

Boston University International Programs
London



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Boston University British Programmes

43 Harrington Gardens

London

SW7 4JU

www.bu-london.co.uk

t: 020 7244 2900

f: 020 7373 9430

ACADEMIC POLICIES & PROCEDURES

Accreditation

London courses are accredited through Boston University's College of Arts and Sciences, School of Management, College of Communication, College of Fine Arts, College of General Studies, Sargent College of Health and Rehabilitation Sciences, School of Education and School of Hospitality Administration.

Registration

Students complete an online course selection form before coming to London. On the London Internship Programme students will choose one Core and two Elective classes. Students enrolled on Special Programmes will be assisted with their registration by their programme manager.

For students participating in the London Internship Programme, it is assumed that they will be registered for the Core Course and the Internship Course described in the BU International Programs Catalogues for the programme track for which the student has been accepted. Students must register for four courses (1 Core, 2 Electives, 1 Internship Course) on the spring London Internship Programme.

Course Add/Drop

Students may change their elective class but must first check with a member of the Academic Affairs staff to see if there is space. We use a standard 'add/drop' form and procedure. This requires you to:

1. Pick up an 'add/drop' form from the Student Affairs Office.
2. Obtain the 'add' course professor's signature.
3. Inform the 'drop' course professor and obtain signature.
4. Seek approval from your Academic Advisor at your home institution (this may be done via Email).
5. Hand in the completed form to the Student Affairs office. The form will be forwarded to the Assistant Director, Academic Affairs for final approval.

Note: You may not drop your Core Course or your Internship Course unless you are improperly registered, in which case you must add the appropriate courses. *You may change courses no later than the start of the second class meeting.*

Grades and Course Credit

Boston University uses semester hour credits, equivalent to at least 40 contact hours for one semester; a one-semester course is valued at 4 credits. Therefore, students will receive 16 credits upon successful completion of the London Internship Programme: two courses during the Core Phase (2 x 4 credits) and the Internship Phase (2 x 4 credits).

Note: In a case where a student has attempted to receive course credit through his/her home institution, but credit has been denied, a student may petition to drop the credit for the course. **This is applicable for Elective B classes only – it is not possible to drop credit for the Core, Internship or Elective A courses.**

In order to have the credit dropped, the following conditions must be met:

- A formal request must be made in writing to the Assistant Director of Academic Affairs before the start of the second class.
- The student must attend each class meeting (unless ill and a local London doctor's note is submitted)
- The student must be a full participant in the class.
- The student must complete daily class assignments, but does not have to complete the final paper or exam.

If the conditions are met, no record of the class will appear on the student's final BU transcript. If the student does not complete the conditions, he/she will receive the grade 'F' on the transcript signifying a failed class. (Although the course and grade will not affect the student's standing at the home institution, the 'F' will remain on the official BU transcript.)

Teaching Format

Courses may consist of a combination of lectures, seminars, field trips and tutorials. All classes are four hours long, with brief refreshment breaks. Guest speakers add depth and perspective to the course material. Students are expected to actively participate in the classes in ways which may be as informal as question-and-answer sessions or as formal as prepared presentations on selected topics. In the Core Phase, Elective A classes usually meet on Mondays and Tuesdays. Core Classes usually meet on Wednesdays and Thursdays. During the Internship Phase, Elective B classes meet on Mondays or Fridays with students attending their internship the remaining four days.

Grading Guidelines

Students in the London Internship Programme will be graded on a variety of assignments and requirements in each of their courses, including academic papers, in-class presentations, class participation, and examinations. It is important that each student understands what the grades mean in terms of academic performance. Students should familiarize themselves with these guidelines and the individual course syllabi and refer to them often.

The syllabus for each course should contain the criteria for determining the final grade in that course. For example, it may be that the mid-term exam counts for 25%, a paper 25%, the final exam 40%, and attendance and participation 10%.

The final grade is determined solely by the lecturer and will not in ordinary circumstances be changed by the Director of Studies.

The following Boston University table explains the grading system that is used by most faculty members on Boston University's British Programmes.

Grade	Honour Points	Usual %
A	4.0	93-100
A-	3.7	89-92
B+	3.3	85-88
B	3.0	81-84
B-	2.7	77-80
C+	2.3	73-76
C	2.0	69-72
C-	1.7	65-68
D	1.0	60-64
F	0.0	Unmarked

Grading Criteria

'Incomplete' or I grades are not permitted because of the obvious difficulty in making up missed work once the student has left the country. All work must be completed on time. We also do not allow 'Audits' (AU), 'Withdrawals' (W), or 'Pass/Fail' (P) grades.

The grades reflect the quality of the work. Lecturers and students should use the following criteria for an understanding of what each grade means.

A This exceptional grade is assigned only to work that has persistently outstanding quality in both substance and presentation. The student must demonstrate a sustained capacity for independent thought and extensive study, producing rigorous and convincing analyses in well-ordered prose.

A- Awarded to work that is clearly focused and analytical, and based on wide reading. The student must cover all the principal points of a question and systematically develop a persuasive overall thesis, allowing for one or two venial omissions or inapt expressions.

B+, B, B- This range of grades indicates that the student has shown some evidence of original thought and intellectual initiative. The student has cited sources beyond the class materials, and shown a degree of originality in perception and/or approach to the subject. The work will show thoughtful management of material, and a good grasp of the issues. The differences between a B+, a straight B and a B- may reflect poor presentation of the material, or mistakes in punctuation, spelling and grammar.

C+, C, C- Work in this grade range is satisfactory, but uninspiring. If the work is simply a recitation of the class materials or discussions, and shows no sign of genuine intellectual engagement with the issues, it cannot deserve a higher grade. Should an essay fail to provide a clear answer to the question as set, or argue a position coherently, the grade will fall within this range.

Quality of presentation can lift such work into the upper levels of this grade range. Work of this quality which is poorly presented, and riddled with errors in grammar, spelling and punctuation, will fall into the lower end of the range. To earn a C grade, the work must demonstrate that the student is familiar with the primary course material, be written well enough to be readily understood, be relevant to the assignment, and, of course, be the student's own work except where properly cited.

D A marginal pass can be given where some but not all the elements of the course have been completed satisfactorily.

F The failing grade indicates the work is seriously flawed in one or more ways:

- Obvious lack of familiarity with the material
- So poorly written as to defy understanding
- So brief and insubstantial that it fails to properly address the subject
- Material presented is not relevant to the assignment
- Demonstrates evidence of plagiarism (see following section)

Examinations

Students are required to sit their examinations on the dates, at the times, and in the same classroom as the other students in their class unless they have appropriately documented special academic accommodations. If a student is ill or has another extenuating circumstance which causes the student to be absent from a scheduled examination, she or he must provide appropriate documentation. Please contact the Assistant Director, Academic Affairs with any concerns about examinations.

Late Submission of Papers

Late submission of papers, particularly those that may delay the processing of final grades for a course, is discouraged. An extension may be granted only by permission of the faculty member who will usually consult the Director of Studies. Any delay may warrant a reduction in the final grade. If the extension will delay the posting of a grade, the instructor should award a grade of 'MG' (Missing Grade) with a specific due date. Please note that all coursework should be completed by the end of the semester.

Final Grades and Grading

We expect faculty to turn in their grades within ten working days of the final examinations or end of course. Please bear in mind that our faculty is part-time, with many other academic commitments to fulfil. Realistically, students should expect grades to be posted on the London Personal Page website within two working weeks. Papers and examinations should be returned to students at that time and can be collected from the Student Affairs Office. At the end of the semester, if students wish to have their coursework returned to them, they must leave a self-addressed envelope with the Student Affairs Office who will forward materials on once they are received from faculty.

Students are not able to take an 'Incomplete' for any of the four courses. All course work must be completed before the end of the semester. However, if a student elects to leave the programme early the Academic Affairs Office will issue the student with Incomplete grades for the courses she or he has not finished and the reasons for departing the programme early will be verified by the BU International Programs Office. This will be done BEFORE any action is taken to arrange for the student to complete her or his studies via make up work with the individual lecturers concerned. If a student's reasons are not valid, the student will be assigned F (Fail) grades for the courses not completed.

Grades for all courses and faculty comments will be posted on the student's London Personal Page (<https://students.bu-london.co.uk/>) as soon as possible after the final exams. Please note that the faculty is given 10 working days to complete their marking. Final grades will be posted on the BU Student Link and with the Office of the University Registrar within 3-4 weeks after the end of the programme.

Transcripts/Grade Reports

BU Students

BU Students can check their grades over the BU Student Link about 3-4 weeks after the end of the programme. Grade report will be sent to BU students by the Office of the University Registrar. Please note that the International Programs Office cannot release any student's grade information over the telephone.

Non-BU Students

Transcripts are released about six weeks after the end of the programme. Two copies are mailed out to the visiting student's permanent address – one unofficial transcript for personal use and a sealed stamped official transcript that should be sent or delivered to the appropriate individual at the home institution. Transcripts are only mailed to those students whose accounts are paid in full.

Special requests for transcripts to be sent directly to non-BU Academic Registrars, Graduate Schools, etc. can be made. Requests can be made on BU's website: www.bu.edu/reg/grades/ordergrades.html. Production of additional transcripts costs between \$3-5 per copy.

Academic Advice

Students' first line of academic advising for courses is with their course lecturers. The Director of Studies serves as the head of the faculty and as senior academic adviser. The Director of Studies is available on an appointment basis to assist students with advice on academic issues. For academic advice regarding students' home institutions' policies and transfer credit information, non-Boston students should contact their school's academic advisors.

General Programme of Study: Frequently Asked Questions

Q. Is it possible to stay in London for a second semester?

A. Yes, but you will need to meet the application deadlines and criteria set by Boston University International Programs Office and your home campus. If you are interested in staying on, please contact BUIP. Once you have done this, make arrangements to see the Assistant Director, Academic Affairs to discuss your planned programme of study/placement interests. This opportunity is subject to availability of space.

Q. Is it possible to go on to another Boston University study-abroad programme?

A. Yes, but you will need to adhere to the application deadlines and meet the acceptance criteria of the programme. If the programme of study is language-based, you will need evidence of language learning skills and a recommendation from an instructor in the language department at your home campus. Please contact Boston University International Programs.

Q. Can I take the G.R.E., G.M.A.T., or L.S.A.T., examinations while in London?

A. Yes, but you must do this on your own. Kaplan (www.kaptest.co.uk/) and TestMasters (www.testmasters.net) are pre-test preparatory agencies with offices here in London that offer courses. For more information see: <http://www.gre.org> and <http://www.gmat.org>

LECTURES & LEARNING

The British academic style of lecturing is less formal and structured than you may have experienced before. Debate, discussion and even dispute is both expected and encouraged. Students will be required to show evidence of wide reading both from primary and secondary sources. This can also involve attending theatre productions or visiting places of historical interest. In the Politics or International Relations academic areas students must be aware of current political developments and events. Students will be assessed on their ability to analyse all that they have learnt and produce their own view of the material studied. The following points may be useful for either written or verbal assessments:

1. Students must be able to express their arguments clearly;
2. Students must support their arguments with evidence;
3. Use strong structure and reasoned debate.

Students should always take detailed notes from lectures, textbooks and general reading. Highlighting a point in a book is not good enough; students must write the point down in their own words. This practice will help students in the construction of essays and examination answers. Good English grammar and spelling are expected, and grades can be lowered if an essay is lacking in these areas.

Research is anything one uses to gain more knowledge. Students should view their lectures, placement, social events, theatre events, even their communal living as all part of their individual research and learning experience of London. The reading of quality British newspapers will give students insight into current political and social issues, which will help them to understand British culture and life.

Within an academic framework all sources, which students have used to prepare and research an essay, should be listed in the bibliography. Each lecturer will provide guidelines on proper citation of research material. A bibliography should always be included with an essay, for two main reasons. First, it shows the lecturer what a student has read and based his or her arguments upon. Second, it protects a student from the charge of plagiarism. By always following some basic academic rules students will avoid being an accidental plagiarist, and will write better essays and gain better marks.

1. Always include a bibliography with an essay.
2. Be very clear when quoting within the body of an essay and always quote in full.
3. All quotes should illustrate or support the argument and should be in context.
4. Use footnotes to show where the quote came from, and these should include a page number.

Always keep notes or other material (newspaper clippings), rough drafts and a copy of the finished essay for your reference.

Students should always back up work on a memory stick or an online folder. A crashed computer or lost document is no excuse for a late paper. If a student is given permission to email a paper to a professor, it is her or his responsibility to keep a back-up copy.

ACADEMIC CONDUCT

Plagiarism

Simply stated, **plagiarism** is taking another's work and presenting it as you own.

Dictionary definitions of plagiarism frequently include terms such as 'theft' or 'steal'. Plagiarism is, in fact, intellectual theft. It is one of the most serious forms of academic misconduct. Plagiarism committed by a student will certainly result in course failure and may result in suspension or dismissal. In the professional world it can ruin a career.

Boston University's *Code of Student Responsibilities* states:

'The value of any grade, credit, honour or degree received by a student presupposes that all work is her or his own. A student who uses or relies upon work of others or who, except under conditions expressly permitted by the instructor, furnishes assistance to another student, violates the standards of the University. Students must insist on academic honesty and integrity from their fellow students and must report promptly any case of alleged violation of academic conduct. Failure to do so is a violation of this code.'

Plagiarism can take many forms, including the reproduction of published material without acknowledgement or representing the work of others as your own. This includes the increasingly common practice of purchasing and downloading work from Internet 'paper mills'. Plagiarism applies to all media – printed matter of all kinds, video, audio, and oral presentation. It is plagiarism to incorporate someone else's videotape into your own production, without written permission and acknowledgement. It is plagiarism to take notes at a lecture and present the material as your own. Even unacknowledged paraphrasing or the use of another's methodology, structure or management of material is plagiarism. Students should be extremely careful when producing work for their courses that all work is correctly sourced.

For Boston University London Programme students, charges of academic misconduct such as cheating on examinations, plagiarism, the alteration of work after submission, or alteration of records and the like are referred to the Director of Studies. Charges of academic misconduct will usually be handled within BU British Programmes. Students charged with academic misconduct may have the opportunity to have their case referred back to their home campus for a review by their college's academic conduct committee. Where a student already has a record of academic misconduct, the case will automatically be referred to his or her college dean.

The penalty against students on any Boston University Program for cheating in examinations or for plagiarism may include '...expulsion from the program or the University or such other penalty as may be recommended by the Committee on Academic Conduct, subject to approval by the Dean.'

All students are responsible for having read the *Boston University Academic Conduct Code* (www.bu.edu/cas/students/undergrad-resources/code/).

Attendance

Boston University London Programme students are expected to attend each and every class session, tutorial, and field trip. Any student who has been excessively absent from a course may be required to withdraw from that course without receiving credit. Students should note that attendance will be taken into account by faculty when determining final grades. Students who expect to be absent from any class should notify a member of Academic Affairs and the instructor with *advanced written warning*. Students absent from class(es) for medical reasons need to provide a local London doctor's note.

There are two sorts of absences. A **recognised absence** is when a student has notified a professor but is not absent for a valid reason, e.g., flight delays or meeting up with parents in class time. This absence might count against you. An **excused absence** is when a student has notified a professor and absence has been excused, e.g., illness with medical documentation provided by a local London doctor or an important internship event that clashes with a class. All students must report their absence to a member of the Academic Affairs team.

The Director of Studies will only in the most extreme cases (for example, family trauma) allow students to leave the programme early or for a significant break.

Religious Holidays

Boston University's Office of the University Registrar states:

'The University, in scheduling classes on religious holidays and observances, intends that students observing those traditions be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for cancelled classes to be rescheduled.'

THE LONDON INTERNSHIP PROGRAMME

The Academic Areas

We offer courses in twelve academic areas. Students on the London Internship Programme are expected to take three academic courses and a credit-bearing placement in your respective academic area. The Core Course and the Internship course are expected to match.

You may study in any one of the following academic areas:

- 1) (LA) Arts and Art Administration
- 2) (LB) Management
- 3) (LD) Theatre Studies
- 4) (LE) Economics and Finance
- 5) (LF) Film, Radio and Television
- 6) (LH) Psychology and Social Policy
- 7) (LJ) Journalism
- 8) (LL) Law
- 9) (LM) Advertising and Marketing
- 10)(LP) Politics and International Relations
- 11)(LR) Public Relations
- 12)(LT) Hospitality and Tourism

The courses offered in London are set out below by academic area. The objective, course content, and the suggested academic use of each course is discussed below. Please see the website for full course descriptions (www.bu-london.co.uk/programmes/LIP/courses).

Core Courses and Recommended Elective A's for each academic area/track

1. Arts and Art Administration

Core Course:	CAS AH 320	Modern British Art and Design
Recommended Elective:	CAS AH 388	British Painting from Holbein to the 20 th Century
Internships:	CAS AH 505 CAS HU 425	Internship in Art/Architecture/Arts Admin Practicum in Visual/Performing Arts

2. Management

Core Course:	SMG IM 345	The International Management Environment
Recommended Elective:	CAS EC 346	European Capital Markets
Internships:	CAS EC 497	Internship in Business/Economics/Finance

3. Theatre Studies

Core Course:	CFA DR 443	Experiencing London Theatre: In the Post-War World
Recommended Elective:	CFA DR 507	Contemporary British Theatre
Internship:	CAS HU 425 CFA DR 527	Internship in Visual/Performing Arts Professional Theatre Initiative Internship

4. Economics and Finance

Core Course:	CAS EC 364	Economic Policy - A British Perspective
Recommended Elective:	CAS PO/IR 335	Britain and Europe - A New Beginning (choose either PO or IR credit)
Internships:	CAS EC 497	Internship in Business/Economics

5. Film, Radio and Television

Core Course:	COM FT 316	British Film and TV Since 1960
Recommended Elective:	COM FT 318	British Television Studies
Internships:	COM FT 493/4	Internship in Film/Radio/Television

6. Psychology and Social Policy

Core Course:	CAS PS 365	Psychology Applied to Social Issues
Recommended Elective:	CAS SO 321	Contemporary Issues in British Welfare
Internship:	CAS PS 495	Internship in Health & Human Services

7. Journalism

Core Course:	COM JO 358	British Journalism, Culture & Society
Recommended Elective:	COM JO 416	The Foreign Correspondent – International Reporting
Internships:	COM JO 411	Internship in Journalism

8. Law

Core Course:	CAS PO 534	The British Legal System
Internship:	CAS PO 453	Internship in Comparative Law

9. Advertising and Marketing

Core Course:	COM CM 521	British and European Marketing Strategy
Recommended Elective:	COM CM 334	Advertising in the U.K.
Internships:	COM CM 471	Internship in Advertising/Marketing/PR

10. Politics and International Relations

Core Course:	CAS PO 360	British Political Institutions
Recommended Elective:	CAS PO/IR335	Britain and Europe - A New Beginning (choose either PO or IR credit)
Internships:	CAS PO/IR 451	Internship in Politics/International Relations (choose either PO or IR credit)
	CAS PO/IR 455	Internship in International Organisation (choose either PO or IR credit)

11. Public Relations

Core Course	COM CM 413	Strategy and Tactics in British Public Relations
Recommended Elective	CAS IP 404	Seminar in Global Promotional Strategies (course code to be confirmed)
Internships:	COM CM 471	Internship in Advertising/Marketing/Public Relations

12. Hospitality and Tourism

Core Course	SHA HF 365	British Tourism: Knowing Britain Inside and Out
Recommended Elective	CAS HI 326	Class, Power and the Making of British Identity
Internship	SHA HF 390	Field Placement in Hospitality Administration

Free Electives for all tracks in the Core Phase

CFA DR 507	Contemporary British Theatre (£35.00 course fee)
CAS AH 388	British Painting from Holbein to the 20 th Century
CAS EC 346	European Capital Markets
CAS EN 310	British and Irish Writing: Poetry and the Novel Since 1900
CAS HI 326	Historical Roots of the British Genius
CAS IP 404	Seminar in Global Promotional Strategies
CAS IP 405	The European Business Environment: 'Institutions and Enterprise' (£95 course fee)
CAS IP 407	Writing in Today's Britain: Meet the Writer
CAS PO/IR 335	Britain and Europe - A New Beginning (£95 course fee) (choose either PO or IR credit)
CAS SO 321	Contemporary Issues in British Welfare
CAS WS 310/ HI XXX	London Women's Social History from Aphra Behn to the Blitz
COM FT 318	British Television Studies
COM JO 416	The Foreign Correspondent – International Reporting
COM CM 334	Advertising in the U.K.

Placement Phase

These courses are taught concurrently with the work placement/internship. Please note that some courses are repeated from the Core phase and therefore cannot be taken twice and that some electives are recommended for certain tracks only. During this phase you have the option to take a 'track-specific' course which would run in tandem with your work placement or else to enrol in a 'free elective' in a culturally stimulating area.

Free Electives open to all tracks

CAS AH 381	London Architecture and Urbanism
CAS EN 357	Modern British Drama: A Critic's Perspective (£35.00 course fee)
CAS EN 368	Seminar in Shakespeare Studies
CAS HI 320	Cultural Capital: The History of Popular Culture in London
CAS IP 401	International Brand Management
CAS IP 403	Contemporary British Literature
CAS IR 392	Britain and the European Question: The Confluence of History
CAS PO 358	Issues in Contemporary Politics
CAS SO 301	Challenge and Change in British Education
COM FT 317	British Cinema and Society

Track Specific Electives

CAS AH 381	London Architecture and Urbanism (Arts and Art Administration)
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CAS EN 357	Modern British Drama: A Critic's Perspective (Journalism. £35.00 course fee)
CAS EC 360	British Macroeconomic Policy (Economics & Finance, Management)
CAS IP 401	International Brand Management (Marketing & Advertising, Public Relations)
CAS IR 392	Britain and the European Question: The Confluence of History
CAS IR 427	Seminar in International Business (Economics & Finance, Management, Hospitality)
CAS PO 358	Issues in Contemporary Politics (Politics and International Relations)
CAS PO 538	Current British Legal Issues (Law)
CAS SO 301	Challenge and Change in British Education (Psychology & Social Policy)
COM CM 335	Seminar in Advertising Strategy (Advertising, Marketing and PR)
COM FT 317	British Cinema and Society (Film and Television)
SAR HP 522	Health and Wellness Through the Lifespan: Social Welfare and Community Care (Psychology & Social Policy)
SMG MK 467	International Marketing (Marketing, Management, Hospitality – SMG Only)

PLACEMENT INFORMATION

The Academically Directed Placement

'Internship' is an American term. The British term for it is 'placement.' As the term suggests, it will give students a taste of life in a British workplace. As an intern, students may or may not have a specific role, but will be expected to help out with tasks on a day-to-day basis. Students will **not** be paid and will not be employed by the host organization – students cannot legally work in Britain while participating in the London Internship Programme.

Students will have a Supervisor in the host organization who will be a busy professional and may not work out a specific schedule for their intern. The student's learning experience depends very much on her or his own initiative and positive attitude. The placement should not be looked upon as a stepping stone to a job, but as an experience in a specific industry and in a different culture – a true international experience.

The London placement is an **academic course**. In addition to performing a role in a British organization, students must meet a number of academic requirements to successfully complete the placement. During the placement students will be required to produce coursework related to their internship. The quality of a student's work on these requirements will account for his or her final grade. As already pointed out, students will have a Supervisor at their placement, part of whose role is to act as the link between the host organization and the EUSA Office. The Supervisor's Evaluation and the Placement Team's report on a student's placement performance may also have an impact on the student's final grade based on her or his coursework, graded by faculty.

The coursework is the only academic component of the Placement, and therefore accounts for 100% of the internship grade as it provides a comprehensive record of the student's experience and a scholarly examination of the professional field.

Workplace Guidelines

Attendance

Attendance in your placement is mandatory and is monitored as part of your academic course. You are **not entitled to any time off during the placement period**. The only acceptable excuses for failing to attend are legitimate reasons such as illness. If you are ill and cannot report to your organization, you must notify your supervisors at EUSA and your placement as soon as possible. In some cases, a local London doctor's note may be requested by your placement or Boston University (eg., extended absences).

Punctuality

Be on time for work. It is rude and unprofessional to turn up late. Your supervisor will comment on your attendance and punctuality.

Honesty

Do not use office supplies and equipment for your personal use, and **do not make personal phone calls or send personal emails without your supervisor's permission**. If you run up a phone bill, your transcript may well be withheld until the bill is settled.

Work Ethic

Tackle all assigned tasks willingly and cheerfully, work hard and do the best job you can, no matter how small or menial the task. This is the way to become accepted and appreciated in your workplace, and the way to gain additional responsibilities.

Expectations

Don't expect things to be perfect, or expect too much too soon. Many hosts want you to prove yourself by doing small jobs enthusiastically and well, before assigning you bigger jobs.

Problems

Don't keep problems to yourself. If things are not going well at your placement, please let us know so that we can talk it through. A Placement Director will be on duty at 1a Queensberry Place until 7.00pm, to make it easier for you to meet with them. There should be a member of the Placement staff available on Tuesday, Wednesday and Thursday up until the week of mid semester reviews.

Please note that your Supervisors will be requested to comment on the following aspects of your placement performance:

Reliability, Motivation, Accuracy, Punctuality, and Team Skills

Internship Course Codes

All students are issued with one of the following internship codes dependent on the nature of their placement that is determined by the London Placement Team.

Students should check that they have been issued with the correct code with their Placement Director at their mid semester review in week three/four of the placement period or with staff in the Academic Affairs Office.

Internship in Advertising/Marketing/ Public Relations	COM CM 471
Internship in Arts/Architecture/Arts Administration	CAS AH 505
Internship in Management/Economics/Finance	CAS EC 497
Internship in Film and Television (each are worth 2 credits)	COM FT 493/COM FT 494
Field Placement in Hospitality Administration	SHA HF 390
Internship in International Organisation	CAS PO/IR 455
Internship in Journalism	COM JO 411
Internship in Comparative Law	CAS PO 453
Internship in Politics/International Relations	CAS PO/IR 451
Practicum in Visual/Performing Arts	CAS HU 425
Professional Theatre Initiative Internship	CFA DR 527
Internship in Health and Human Services	CAS PS 495

Placement Evaluation/Summary Sheets are due by the last day of your internship.

These evaluations will appear on your personal page (<http://students.bu-london.co.uk/>) and need to be filled out in a similar manner to the mid-semester internship questions that you completed. Your coursework will not be considered complete until these evaluations are filled out. Please do not neglect to complete one on your personal page.

Internship Tutorials & Assessment

Internship Tutorials will offer students the opportunity to meet with each other and a member of faculty in order to reflect upon their internship experience and to begin to place the internship into an academic context. The Internship Tutorials will meet on three occasions; the first meeting after Core Exams, the second meeting during week nine, and the third meeting during week twelve. The tutorial meetings will usually take place in the evening at Harrington Gardens.

General guidelines for assessing the Internship Course are below. Students will receive track-specific assessment details from faculty at the first tutorial meeting.

Assessment 1

Reflective weekly logs plus an introduction to the company or organization.

Assessment 2

A Placement Project, which will be based on a project or piece of work created during the internship. The Project could take the form of a research paper on the industry or creative project connected to the industry.

Assessment 3

Analysis of the organization at which the student has interned, plus reflective conclusions on the internship experience.

Assessment 4

Attendance and participation at the Internship Tutorials

In both the tutorials and the assessment, students will be encouraged to make connections between their internships and what they have learnt in their core and elective courses in London.