

Assignment 1 **Pass/Fail**

Due date: **Monday 14th July** before the start of the 2nd tutorial.

Make sure that you print Assignment 1 and hand it in before the start of the Tutorial

You are required to submit an introduction to the company or the organisation at which you are interning. This piece should be a **maximum of 750 words**. **This can be graded on a pass/fail basis.**

Examples of items that you might want to cover:

1. Give an *overview* of the professional field (i.e., Banking/Consulting in Britain) that will allow the reader to place your organisation into context.
2. *Describe* the organisation and the department to which you are assigned.
3. *Define* the aims and objectives of your organisation, and your department.
4. *State* your personal objectives for the placement. What do you hope to learn from the placement, and why?

Assignment 2 **(50%)**

Due date: The presentation will take place 28th or 29th July depending on which group you are in.

Your PowerPoint slides are due by 9.00pm on the day of your tutorial.

You are required to give a presentation, in groups of two, of approximately 8 minutes. Your presentation should contrast your internship experience with that of your colleague's. Your presentation is an evaluation of certain aspects of the company's performance (you will be given a guideline on this).

Assignment 3 (40%)

Due date: **Thursday 7th August at 9.00am.**

As this assignment is to be submitted via email, please make sure that your paper is converted into a pdf-file before sending it to me.

You are required to submit a paper of **no more than 1000 words (maximum)**. The aim of this paper is to analyse and draw some conclusions about your internship. The paper could cover (but is not limited to) the following points:

1. An overall evaluation of the company/organization.
2. Put your placement into context by an analysis of current events (for example, what are the effects of the world economic slowdown on the market in which your host organisation operates? / How Euro crisis has affected the organization?/ How does potential UK exit from the EU affect the organization?). It would be important that you relate your internship to the materials you covered in the core course (i.e. EC 364).
3. **Alternatively you can submit a paper of no more than 1000 word on the topic of “Secular stagnation and its implications for employment”. This will be a paper based on your own research. Below is an article on the subject.**

http://www.washingtonpost.com/opinions/lawrence-summers-strategies-for-sustainable-growth/2014/01/05/9143313c-74b9-11e3-8b3f-b1666705ca3b_story.html

Assignment 4 (10%)

Attendance and participation at the Internship Tutorials.

Tutorials

Tutorial 1

This is an introductory tutorial. We will begin by talking about the global economy, tying it into the general climate experienced in the world of finance today, and the atmosphere in the banking and mortgage sectors in particular. We will also cover what work is expected of you in the coming tutorials and what assessments you have to complete and submit.

Tutorial 2

This tutorial is mainly to discuss your upcoming presentations as well as to share some of your experiences from the internship with your fellow colleagues.

Tutorial 3

This tutorial will mainly serve as a forum for your presentations. You will also have an opportunity to ask questions on your final paper and get feedback on any work you have done on this so far.

Attendance Policy

Classes

All Boston University Study Abroad London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme.

Authorised Absence:

Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness, for which students should submit the Authorised Absence Approval Form with the required doctor's note as soon as possible).

Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence

Students may apply for an authorised absence only under the following circumstances:

- Illness, supported by a local London doctor's note (submitted with Authorised Absence Approval Form).

- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

The Directors will only in the most extreme cases allow students to leave the programme early or for a significant break.

Unauthorised Absence:

Any student to miss a class due to an unauthorised absence will receive a **4% grade penalty** to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their participation on the programme as excessive absences may result in a 'Fail' in the class and therefore expulsion from the programme.

Lateness

Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will be required to meet with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.