

## Study Abroad and Intern in London, England Summer Business Program

Depart May 22nd – Arrive May 23rd – End July 6th, 2024 (tentative dates)

### 1. Highlights

- Earn 3 credit hours of MU summer school credit
- Study and intern in one of the top financial centers in Europe, and the commercial capital of Great Britain
- Intern in the fields of marketing, accounting, management, economics, and finance
- Learn about European business culture and practices
- Enjoy opportunity for cross-cultural experiences
- Open to **ALL majors**

### 2. General Requirements for Program Participation

- You must be 18 years or older
- You must have a GPA of 2.75/4.00 or higher
- You must have earned 45 credit hours at the time of your internship
- You must be in good academic standing and have no current disciplinary sanctions
- You will need a passport that is valid for at least six months after your scheduled return date
- You will need to pass a police background check
- You will need a visa
- You will be asked to sign a liability release form and a medical release form
- You will sign an internship contract with your internship sponsor
- You must meet minimum health insurance requirements set by the university
- You must attend all the Trulaske College of Business's pre-departure class meetings
- You will be expected to fully complete the application and International Center safety and security orientation through MyStudyAbroad
- 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
- 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 22nd and ends when you check out of your housing in London on July 6th. 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

Internships will be conducted in London. Students will have access to the London CAPA 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 Course

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 three 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 create 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. Trulaske students may use this internship experience to fulfill the requirements of:

**BA 4500 – Professional Edge - Internship**

**MGMT 4940 - Professional Management Internship**

##### B. Pre-Departure Coursework

Prior to the start of the program, four 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**.

**Business Administration \_501 (do not forget the underscore \_)**

**Class # TBD**

**Tuesdays**

**April 9<sup>th</sup> - April 30<sup>th</sup>, 2024**

**6:00-8:00 pm**

**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. Potential Internship Projects:

Business development, accounting, client presentations, commercial research, creation of promotional materials, event coordination, sales, bookkeeping, budget builds, drafting business documents, editorial copy, events support, market research, database management, sales ledger accounts, financial research, data analytics, marketing campaigns, developing reports, office administration, sales presentations, marketing presentations,

search engine optimization, tax filing, social media development, website development, payroll processing, invoicing, revenue reconciliation, creation of marketing material.

## 6. Student Graduation Ceremony

The program dates will not conflict with graduation.

## 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 30th. 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 day trip to Stonehenge and Bath. 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:

<b>Student Planning Budget</b>	
Tuition (resident) (3 credit hours)	\$1,851
Tuition (non-resident) (3 credit hours)	\$4,377
Visa	\$500
Program Fee	\$8,945*
MU International Center Study Abroad Fee	\$245
Airfare (estimated)	\$1,200
<b>Estimated cost for Missouri residents</b>	<b>\$12,741*</b>
<b>Estimated cost for non-Missouri residents</b>	<b>\$15,267*</b>

\*Program fee and final costs are tentative. All costs will be confirmed in October.

Note: Tuition cost is set by the Board of Curators of the University of Missouri. **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.

## 9. Cost

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

- Fully furnished housing
- Tube transportation
- Cultural visit to Stonehenge and Bath

- Transportation for cultural visit
- Group final dinner
- Cultural visit Afternoon Tea
- CAPA Career Coaching
- Internship Administration Fee
- MU GeoBlue Health Insurance
- Program water bottle, sticker, and graduation cord
- 24/7 Student Support while on program
- Repatriation/medical evacuation insurance

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
- Meals, except for program-sponsored events
- Passport, passport renewal or passport application fees

## 10. Schedule of Payments

Students will be billed the program fee, summer tuition, courses fees, and the MU International Center Study Abroad fee in May.

## 11. Withdrawal from Program

**Student must contact the Student Services Coordinator directly by e-mail at [TrulaskeAbroad.missouri.edu](mailto: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 withdrawal fee	After Date of Application – <b>no exceptions</b>
\$1,000 withdrawal fee	February 1
\$3,000 withdrawal fee	March 1
\$5,500 withdrawal fee	March 31
Total Program Fee (\$8,945) withdrawal fee	April 12

*\*\*\*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*

## 12. 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 country of citizenship.
- A visa is required to complete an internship in London. The study abroad office will schedule a time and day in March or April for students to apply for their visa.
- Copy of all program participant passports due to Study Abroad Office by **March 5<sup>th</sup>** to remain on the program.  
**If you are concerned about timing – have it expedited.**
- Students are required to attend a meeting on **March 5<sup>th</sup> at from 5:00-7:00pm to apply for visas.**

### 13. Application Deadlines

- The priority deadline for the program is **December 8**.
- The final deadline for the program is **February 1** if there are still spots available.
- Your participation is dependent on applying for one of the internship opportunities that CAPA makes available.
- All applicants will need to interview for a spot on the program after they commit to the program in myStudyAbroad.

### 14. Students Requesting Accommodations

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.

### 15. Student Financial Aid

#### Student Financial Aid

This 3-credit hour course qualifies for financial aid. Before going to the financial aid office (11 Jesse Hall), visit the Trulaske Study Abroad office (213 Cornell Hall) for the financial aid worksheet. It is highly recommended all students meet with their Financial Aid advisor to discuss paying for study abroad.

#### Scholarships

Student can apply for scholarships through ScholarshipUniverse (Missouri.scholarshipuniverse.com). The scholarship application is due **February 15, 2024**, and decisions will be made in late February.

### Program Cancellation Policy for Student Financial Liability

#### **Program Cancellation Policy for Student Financial Liability**

I understand that in some special 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 health, safety, or similar circumstances
- 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.

The itinerary of this program may be modified by the Trulaske College of Business and/or the University of Missouri due to health, safety, or similar concerns. The withdrawal fees listed above will apply to students if this occurs. Transportation change fees and expenses will be the responsibility of the student.

**Past Internship Projects**

Company	Projects
E2E	Performing market analysis and research on the latest trends. Researching and evaluating competitor marketing and digital content.
Bondie Sands	Assisting and supporting sales team on all commercial projects, Marketing and brand awareness in the United Kingdom
Marriott	Working closely with the Finance Manager on invoices Reviewing financial reports and assisting with account reconciliation
Champagne & Fromage	Monitoring and evaluation of profit, staff turnover, performance. Reporting on findings from performance measurements.
St Pancras Renaissance Hotel London	Assist with income audits and events billing. Finalize all outstanding invoices and inputting information into Accounts Payable system.
London Rangers FC	Projecting current costs and forecasting with the finance department for the organization. Marketing on LinkedIn

\* Internship placements are based on student interest, company needs, and interview performance.

To obtain more information visit:

**Trulaske Study Abroad Web Page:**

[TrulaskeAbroad.missouri.edu](https://TrulaskeAbroad.missouri.edu)

**Questions:**

[TrulaskeAbroad@umsystem.edu](mailto:TrulaskeAbroad@umsystem.edu)