

Study Abroad and Intern in London, England Summer Business Program

Depart Monday, May 18th - Arrive May 19th – End Saturday, July 25, 2020

1. Highlights

- A. Earn 6 credit hours of MU summer school credit
- B. Study and intern in one of the top financial centers in Europe, and the commercial capital of Great Britain
- C. Intern in the fields of marketing, human resources, and finance.
- D. Learn about European business culture and practices
- E. Enjoy opportunity for cross-cultural experiences.
- F. Open to **ALL majors**.

2. General Requirements for Program Participation

- A. You must be 18 years or older.
- B. You must be in good academic standing and have no current disciplinary sanctions.
- C. You will need a passport that is valid for at least six months after your scheduled return date.
- D. You will be asked to sign a liability release form and a medical release form
- E. You will sign an internship contract with your internship sponsor.
- F. You must meet minimum health insurance requirements set by the university.
- G. You must attend all of the Trulaske College of Business's pre-departure class meetings.
- H. You will be expected to fully complete the application and International Center safety and security orientation through MyStudyAbroad.
- I. Participants must agree to the terms expressed in the MU student conduct manual and the MU "Conditions of Participation and Program Acceptance" form and the Trulaske College of Business Student Behavioral Disciplinary Policies.
- J. There is a \$100 non-refundable application fee.

3. Program Details

This program is offered in partnership with CAPA:

A. Program beginning and end

The program begins when you arrive at the apartments in London on May 19th and ends when you check out of your housing in London on July 25th. You are responsible for arranging international air transportation to and from London as well as local transportation to and from our housing sites in London at the beginning and end of the program.

B. Location

Courses will be conducted at the CAPA London Center.

C. Lodging and Meals

Students will live in shared apartments with shared bathrooms for the duration of the program. Student apartments include a kitchen, bathroom, television, Wi-Fi, weekly cleaning service, utilities, and linens. CAPA reserves the right to house students with students from other CAPA programs. Accommodations are only available during the program dates. Students will not be able to access accommodations before the program start date or after the program end date.

D. Transportation

Students will receive a tube pass for transportation to and from their internship.

4. Internship, Course Offerings, and Prerequisites

A. Internship

This international internship program will help you gain valuable professional experience while being immersed in the vibrant culture of London. In addition to earning up to six academic credits for your internship, you will make professional connections and apply classroom knowledge in a real-world setting. You will improve your cross-cultural communication skills and gain the flexibility, confidence, and independence to navigate a foreign culture.

Most departments and majors have internship credits available. You are required to enroll in internship credits. You will devise a work schedule with your internship sponsor that meets the internship requirements established by your academic department. Check with your academic advisor to verify the number of credits for which you qualify. Many full-time internships will take place Monday–Thursday during regular business hours; however, some internships, especially cultural and hospitality management internships may require a more flexible schedule.

You will enroll separately for internship credit in the academic unit of your choice. The Internships offered on this program are typically 5 weeks long and entail 150 hours of work experience. Trulaske students may use this internship experience to fulfill the requirements of:

- **BA 4500 – Professional Edge - Internship**
- **MGMT 4940 - Professional Management Internship**

B. Coursework.

Along with your internship, you will take one three-credit course in London

MGMT 4185: “International Business in England” (3 cr.)

Pre-departure Classes at MU

Prior to the start of the program, five mandatory pre-departure class sessions will be held in Cornell Hall, beginning in April. The purpose of these class meetings will be to provide lectures on the principles of international business, review information regarding internships and orientation to the host country, travel administration, and safety abroad.

This is a **non-credit course** for which you will be required to **register before the first day of the pre-departure class**, in order to go on the program. You will not be charged any educational fees for this “course.” When registering – search in “additional criteria” for the **Class Number only.**

Undergrads - Class # 58740
Grad- Class # 58741

Class Schedule:

- **Tuesdays**
- **April 14 – May 5, 2020**
- **6:00-8:00 pm**
- **Room: 211 Cornell Hall**

NOTE: It is a requirement of this program that you attend all of the pre-departure class sessions to prepare for your program. You must attend all of the classes or you will not be allowed to participate in this program. Possible special circumstances may allow flexibility on this requirement but will have to be approved by the program director prior to missing the class. **If you are dropped from the program because of non-attendance – you will be subject to the penalties listed in section 10 of this document.**

5. Program Schedule:

Date	Day	Daily Schedule—subject to change
18-May	Mon	Depart for London
19-May	Tue	Students arrive in apartments
20-May	Wed	Class
21-May	Thu	Class
22-May	Fri	**Free Day
23-May	Sat	**Free Day
24-May	Sun	**Free Day
25-May	Mon	Class
26-May	Tue	Class
27-May	Wed	Class
28-May	Thu	Class
29-May	Fri	**Free Day
30-May	Sat	Cultural excursion to Bath and Stonehenge
31-May	Sun	**Free Day
1-Jun	Mon	Class
2-Jun	Tue	Class
3-Jun	Wed	Class
4-Jun	Thu	Class
5-Jun	Fri	**Free Day
6-Jun	Sat	**Free Day
7-Jun	Sun	**Free Day

8-Jun	Mon	Internships will occur June 8—July 25th, 2020
		Students will work Monday through Thursday, 20 hours a week Friday through Sunday will be free days
25-July	Sat	Program Ends

*****This proposed itinerary and schedule are subject to change.**

6. Student Graduation Ceremony

Graduating students may want to or need to attend the graduation ceremony which will conflict with the program departure date. See a Student Services Coordinator in 213 Cornell Hall for details.

7. Travel to program site from the U.S.

The program fee does not include the cost of roundtrip airfare from the U.S. to London. You will travel on your own or with classmates by arranging your flight itineraries and reservations. You should coordinate your flight plans to arrive in London on the morning of May 19th. During the spring class meetings, you will be assisted with information on how to book flights with classmates as well as on how to travel from the London airport to our housing in London.. **Failure to provide a paid ticket itinerary by May 1 may result in being dropped from the program.**

Weekend Travel

Your program fee includes a weekend trip to Stonehenge and Bath. In order to accommodate students who may wish to plan travel on their own, we have included free weekends. Travel outside of our planned cultural calendar is at your own expense and discretion. Class attendance policies will remain in effect.

8. Estimated Budget

The following budget may be used for planning purposes

Student Planning Budget	
Tuition (resident) (6 credit hours)	\$1,794
Tuition (non-resident) (6 credit hours)	\$5,398
Trulaske Business Course Fee	\$578
Technology Fee	\$84
Program Fee	\$9,098
MU International Center Study Abroad Fee	\$245
Airfare (estimated)	\$1,200
Estimated cost for Missouri residents	\$12,999
Estimated cost for non-Missouri residents	\$16,603

Note: Tuition is **estimated as UGR Resident fees** and is approximate until the Board of Curators of the University of Missouri sets the new fees in April during the spring semester prior to departure. **Non-resident students pay their usual additional non-resident fees.** Provided you are taking courses necessary for graduation, this simply shifts tuition costs from one term to another. The costs presented above in the student-planning budget are best estimates within five percent.

Cost

The program fee quoted above (**billed to your student account sometime in May**) includes the following:

- Fully furnished flat per month (\$2250)
- Tube transportation (\$350-\$400)
- Cultural visits (\$600)
- Transportation for cultural visit (\$200)
- CAPA Career Coaching (\$700)
- Internship Administration Fee (\$1008)
- Program expenses (\$153)
- Visa (\$122)
- MU GeoBlue Health Insurance (\$105)

Expenses **NOT** included in the program fee are:

- Round trip transportation from the US to London
- Weekend travel and daily personal expenses including non-program activities.
- MU tuition for the two summer courses (6 hours) billed to your student account in the spring. Resident students pay usual resident fees. **Non-resident students will pay the usual non-resident fees.**
- Meals, except for program-sponsored events.
- Passport, passport renewal or passport application fees.
- MU International Center study abroad fee of \$245. This fee covers MU support services for student emergencies during the program period.

9. Schedule of Payments

Description	Date	Amount Billed
Program Fee - Billed to your student account.	Approx. May 1	\$9098
Educational Fees 6 credit hours of MU summer courses. (Estimated cost for MU students) Billed to student account.	Approx. May 15	
International Center fee - Billed to your student account.	Approx. May 15	\$245

10. Withdrawal from Program - Student must contact the Student Services Coordinator directly by e-mail at TrulaskeAbroad.missouri.edu documenting any withdrawals from the intended study abroad program. Withdrawal date will be determined to be the date shown on the e-mail that is sent to the Student Services Coordinator in 213 Cornell Hall stating intent to withdraw from the program.

Amount	Withdrawal After
\$100 Deposit	After Date of Application – no exceptions.
\$600 will be billed	March 1
\$2,000 will be billed	April 1
Total Program Fee Billed	May 1

****Depending on the date that you withdraw from the program, the study abroad department may or may not be able to get a refund from the vendor. Your refund will be relative to the costs that can be recovered. If you have not been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.*

11. Visas and Travel Documents

- All students will need a valid US passport or appropriate passport/documentation from their country of citizenship valid for at least 6 months after your return date.
- **Non-US citizen students at Mizzou** will need to check online regarding visa requirements for program sites for their particular country of citizenship.
- **Copy of all program participant passports due to Study Abroad Office by March 31 to remain on the program. If you are concerned about timing – have it expedited.**

12. APPLICATION Deadlines

- **The deadline** for the program is **Tuesday, March 31, 2020** Our internship team will have less time to work on “final deadline” internship requests; nonetheless, we will make every effort to help place applicants in internships that are related to their skill-set and field of study.
- This program does not use a competitive selection process; however your participation is dependent on applying for one of the internship opportunities that we make available. As applicants commit to the program in myStudyAbroad, a time stamp is issued and used for determining the final order of acceptance.

****Application process and procedures:** (Students must start the process on the selected program’s webpage which is reached via TCobStudyAbroad.missouri.edu.)

- Go the web page for the program of interest.
- Click on ***Details and Information*** link which will take you to that program’s information document.
- **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties. See section 11 of the information document.**
- Once you have decided on which program you would like to attend – click on the “*start application*” link in the upper right corner of the page.
- When you begin the application – you will show up in the database as “**Pending**”.
- You must hit the “**Submit**” button to be accepted to the program.
- You will then receive an e-mail from the *myStudyAbroad* database alerting you that you have been “Accepted”. (That email will explain the consequences for not following the instructions given in the email. **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties.**)
- If you are “Accepted” - you will be placed on a **HOLD LIST**.
- To move to the **ACTIVE ROSTER**, go back into your on-line application and change your status from “Accepted” to “**Committed.**” Be sure you are ready to commit as penalties will begin to apply, subject to Section 11 of the program document.

- All programs have a maximum number of participants who can attend the program, so delays could affect your participation in the program.
- As others on the HOLD LIST commit to the program, they will move ahead of you onto the ACTIVE ROSTER.
- Those on the **hold list** will be notified as spaces become available after the program's max has been reached.
- Once you have changed your status to **"Committed,"** you must return to the on-line application and complete the entire application. **Failure to comply could affect your participation in the program.**
- If at any point **you decide to withdraw from the program** – you must notify the Student Services Coordinator via TCoBStudyAbroad@missouri.edu AND return to your on-line app and change your status to "WITHDRAWAL: Declined." **Penalties are determined by the date that you complete these 2 steps.**

IMPORTANT: If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (<http://disabilityservices.missouri.edu>). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations.

13. Student Financial Aid

This Program qualifies for student financial aid because the six hours of courses are MU summer session credits. Please check with the financial aid office in 11 Jesse Hall for complete financial aid details. **You should secure your finances as soon as possible to avoid having to withdraw from the program and incur a penalty.**

14. Scholarships

The International Center website, <http://international.missouri.edu/study-outside-the-us/getting-started/financing/mu-scholarships.php> has a list of available scholarships for studying abroad.

In addition, our educational partner, E=i², has scholarships available specifically for this program: <https://www.ei2intern.org/scholarships>

The College of Arts and Science also offers a generous study abroad scholarship program worth up to \$4500 for this program: <https://coas.missouri.edu/students/study-abroad-program?q=students/study-abroad-scholarships>

Disclaimer: The costs and schedules presented in this document are best estimates performed in good faith and do not represent any kind of fixed contract. The nature of dealing with foreign partners makes it difficult to plan exactly how this study abroad program will be finalized.

Program Cancellation Policy for Student Financial Liability

I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on enrollment, health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri;
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University's partner program. If I have not been billed the program fee at the time of my withdrawal, I understand that I will be billed for any cancellation fees charged to the program.

To obtain more information visit:

Trulaske College of Business International Programs Web Page:

TrulaskeAbroad.missouri.edu

Course and Program Information: Shannon Breske,

E-mail: breskes@missouri.edu

Questions regarding Registration Forms, Passport and Visa:

Kim Herschbach, Cornell 213, Tel: 573-884-5312, e-mail: TrulaskeAbroad.missouri.edu

Stephanie Ross-Helton, Cornell 213, Tel: 573-882-9076, e-mail: TrulaskeAbroad.missouri.edu