

# Why a London Internship



Sure, you could spend your Summer here in the US. But why do that if you have an opportunity like this? An internship experience in London has so much to offer you professionally, academically, and even personally!

First, let's take a look at how it benefits you professionally. You already know London is the international capital of many industries. From its large, world-renowned corporations to its smaller specialty companies, London offers you a variety of placements no matter what your field of study. Your individualized placement ensures that you will be a professional member of the company team with vital job duties. You will have the opportunity to enhance your job skills and career prospects while making an active contribution. Not to mention that impressive international dimension you'll be able to add to your resume! In a world becoming more focused on globalization, you will have the distinct advantage of multi-cultural job experience.

Next, let's cover the academic side of your internship. You may be able to receive college credit for your Summer experience (see page x for more information on how to receive credit). Plus, living and working in London will give you an education not available in books. You'll learn history, art, social sciences, theater, music and much more with the entire city as your campus.

Finally, your international internship offers the opportunity for a life-changing adventure. Your experiences in London can build confidence, provide direction and inspire personal growth.

To enroll in the CAPA London Internship Program, you must have completed your sophomore year, and have a minimum grade point average of 2.5.

## What are the Program Dates?

Each of the following programs is 8 weeks in length:

- |                              |                              |
|------------------------------|------------------------------|
| 1. May 26 – July 21, 2001    | 3. May 25 – July 20, 2002    |
| 2. June 23 – August 18, 2001 | 4. June 22 – August 17, 2002 |

## Where will you live?

You have your choice of two options:

**Homestay** – You will live in a South London home with a British family. You will have a private bedroom furnished with a bed, bureau and lamp. Your family will provide you with daily continental breakfast and dinner, conversation, and a weekly linen change.

**Student Residence Hall** – You will live in a London residence hall (similar to an American dormitory) in a shared bedroom with 1-3 other students. There will be shared kitchen facilities stocked with basic cookware and eating utensils. Weekly linen change is included.

*\*Please note: Student Residence Halls are in high demand during the summer in London. Therefore, space is limited. Due to this, we are unable to guarantee placement in a residence hall. If space is unavailable, we will notify you and place you in a homestay.*

## Where will you work?

You will be placed with a local company on a professional team with designated projects and responsibilities. With the incredible variety of placements offered through CAPA, we can't be specific on where until we know more about you! In order to match you to an internship site, we ask you to complete a series of forms and supply us with your resume. CAPA then will be able to work towards the best possible placement by taking into consideration your field of study, interests, experiences and abilities, along with the needs of possible internship sites. CAPA has an extensive list of sites available as well as experience placing students in most academic disciplines.

## Visit those famous places you've heard about...

Included in your program will be two full-day excursions to historic British cities such as:

- **Oxford**  
Take a stroll on High Street and admire the ancient colleges along the way, each with its own place in academic history. Tour England's oldest public museum, the Ashmolean, with its priceless collections of antiquities. Have lunch in a local pub, such as the Eagle and Child favored by J.R.R. Tolkien. If you have time and the weather is nice, you can rent a punting boat and row out on to the River Cherwell, where long ago an Oxford professor named Charles Dodgson (Lewis Carroll) first told a young girl named Alice Liddle stories about Wonderland.
- **Stonehenge**  
Journey to the legendary circles of stones and form your own theory about their origin and purpose! Whatever conclusion you come to, looking up to the huge monoliths from 2500 BC is definitely awe-inspiring!
- **Bath**  
A visit to lovely Bath includes touring the Roman Baths Museum for an in-depth look at the 1st-century founders and their temple to Minerva, photographing the city center's Gothic Abbey, shopping the quaint alleyway stores and viewing the elegant Georgian architecture. A must before leaving is, of course, going to the world-famous mineral hot baths for a relaxing treatment in England's original luxury spa!
- **Stratford-Upon-Avon**  
Walk into Elizabethan past to visit Shakespeare's Birthplace, the Shakespeare Centre with an extensive costume exhibition, beautiful Holy Trinity Church and Anne Hathaway's Cottage. The Royal Shakespeare Company has its home here, and attending a delightful performance by RSC is an unforgettable experience!
- **Cambridge**  
A truly beautiful city, Cambridge contains so many different architectural styles in its buildings that it is considered a living textbook for English Architecture. Take a Blue Badge tour and have exclusive access to areas otherwise "off-limits" in chapels and college buildings. See Trinity College's Library constructed by the great Christopher Wren.

*Scheduled excursion destinations for each internship program will depend upon availability. Other excursions are available for an additional fee. You may make arrangements at the CAPA London office during your internship.*

# Guide to Internship Process

## what happens when

**After you have decided to enroll in the internship program:**

- Complete and sign the CAPA Registration Form and mail along with the \$300 deposit.
- If you are planning on applying for Financial Aid, contact your Financial Aid Officer.
- You will receive an enrollment kit approximately 2 weeks after we have received your registration form and deposit. The enrollment kit includes all of the forms and application material needed to best place you in your area of interest.

**70-days before your internship program begins:**

- All enrollment information is due 10 weeks prior to the beginning of the internship period selected.

**30-days before your internship program begins:**

- You will receive detailed instructions for the location of your orientation in London and directions to the CAPA office.

**1-week before your internship program begins:**

- You will be sent via e-mail (regular mail if you do not indicate your e-mail on the application) information about the company you are scheduled to interview with along with your accommodation information for your host family or student residence. (Please note that your final placement is contingent upon completion of a successful interview.)

**Upon your arrival in London:**

- Orientation will be held on British culture, working and living day-to-day in London and preparation for your interview.
- After completion of a successful interview, arrangements will be made for your first day with the company, working hours and dress code and other details will be covered.

## All this and College Credit as well?

College credit is available to most participants. If your school already has arrangements with CAPA regarding credits, there will be an information sticker listed below:



*If there is no sticker in the above space, your college may not already have set guidelines for CAPA's London Internship Programs. Your first contact should be with your Academic Advisor on campus. If they do not have information regarding credit-bearing internships, you should next contact your Department Dean or Study Abroad Office. CAPA will work with your campus to provide information about internship structure and credit potential.*

*Please refer your campus contact to this website for specific information: [www.capaprograms.org](http://www.capaprograms.org)  
Contact CAPA for further assistance (information listed in this brochure).*

# CAPA



CAPA, Centers for Academic Programs Abroad, was founded in 1972 as a non-profit organization to provide students with quality overseas study programs. CAPA will coordinate all of the logistics of your program including payments, group travel, accommodations, internship placements and insurance. In other words, we do all of the organizing necessary for you to have a wonderful and educational experience!

We here at CAPA are committed to sharing our experience, expertise and concern with students to help them become contributing, educated members of the global community.

## What are the Program Fees?

The total cost of the program is \$2,945.00. A deposit of \$300.00 is due at the time of enrollment, then the balance will be due 70 days prior to the start of your internship program.

## Is Financial Aid Available?

Financial Aid may be available through your college. Need-based grants, loans and scholarships may also be used to pay your program fees. Contact your Financial Aid Office for information. See #5 on the CAPA Agreement (located in this brochure) for details regarding deferred payment dates for eligible Financial Aid recipients.

## Have any Questions?

Please contact us if you need additional information!  
tel: 800.999.4992

e-mail: [mail@capaprograms.org](mailto:mail@capaprograms.org)  
address: PO Box 514617  
Los Angeles, CA 90051-4617

For information and program forms visit:  
[www.capaprograms.org](http://www.capaprograms.org)

## What's Included in the program

**Along with two full-day excursions to beautiful English destinations, your program fees will cover:**

- Accommodations
- An orientation in London on Host Culture and Working in Britain
- Your internship placement
- Monitoring of your professional progress
- An evaluation visit by the CAPA Internship Supervisor to your internship site
- Focus sessions to help you with your experience
- London transportation pass for zones 1 – 2
- Site and internship evaluations at the end of your placement
- 24-hour emergency support service throughout the program
- Medical and travel insurance.

# Application

*Please keep a copy of this form for your records.*

**Program Dates** – Please select one set of dates from the following:

\_\_\_ **May 26-July 21, 2001** \_\_\_ **June 23-August 18, 2001** \_\_\_ **May 25-July 20, 2002** \_\_\_ **June 22-August 17, 2002**

**Accommodation Type** – Please select one: \_\_\_ Homestay \_\_\_ Student Residence Hall

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(First name only – no middle names, please!)* *(Name must be as it appears on your passport)* Date of Birth \_\_\_\_\_

\_\_\_\_ Male \_\_\_ Female

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country of Citizenship \_\_\_\_\_ E-mail Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Evening Telephone Number \_\_\_\_\_ Your Occupation \_\_\_\_\_

Are you applying for Financial Aid? \_\_\_ Yes \_\_\_ No

Institution you are attending or most recently attended \_\_\_\_\_

Enrollment Status: \_\_\_ Full-time Student \_\_\_ Part-time Student \_\_\_ Continuing Education

Please indicate where you heard about this program (check all that apply):

\_\_\_ Program brochure \_\_\_ Program poster \_\_\_ Course catalog \_\_\_ Web \_\_\_ Classroom visit \_\_\_ Faculty/Counselor  
\_\_\_ Peterson's Study Abroad Guide \_\_\_ Direct mail to your home \_\_\_ Other students/past program participants  
\_\_\_ Study Abroad advisor \_\_\_ Recruitment meeting \_\_\_ Other (please specify) \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION** (Parent/Guardian if under 18 years of age. Please do not list someone who will be traveling with you)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_  
Number \_\_\_\_\_

## Payment Options

Select One: \_\_\_ My check or money order is enclosed payable to CAPA or charge my \_\_\_ Visa \_\_\_ Mastercard

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_\_ Amount to Charge \_\_\_\_\_

Name on credit card \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## SIGNATURES

I have read and understand the Agreement and Release, including the payment schedules and the cancellation and refund policy, and agree to be bound thereby:

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Coordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(if required)*

## RELEASE

In this contract, "CAPA" shall mean the Centers for Academic Programs Abroad, Inc., a California corporation and its employees, directors, officers, agents and affiliates. I understand and agree to the following:

1. If, in the opinion of my College or CAPA, my behavior is deemed unacceptable, I may be sent home at my own expense or that of my parent/guardian, and I will receive no refund for any services not received.

2. CAPA may use statements made by me, photographs and video footage of me for publicity and advertising purposes.

3. I hereby release CAPA, my college or university, or other sponsor of my CAPA Program (hereinafter referred to as the "College"), for any loss or damage arising from any cause whatsoever, and, without restricting the generality of the foregoing, shall not hold CAPA or my College responsible for any sickness, injury or death, nor for any loss or damage arising from any errors or omissions contained in this brochure or other CAPA or College literature, late or non-confirmation or acceptance of bookings and loss or damage caused by delays. In addition, CAPA shall have the right, at any time in its discretion and without liability or cost therefore, to cancel any program or make an alteration in route, accommodations, price and/or details in the event of any program being rendered impossible or inadvisable by weather, strikes, war, civil unrest, terrorism, acts of God, government interference or any cause whatsoever that is beyond CAPA's control. Any and all expenses incurred as a result thereof shall be the responsibility of the participant.

4. I will indemnify CAPA for any harm I cause and accept full responsibility for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others which I cause or contribute to while participating in a CAPA program.

5. It is my personal responsibility to obtain all passports, visas and required travel documents in order to enter each of the countries on my itinerary. I understand that if I am unable to obtain the necessary travel documents, I will not be entitled to a refund except as described in the Agreement.

6. CAPA is not responsible for my well-being when I am absent from CAPA supervised activities, during free time periods in homestay accommodations, or during periods of independent travel. I understand that CAPA and my College are not responsible to me for acts or omissions or persons or entities outside their control (including without limitation) airlines, surface transportation companies, homestay families and other suppliers of trip services. I agree to release CAPA and my College from all claims arising out of such events.

7. Once the CAPA Program has started, no refunds will be made for sightseeing, excursions, accommodations or other services which I have declined.

8. CAPA is not responsible for any costs arising from the loss or theft of any of my personal property at any time, including my airline ticket.

This Agreement and Release will be governed by the Laws of the State of Massachusetts. In the event that the Agreement and Release, in part or whole, shall to any extent be void or unenforceable, the remaining portions of this Agreement and Release will be deemed valid.

## CAPA AGREEMENT

This Agreement specifies the terms you agree to when enrolling in the internship program. Please keep this for reference. Please note that CAPA cannot process your placement materials until we have received your full application packet and program fees. (Financial Aid recipients, please see terms and conditions for payment deferrals.)

### Agreement

1. How to Apply to a CAPA Program – Complete and sign a CAPA Application Form. If you are under 18 at the time of application, the application must be signed by your parent or legal guardian. The Agreement and Release are integral parts of the terms and conditions you accept when you travel with CAPA. They are governed by the Laws of the State of Massachusetts.

2. How to Pay for Your Program – A deposit of \$300 must accompany your application. Payment in full is due 70 days prior to departure. Mark on the check or attach to it the participant's name, the selected program, the sponsoring organization and the program reference number.

3. Payment Deadlines – You are responsible for making payments by the appropriate deadlines. To avoid a surcharge and a late fee, payments must be postmarked (for regular mail) or date marked (for overnight mail) on or before the deadline date. If the deadline date falls on a non-business day, postmarks and/or date marks must be before the deadline date.

4. Late Fees – A late fee of \$100 will be applied to all applications received within 70 days of departure and to all accounts with an outstanding balance 70 days prior to departure. If you have an outstanding balance 45 days prior to departure your application will be canceled and you will not receive a refund. If you wish to be reinstated, a fee of \$175 will be applied in addition to higher land costs, subject to availability. No exceptions.

5. Financial Aid – If you are applying for financial aid to pay for your program, you must indicate this on your application form. On receipt of your application form which must be accompanied by a minimum deposit of \$300, CAPA will mail you a Financial Aid Disbursement Form which will indicate exactly the procedures you must follow and the documentation required by CAPA. If the financial aid amounts and disbursement dates are satisfactory to CAPA, your application will be processed. As a financial aid participant, a minimum of 30% of the total program fee must be paid to CAPA 70 days prior to departure or you will automatically incur a \$100 late fee. The outstanding balance is due 30 days prior to departure or you will automatically incur a \$100 late fee.

6. Cancellation and Refund Policy – Cancellations can only be accepted in writing, and the effective cancellation date is the postmark date on the envelope. Refunds are processed according to the following schedule and are mailed within 45 days of receipt of the written cancellation.

| Withdrawal Date                     | Refund Amount  |
|-------------------------------------|--|
| 70 or more days prior to departure  | Full refund less \$250 non-refundable deposit                      |
| 60 to 45 days prior to departure    | Full refund less a \$600 fee                                       |
| 44 to 15 days prior to departure    | Full refund less \$700 and any non-refundable air or land services |
| 14 days or fewer prior to departure | No refund  |

7. Returned Checks – A \$50 processing fee will be charged for any check returned to CAPA. If your check is returned and your replacement check is not received by your deadline, you will incur any applicable program fee increase or late fees. Checks will not be re-deposited to the bank.

8. Insurance – All participants on CAPA programs are provided with standard insurance. Details of all insurance policies will be provided to each participant at their final orientation.

9. Changes in the Program – CAPA reserves the right to make the following changes which will not constitute grounds for a full refund: a) Changes in itinerary, including departure date, reversing the itinerary, and changes to the order in which cities are visited. The duration of the stay in each city and omissions of cities; b) A change in air routing or airline carriers; c) Omissions of sights or services described in the itinerary due to scheduled closures, holidays or strikes. Where possible, suitable alternatives will be provided; d) A change in program fees unless full payment is received 90 days prior to departure.

# CAPA

Centers for Academic Programs Abroad

## LONDON INTERNSHIP DATES

May 26 – July 21, 2001

June 23 – August 18, 2001

May 25 – July 20, 2002

June 22 – August 17, 2002