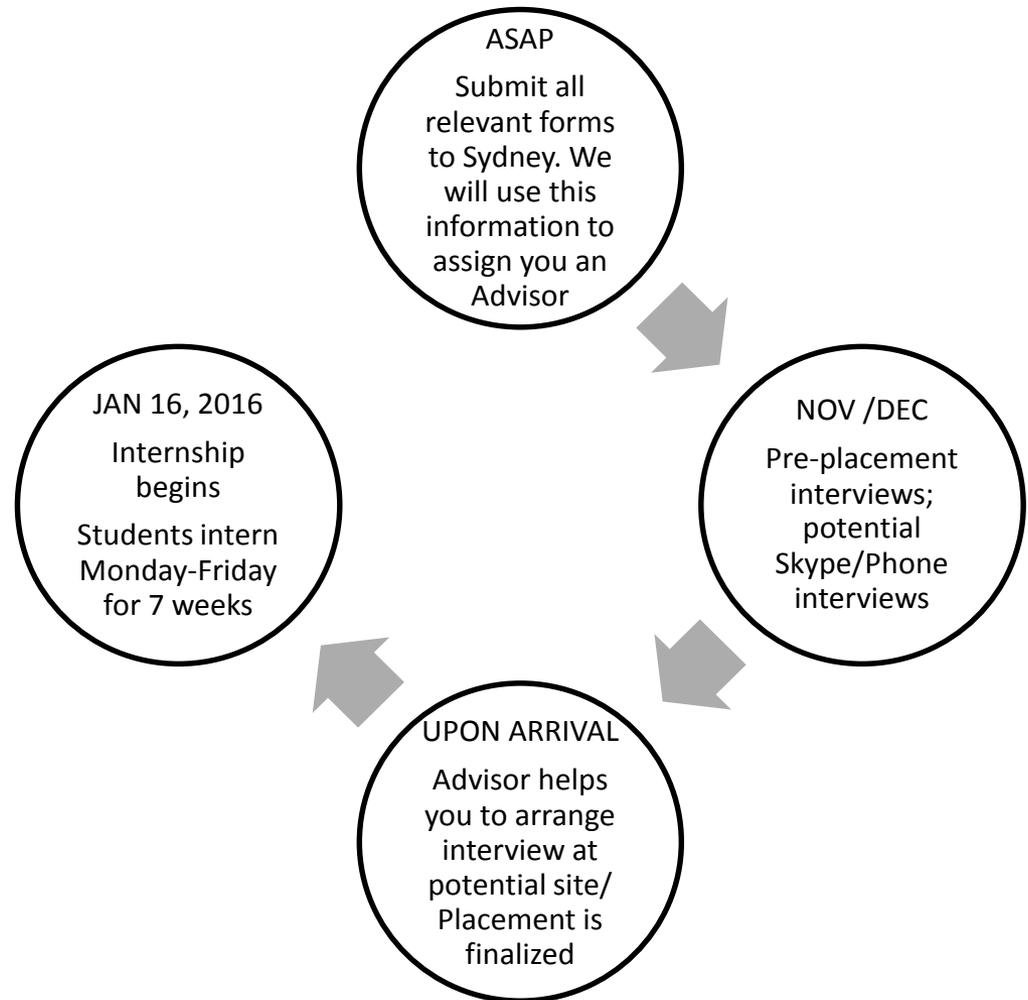
Internship Placement Process

-Have your CV polished and perfected! Your CV will be read by BU advisors in Sydney to ascertain potential placements.

- The placement process is a **PROCESS!** Flexibility & patience are key.

- Be **OPEN**. Our goal is to find you the best internship experience, not necessarily the biggest corporate name. **TRUST** your advisor!

- Do some reflection about what you hope to gain from the experience and what you are able to give the internship.



Boston University Study Abroad

STUDY ABROAD PROGRAM BUDGET—Academic Year 2016/2017

NAME OF PROGRAM: Sydney Management Internship Program

PROGRAM LOCATION: Sydney, Australia

PROGRAM LENGTH: 26 weeks, Spring, 16 credits

B
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Budgeting & Finances

PROGRAM CHARGES — Billed by Boston University

Program Tuition	\$	14,560
Housing/Student Services Fee (Includes housing, excursions, overseas medical insurance, and emergency travel assistance coverage.)	\$	8,614
Total Program Charges	\$	23,174

US MEDICAL INSURANCE — Optional, Billed by Boston University

Medical Insurance (Waived if student demonstrates coverage by a comprehensive US based policy)	\$	1,290
Total Program Charges With Medical Insurance	\$	24,464

ESTIMATED ADDITIONAL EXPENSES — Not included in Program Charges

Board/Food	\$	3,900
Airfare (from the West Coast)**	\$	2,300
Local Transportation	\$	850
Books	\$	300
Visa/Immigration Requirements*	\$	550
Personal Spending	\$	3,900
Total Estimated Additional Expenses	\$	11,800

TOTAL ESTIMATED EXPENSES **\$ 36,264**

- Students have personal spending to anticipate - travel, shopping, food, etc.
- Be sure to budget for local transportation
- Budgeting tips from former students
- Studying abroad can be as expensive/affordable as you make it!

The fees, charges, and expenses shown are estimates for one semester, based on current information only and are subject to change.

**Information applies to US citizens. Additional costs may apply for non-US citizens.*

***Additional travel costs may apply for travel to the designated departure city.*

Money & Banking

Australia is much more of a cash-based consumer culture.



- Tell your bank and credit card companies you're going abroad!
- Check to see...
 - if your bank has an Australian partner
 - Anything else your bank/credit card might recommend in preparation for program. Find out their fees!
- Good to bring a backup credit card that allows you to make cash withdrawals
- You must have a 4-digit pin for your debit/credit cards
- Make copies of all cards and leave them at home
- USD \$1 = AUD \$1.30
- AUD \$1 = USD \$0.77

Life on Site: Housing

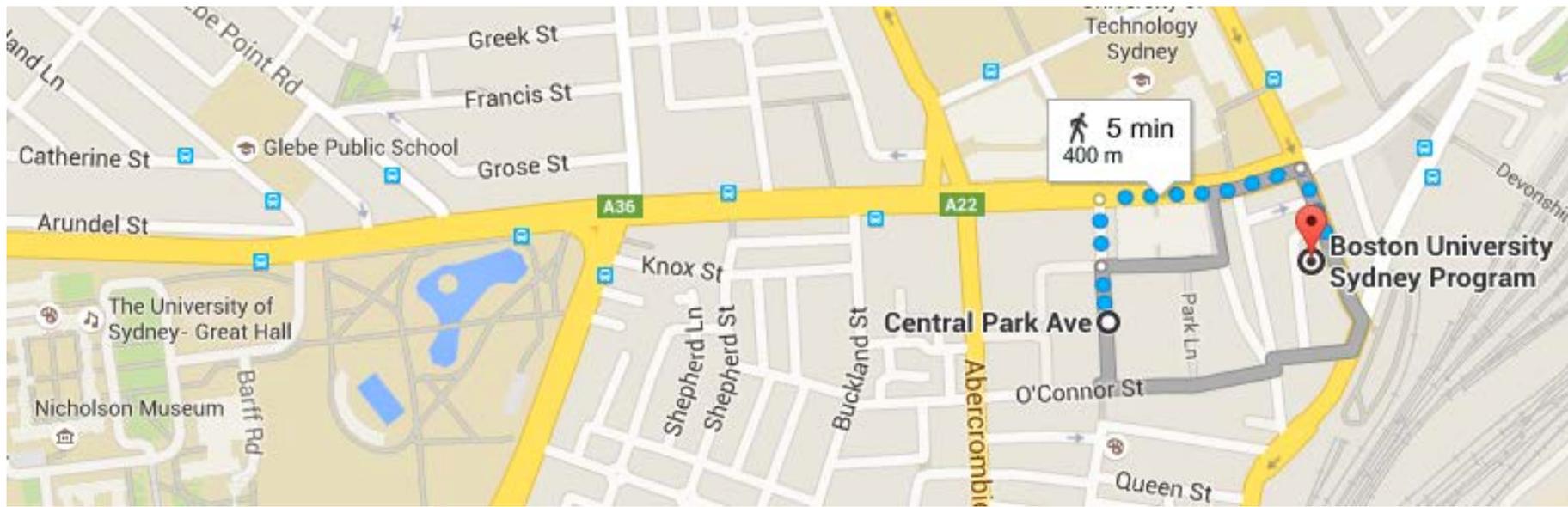
- The Steps Central Park
<https://unilodge.com.au/lodge/thestepscentralpark/>
- Studio Apartments - private bedroom with kitchenette and ensuite bathroom
- Common study / lounge areas
- BU will provide bed linens, towel and basic kitchen supplies (pots & pans)
- 10GB wifi included p/mo. Option to purchase additional wifi. Expect it to be slower than in the US.
- Coin-operated laundry in the building



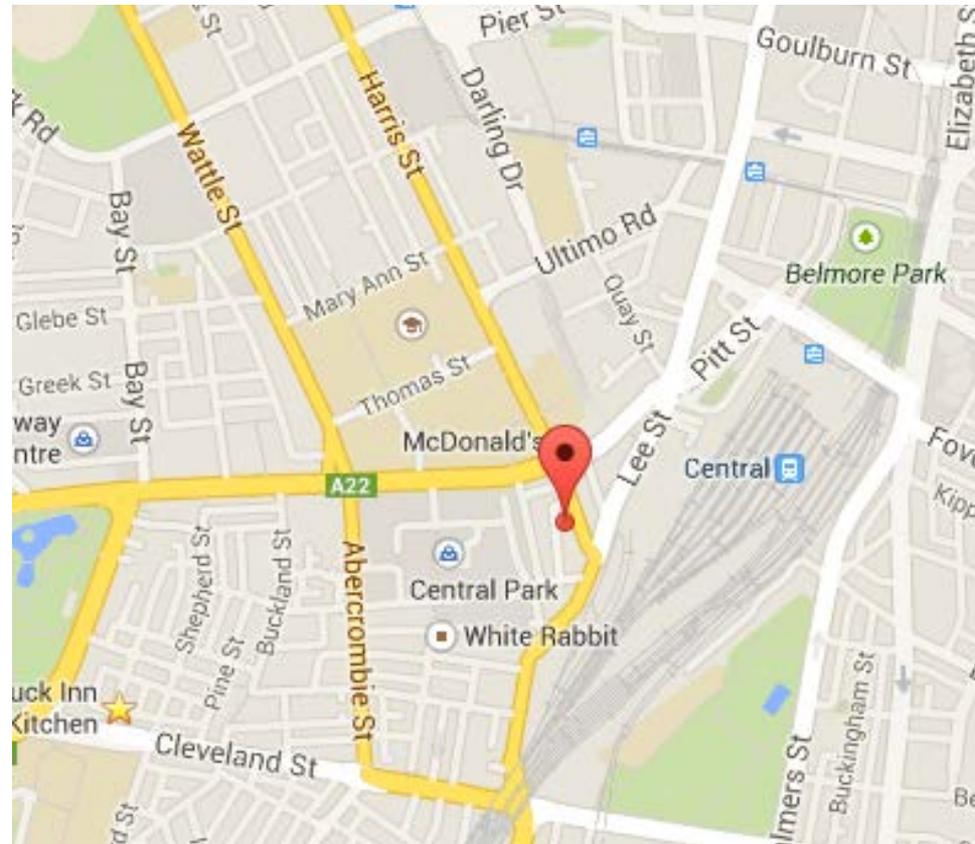
Studio Q apartments have everything you need, including a kitchenette and ensuite bathroom

Life on Site: Housing

- 10 minute walk to Sydney Uni, 5 minute walk to BUSAC
- 20 minute walk to Darling Harbour or Central Business District



Life on Site: Getting Around

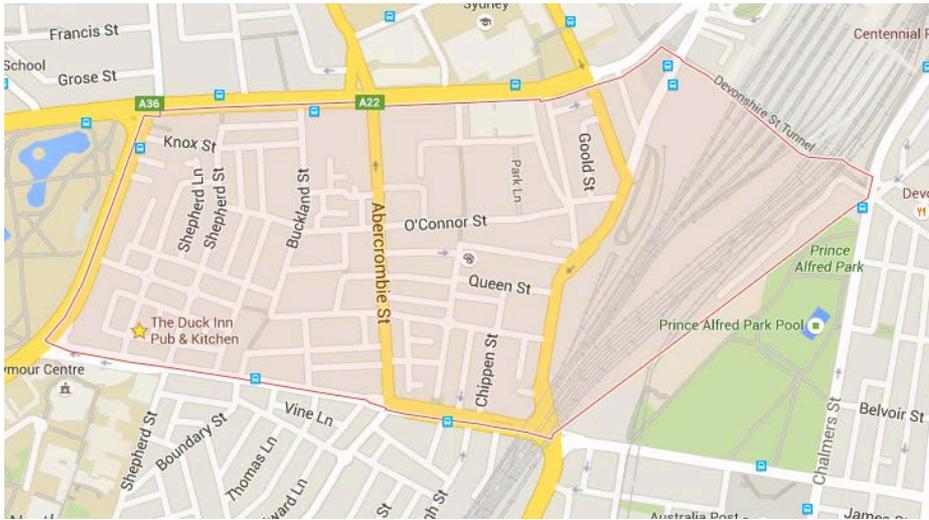


- BUSAC is located in the neighborhood of Chippendale
- 20 minute walk to Darling Harbour, 5 minutes to downtown
- Extensive network of ferries, buses and trains
- We are very close to Central Train Station and Railway Square, two major access points for public transport
- Lots to see and do in/around Sydney
- Many students travel further afield on weekends, long weekends & mid-semester break

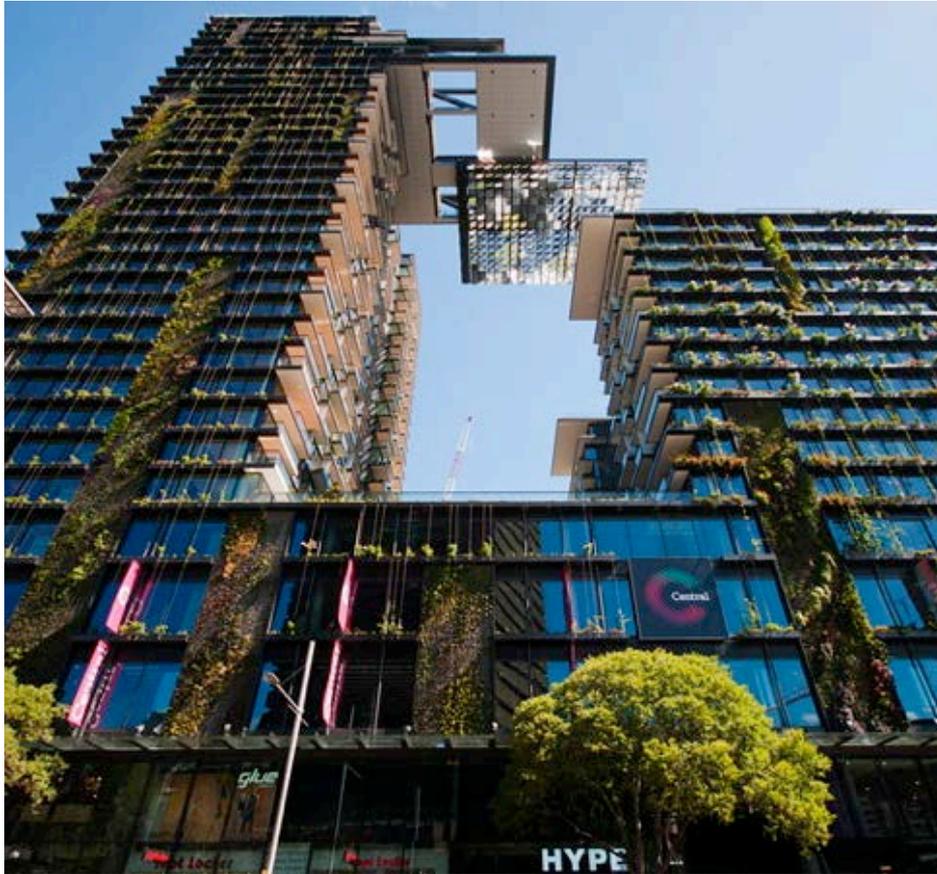
Life on Site: Getting Around

- Getting Around:

- BUSAC/The Steps at Central Park are located in the neighborhood of Chippendale
- We are very close to Central Train Station and Railway Square, two major access points for public transport
- Extensive network of ferries, buses and trains
- Lots to see and do in/around Sydney
- Many students travel further afield on weekends, long weekends & mid-semester break



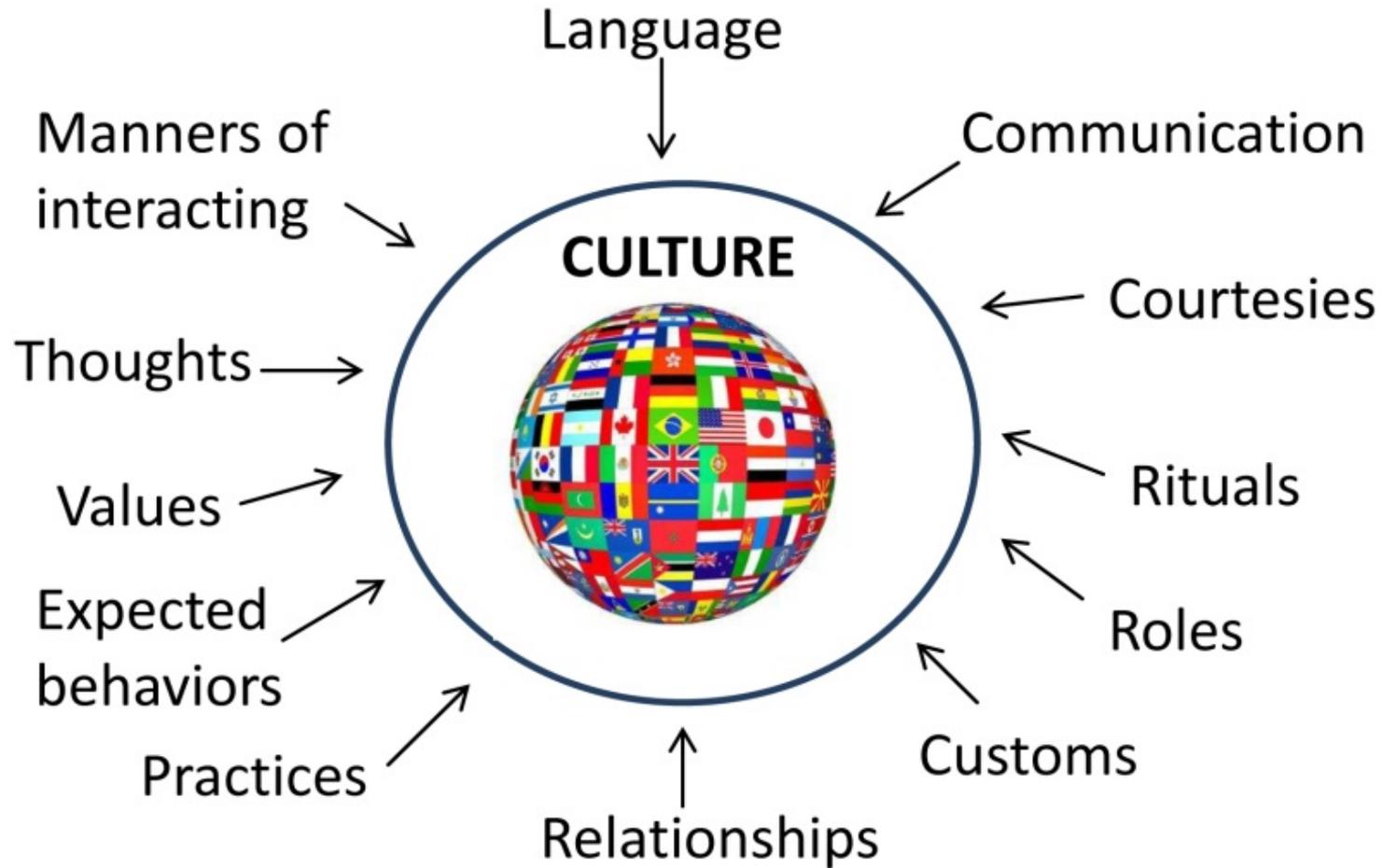
Life on Site: Daily Life



- Gym memberships offered through Sydney University
- There are a number of grocery stores nearby, including a brand new Woolworth's ("woolies") grocery store just around the corner at Central Park Mall
- Program Assistant (PA) events, academic field trips, plus external tour offerings such as Surf Camp Australia and more!



Culture



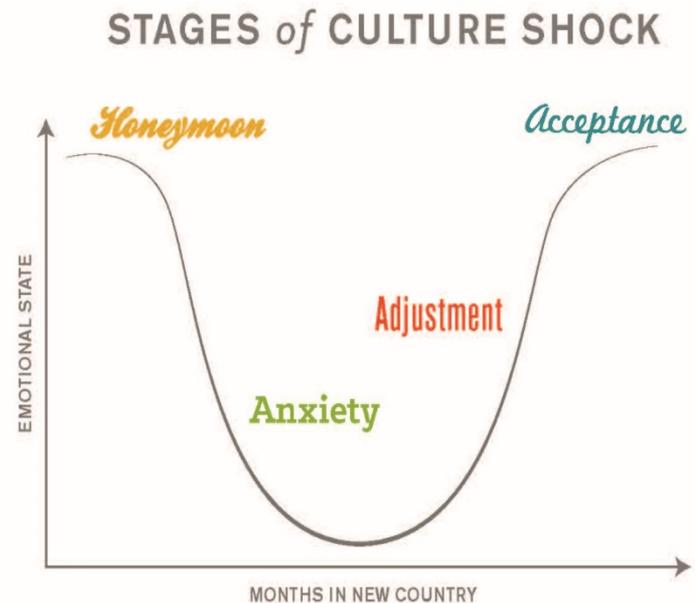
Culture Shock



CULTURE SHOCK

Top 10 Tips for Coping with Culture Shock

1. Research your host country prior to departure
2. Keep an open mind
3. Search out new experiences and friends
4. Do not judge the people of a country by one person or one experience
5. Keep a sense of humor
6. Listen and observe rather than merely see or hear
7. Reflect daily to process your experiences
8. Use your host university's support system
9. Stay in touch with home
10. Remember you have traveled far to learn about and experience a new culture, and to represent your country and school; most people only DREAM about having this experience.



There is no "best way" to deal with culture shock; it always depends on the individual.

Health

Plan ahead!

- Visit your doctor about any health concerns or for a physical, if overdue
- Maintain regular dental appointments
- Make a plan to access your medications abroad
 - Talk to your doctor
 - Make a copy of your prescriptions; keep them with your packed medications
 - If allowable, obtain a supply for full semester
 - If you can't obtain a full supply of medication, get a letter from your doctor explaining your medication (dosage, molecular name, etc.) and you will make an appointment in Sydney to get a new prescription
 - Do not plan to ship medicine abroad
- Understand that medical facilities will be different abroad
- Learn about local health system and cultural differences
- Contact program staff with any concerns

Mental Health



- Talk to your therapist/counselor about mental health while abroad and make a plan before you go.
- Even if you may be excited about new opportunities, stress or anxiety may increase abroad.
- Keep Healthy:
 - Cultural norms: very active, health conscious city
 - Keep up routine (when possible)
 - HTH covers mental health care
 - Use the on-site staff as a resource



At least two weeks before the program start date, all students will be automatically enrolled in international insurance coverage and emergency travel assistance services **through HTH WorldWide**, including evacuation coverage.

- **Valid for the duration of the program, and extendable at the student's expense**
 - Detailed coverage information is provided on the BU Study Abroad [Health & Safety page](#) and again by email at the time of enrollment
 - In case of need of medical treatment, mental health counseling, or travel assistance while abroad or to set up appointments in advance, contact HTH directly and identify yourself as a Boston University student:
 - +1 610-254-8771
 - globalhealth@hthworldwide.com
- **All students are required to maintain their US-based health insurance coverage while abroad**

Safety Plans

Program Emergency Plan

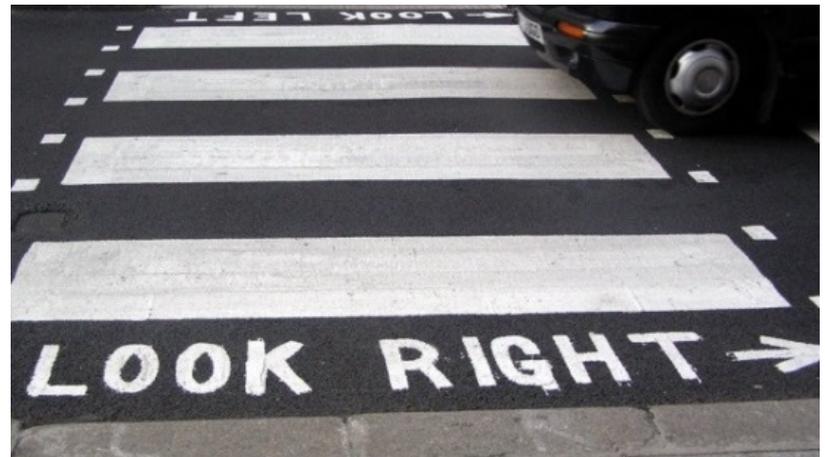
- Boston University closely monitors the security situation across the world, and follows guidance from local authorities and the US State Department
- Detailed emergency plans and general safety precautions will be explained during orientation

Personal Emergency Plan

- Always have emergency contact numbers with you, both in your phone and separately
- Enroll in the [State Department STEP Program](#) to get travel alerts and warnings
- Talk with your family about communication expectations so they know you are okay

Take Responsibility for your OWN Risk Management!

- Talk to your family and friends about the location-buildings, housing, staff, insurance, resources
- Practice situational awareness: Be aware of your surroundings; be vigilant of others.
- Do not drive (road and pedestrian accidents are #1 cause of injury/death abroad)
- Do not participate in demonstrations or protests
- Drink responsibly –The majority of problems student's face are related to alcohol. It's not the staff's responsibility to manage your consumption!
- Travel with others and look out for each other.
- Pay attention to the news (before and during the program)
- Practice safe sex and report any sexual assault to staff abroad.



Our Expectations of you:

We expect that you will...

- Share responsibility for your safety and that of others in the program
- You will be reachable by local phone at all times. Keep your phone charged and topped-up with minutes.
- You will reach out to program staff and your family if you experience, witness or become aware of a serious incident of any kind.
- You will report issues of any sort in a timely manner to the on-site staff (or directly to Boston if necessary) so that we can help you.



Personal Safety

Keep yourself safe

- Do not drive (road crashes are #1 cause of death abroad)
- Do not participate in demonstrations/protests
- Drink responsibly
- Keep a low profile and be aware of your surroundings
- Travel with others and look out for each other
- Pay attention to the news (before and during the program)
- Practice safe sex, report any sexual assault to staff abroad



Personal Safety



Keep your belongings safe

- Do not bring valuables or sentimental items abroad
- Avoid carrying large amounts of cash
- Monitor your wallet/purse closely. Keep money hidden, or consider a money belt
- Limit smartphone usage in public
- Carry only necessities out at night – make sure you have emergency numbers with you

Personal Safety

“I didn’t know what to call what happened to me, I just knew it felt bad.”

You don't have to go through this alone.



Contact

PHONE: 617-353-SARP (7277)

EMAIL: sarp@bu.edu

VISIT: 930 Comm. Ave.
Boston, MA 02215

Follow @sarp_bu

Like 642

Dean of Students Office

617-353-4126

dos@bu.edu

Visit www.bu.edu/safety
for more information.

- Boston University is committed to fostering a safe learning environment for all members of the University community and preventing sexual misconduct.
- **All forms of sexual misconduct, including rape, acquaintance rape, sexual assault, domestic and dating violence, stalking, and sexual harassment are violations of Boston University’s policies, whether they happen on campus or off campus.**
- Reporting: On-site staff should be first resource. If unavailable or uncomfortable reporting, contact Title IX Deputy Coordinator Debbie Miller at millerda@bu.edu.
- BU staff/site staff are obligated to report any incident of sexual misconduct
- On-site staff will go over this in orientation

Communication

- **Staying connected with home**

- Skype/Facetime; think of alternatives too (e.g. have your parents call your mobile from Skype)
- Email, messaging, and apps (WhatsApp)
- Differences locally : wifi at residence can be spotty; less public wifi spots

- **Mobile Phones**

- You should have a local number for emergencies and ease of use (making local friends!)
 - A cheap, pay-as-you-go mobile phone option will be available for you to purchase at Orientation in Sydney. You will also be given a SIM card. Details on how to activate a phone and phone plans will also be given at Orientation.
 - The phones available for purchase are basic mobile phones. If you are planning on bringing a phone, this phone must be unlocked in order to use it with an Australian service provider.
 - Keep your current smartphone on “airplane mode” and use apps on Wi-Fi when it’s available.
 - US-based international mobile phone plans are much more expensive and often don’t work. Skip them. You will need a local Australian number.
 - In Australia, it is free to accept a call on your mobile phone. We therefore recommend your parents/friends in the US Skype call your Australian mobile.



Facebook & BU Sydney Website

- Join the BU Sydney Facebook Group
 - <https://www.facebook.com/groups/BUsydney2017/>
- Like the BU Sydney Facebook Page
www.facebook.com/buinsydney
- For more detailed information about the Sydney program, visit www.bu.edu/sydney



Visa Info

- First step: apply to Sydney Uni
 - Materials were due Oct. 24!
- You will apply online for a student visa. Instructions will be sent out after admission from Sydney Uni; follow them carefully!
- Visas granted electronically via email; no sticker in passport

The screenshot shows the Australian Government Department of Immigration and Border Protection website. The header includes the Australian Government logo, the text "Australian Government Department of Immigration and Border Protection", and a search bar. Below the header, there are navigation tabs for "Individuals and Travellers", "Businesses, Agents and Trade Professionals", "Australian Border Force", and "About". The main content area is titled "Student visa (subclass 500)". It features a "Features" section stating "This visa allows you to stay in Australia to study full-time in a recognised education institution." and a "Requirements" section stating "You must have:" followed by a list of requirements: "applied for and been accepted to study in a registered full-time course at an educational institution in Australia" and "organised appropriate welfare arrangements for the duration of your intended stay in Australia if you are under 18 years of age." There is an "Apply Now" link. Below the requirements, there are tabs for "About this visa", "Eligibility", "Apply", "After application", and "Visa holders". The "About this visa" tab is selected, showing the text "This visa is for students who want to come to Australia to study at a registered education institution." and a "Previous" button.

Travel

LOGISTICS

- Arrive at the airport no later than two hours prior to your departure
- Wear heavier clothes/layers on the flight to be able to have room in your suitcase
- Confirm your departure time and flight

CARRY ON

- Passport with printed visa confirmation e-mail
- Liquids 3oz or less in plastic bags (check www.tsa.gov for up to date requirements)
- Essentials to last you a few days in your carry-on in case your luggage gets lost (toothpaste, deodorant, underwear, medicine, socks)
- Full roundtrip flight itinerary
- Site contact details and address of your program site

HEALTH WHILE TRAVELING

- Drink lots of water and stay hydrated; get up and move around cabin
- Be sure to time your medications while traveling

Flights



Program Dates: January 11-July 03

(depart the US January 09)

- All programs have an optional group flight itinerary
- Those on group flight (or around the same time) will be picked up at the airport by Sydney staff
- Cost of flight is NOT included in program fee*
- All travelers must enter their information into the [International Travel Registry](#)

Advantage Travel:

Web: <http://advantagetravelcny.com/>

Phone: 315-471-2222

Toll Free: 800-788-1980

Packing List

- **Luggage:**

- Use bags that are light and sturdy – one large, one carry on, one shoulder bag or backpack
- Pack only what you can carry *yourself*
- Check airline restrictions on weight and number of bags you can take aboard, overage fees may apply
- Do not plan on shipping items abroad



Packing List

- **Program Specific Items:**

- You are provided with 1 towel, 1 pillow and bed linens. Bring any extra items you need (e.g. beach towel, extra pillow, etc.)
- Outlet adapter
- Specific clothing for the site climate and for **internship**
- External hard drive or USB drive for backing up academic work

- **What NOT to bring:**

- US-based international cell phone plan
- Sentimental items you couldn't do without
- Personal appliances (hairdryers, straighteners, shavers); you can get one there

Check out these helpful pages of the bu.edu/sydney website:

[Adaptors & Converters](#)
[What to Bring](#)



Future Communication

- Some communication you can expect to receive over the next few months:
 - From Boston staff:
 - Pre-departure Module and general reminders
 - Getting Ready to Go e-mail (important reminders sent a few weeks before departure)
 - HTH e-mail
 - Financial information
 - From Sydney staff:
 - 3 pre-departure e-mails



Join BUSA on Facebook
and follow us on Twitter!

Action Items

- Urgent: complete outstanding Sydney forms!
- Submit your visa application
- Complete general pre-departure documents to get registered for your program
- Submit your flight information into the Travel Registry
- Watch the online Pre-Departure Road Map (again!)



See you in Sydney!

[BU in Sydney Slideshow](#)





Personal Safety - Preparation

- BU provides a variety of educational programs designed to promote awareness and prevention of sexual assault and domestic violence.
- [Rape Aggression Defense \(RAD\) training](#)
- The Boston University Police Department offers RAD training several times during the year, and can schedule additional sessions on request.
- [Sexual Assault Response & Prevention Center](#)
- In cooperation with BU's [Student Health Services](#), SARP provides a variety of services, including:
 - Step Up. Step In. (bystander training)
 - health services
 - mental health counseling
 - violence prevention workshops during the academic year and upon request
- [Be Safe@BU](#)
- The Dean of Students provides programming at student orientation and beyond to educate the BU community on a variety of safety measures, including assault prevention.
- [Wellness & Prevention Services:](#)
<http://www.bu.edu/shs/wellness/>
- Non-BU students, please also research your university's services



Resources

LGBTQ Resources

- [US State Department Advice for LGBT Travelers](#)
- [Diversity and Inclusion Abroad: Sexual Orientation Abroad](#)

Disability resources

- [Diversity and Inclusion Abroad: Student with Disabilities Abroad](#)
- [Abroad with Disabilities Facebook Community](#)

Women's issues by site

- [US State Department Advice for Women Travelers](#)
- [Diversity and Inclusion Abroad: Women Abroad](#)
- BU: <http://www.bu.edu/shs/resources/>

Many additional resources can be found online