BU New York Internship Program

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

- Corey Blackmar, Program Manager, BU Study Abroad
- Andy Dillow, Director, Intern New York – The Intern Group
- Bridget McAndrew – U.S. Partnerships Manager, The Intern Group
• 8 Students
• 5 Male/ 3 Female
• 3 International students
• Majors include
  ➢ Business Administration
  ➢ Mathematics
  ➢ Economics
  ➢ Political Science
  ➢ Journalism

*subject to change (withdrawals, new admits, etc.)
Boston University Study Abroad
Pre-Departure Roadmap

Study Abroad
New York Internship Program
- Advertising/PR
- Business/Economics
- Journalism
- Broadcast Journalism
- Film, Radio and Television

Internship Seminar Course:
- Taught by BUNY Instructor & Program Coordinator
- Worth 4 credits
- Mandatory attendance of all course and internship activities for a grade
- Seminar meets weekly in the evening (at your accommodation)
- Seminars are taught concurrently with internships for a total of 4 credits (you will typically intern about 40 hours per week Mon-Fri)
Elements of Your Course:

- Focus on leadership and personal development
- Peer coaching and discussion groups
- Guest lectures, networking
- Weekly reflections/journals
- Final paper/presentation
Academic Policies

- All students are subject to BU’s Academic Code of Conduct

- Must take the full course load (4 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
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
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)
Internships in New York

The Intern Group
creating opportunity, inspiring success
Internship Placement Process

1. Admittance/Revised CV
   - Revise CV to TIG template
   - Submit ASAP

2. The Review
   - Discussion of your interests
   - Follow interview prep guidance

3. The Interview Confirmation
   - TIG sets up interview
   - Check your email for invite

4. The Interview
   - Review interview guide and tips
   - Double check your Skype account

5. The Offer
   - TIG will communicate offers to you
   - Reflect on your interview

6. Acceptance
   - Accept offer in writing
   - Understand conditions and next steps
Internship Culture

New York Internship Culture

Meeting and Greeting Your Team
Say hello and greet your team when you arrive in the mornings – it makes a huge difference in building relationships and creating a good team atmosphere. Use your common sense however and choose appropriate times.

Greeting Your Boss
When you first meet your boss you should make eye contact and shake their hand firmly. Unless told otherwise, it is ok to address them by their first name.

What to Wear
On your first day you should dress smartly. For Finance and other "corporate" environments you should wear a suit (and tie for men). For other companies you should wear a smart outfit with no jeans or sneakers/trainers. Your company may allow more casual wear, but it is better to be safe initially.

Meeting Etiquette
The level of formality in meetings will vary depending on the company and industry you are working in. In general it is common to start a meeting with some small talk, but in New York people tend to get down to business pretty quickly, so don’t overdo it.

Things Not To Say
Do not use swear words and avoid controversial topics of conversation. Every team and office are different in what is acceptable to discuss, but stay away from sex, politics, religion and moderate your language. Profanity may offend some colleagues and can look unprofessional.

Mobile Phone Best Practice
Manage your mobile devices (apply to your phone / tablet etc) – have it on silent or vibrate, turn down your email alerts and other noises, as this can create a difficult environment for your co-workers.
**New York Internship Culture**

**Making Personal Calls**
Try to avoid taking personal calls during the day. If you have to make sure you take them away from the desk – find a meeting room or somewhere public where you can talk more freely, as you don’t want to disturb others.

**Be Punctual**
Arriving late for a meeting implies a lack of respect for someone else’s time. In the same way, show respect for others’ time and be observant of when people have time to talk and when they don’t.

**Working Hours**
Typical working hours in New York are between 8am and 6pm, but these can vary depending on the type of role and industry you are working in. Finance and Business roles tend to start earlier and can have longer hours, whereas Media and Fashion roles can often start later.

**Email Etiquette**
Who really needs to be copied in and do you really need to “reply all”? Adding unnecessary items to inboxes isn’t helpful – the less thoughtfully you communicate the less effective it will be.

**Commuting**
If traveling to or from work on public transport there are a few common rules to follow. Make sure you let people of the train before you try to board. Be considerate to fellow travelers and avoid taking up more than one seat, give up your seat to anyone that needs it more (pregnant, elderly or disabled people). In subway stations, you should stand on the right and walk on the left of the escalators.

**Socializing With Colleagues**
In general New Yorkers rarely take extended lunch breaks, and often eat their lunch at their desks. In the evenings, people will go out for drinks or dinner with their colleagues, but it is frowned upon to drink excessively (or to drink at all, if under 21) and events are typically immediately after work and finish in the early evening.

**New Yorkers**
In general, New Yorkers are very friendly and often happy to chat with strangers, but they have a reputation for straight talking and can be very direct.
International students on visas for the USA will be **required** to be approved by the BU ISSO for Certified Practical Training (CPT).

You **cannot** start your internship placement until CPT has been approved and documented.

Program Manager will collect your CPT forms and documents and distribute to the ISSO Advisors for approval.

**Must be physically in the United States** under your visa for approval – cannot be approved out of the USA because you are out of status.

Talk to your Program Manager if you have end-of-semester travel plans.
• No meal plan – students responsible for cost of meals; do group meals!
• NYC subway transport provided; responsible for own taxi fare and overground trains
• Use your own banks’ ATMs
• Take advantage of all that’s free in NYC!
• All reside in St. George Towers in Brooklyn Heights, just one subway stop to Manhattan!
• Double rooms; ensuite bathrooms; shared and equipped kitchens
• Bring your own bedding!
• WiFi, vending machines, 24hr security, Resident Advisors and Directors, public iPads, study rooms, laundry, mail services
• Operated by Educational Housing Services – review Code of Conduct; guest and other policies apply
Life on Site: Housing

4 Things to Know About St. George Towers | New York City Student and Intern Housing

from Educational Housing Services 1 year ago  more
Life on Site: Brooklyn Heights
Life on Site: Getting Around

• Getting Around:
  • Clark St. Station, MTA Subway System – Access to all of NYC
  • 24 Hr City = 24 Hr Service, but be mindful of closures due to maintenance!
  • Metro North, Long Island Rail Road, NJ Transit Light Rail & Trains, Amtrak
  • Marked yellow taxis, Uber, Lyft
  • Travel in groups, share rides for less cost!
  • Cars are strongly discouraged; on your own for expensive parking rates
  • Please notify the Program Coordinator if you will away traveling on a weekend
• Fitness Center adjacent to St. George Towers – free for residents!
• Learn to cook – grocery stores within walking distance of housing
• Entertainment galore – Montague Street, Greenwich Village, Williamsburg, Hell’s Kitchen, Broadway etc. Hundreds of neighborhoods to explore!
Life on Site: Social Activities

- Hudson River Boat Cruise
- Top of the Rock
- Museum of Modern Art (MOMA)
- Food on Foot Tour

Events nearly every weekend!
Culture

- Manners of interacting
- Thoughts
- Values
- Expected behaviors
- Practices
- Relationships
- Languages
- Communication
- Courtesies
- Rituals
- Roles
- Customs
Culture Shock

I LOVE IT HERE! FIGHT ON!

HOLLYWOOD

NO ONE UNDERSTANDS ME. EVERYTHING IS SO DIFFERENT...

OH IT'S NOT BAD HERE AFTER ALL. I EVEN KIND OF LIKE IT!

CULTURE SHOCK
1. Research your host city prior to departure
2. Keep an open mind
3. Search out new experiences and friends
4. Do not judge the people 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 program’s support system
9. Stay in touch with home
10. Remember you have traveled to learn about and experience a new place, and to represent yourself and your 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.
Communication

• **Staying connected with home**
  • Skype/FaceTime
  • Email, messaging, and apps (WhatsApp)
  • Differences locally (i.e. Wi-Fi availability, internet speed, limited hours of use, electricity, etc.)
  • Follow BU Study Abroad on Facebook & Twitter

• **Mobile Phones**
  You must have a local number for emergencies and ease of use
In an Emergency

If you are involved in an emergency:
1. Call local emergency services
2. Contact the program staff
3. Contact your family or emergency contact

If there is an incident while you are abroad:
1. Let the program staff know you are ok
   - Respond to any emergency messages they send
2. Contact your family or emergency contact

Unacceptable reasons for being unreachable:
1. Your phone isn’t turned on or charged.
2. You have limited minutes and want to save them.
3. You don’t want anyone to know where you are or what you’re doing.

We don’t judge! We just want to know you’re okay!
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**
  - Talk with your doctor
  - Make a copy of your prescriptions; keep them with your packed medications
  - If allowable, obtain a supply for full summer
  - Do not plan to ship medicine
- Contact program staff with any concerns
Mental Health

• Talk to your therapist/counselor about mental health while on your program and make a plan before you go.

• Even if you may be excited about new opportunities, stress or anxiety may increase.

• Stay Healthy:
  • Keep up routine (when possible)
  • Use the on-site staff as a resource
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, general safety precautions and ways of communicating will be explained during orientation

Personal Emergency Plan

- Talk with your family about communication expectations so they know you are okay
- Always have emergency contact numbers with you, both in your phone and separately
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

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)
• 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.
Personal Safety

Keep your belongings safe

- Do not bring valuables or sentimental items
- 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

- 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

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

Sexual Assault Response & Prevention Center:
Phone: 617-353-SARP (7277)
Email: sarp@bu.edu

Dean of Students Office:
Phone: 617-353-4126
Email: dos@bu.edu
BU provides educational programs designed to promote awareness and prevention of sexual assault and domestic violence.

- **Rape Aggression Defense (RAD) training**
- In cooperation with BU’s Student Health Services, **SARP** provides a variety of trainings and services, including:
  - Step Up. Step In. (Bystander training)
  - Health services
  - Mental health counseling
  - Violence prevention workshops
- **Be Safe@BU**
- **Wellness & Prevention Services**
- 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.
LOGISTICS
• Arrive at the airport no later than one hour prior to your departure
• Wear heavier clothes on the flight to be able to have room in your suitcase
• Confirm your departure time and flight

CARRY ON
• Identification (passport or US ID)
• 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)

HEALTH WHILE TRAVELING
• Drink lots of water and stay hydrated
• Be sure to time your medications while traveling
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 restrictions on weight and number of bags you can take. Overage fees may apply.
  - Do not plan on shipping items to New York.

• **Students should bring:**
  - Identification (passport or US ID)
  - F-1 Visa/I-20 documents for international students
  - Bedding (sheets, blanket, pillow) or purchase locally once in NYC
  - Site contact details and directions to your program site
Program Dates: June 2 - August 11

• New York program does NOT have a scheduled group flight.
• Students are responsible for getting to St. George Towers on June 2nd.
• Check in to housing in the morning, orientation/welcome meeting on June 2nd.
• All students must check in with on-site staff on Arrivals Day.
• Housing and Intern Group orientations June 2nd and 3rd.
Some communication you can expect to receive over the next few months:

- Course & Housing Form Deadlines Reminder: MAY 1
- Placement Updates and Interviews from The Intern Group
- CPT Process Email (International Students Only)
- Arrival information; let Program Manager know your arrival itinerary
- Getting Ready to Go e-mail (important reminders sent a few weeks before departure)
- Billing Information
- Complete general Pre-Departure Documents to get registered for your program.
- Watch the PD Roadmap (again!)
- Get approval by ISSO for CPT (International Students)
- Complete Housing & Course Forms by May 1
- Complete internship placement process with The Intern Group
- Send arrival information to Program Manager

**TO DO LIST**

1. SO
2. MANY
3. THINGS
Questions?