

# Berklee college of music

## Summer Internship Program in London

Application and Instructions - Summer 2010

*Application Deadline: December 1, 2009*

For Information About the Internship Program in London and Application Process Contact:

*The Office of Experiential Learning at Berklee College of Music*

Office Location: 899 Boylston Street, 3<sup>rd</sup> Floor

617-747-2180 \* [experientiallearning@berklee.edu](mailto:experientiallearning@berklee.edu) \* [www.berklee.edu/oel](http://www.berklee.edu/oel)  
[my.berklee.net](http://my.berklee.net) (Office of Experiential Learning page)

### **Spend your summer living, learning and gaining professional experience as an intern in London!**

London is the capital of Great Britain, one of Europe's largest cities, a major financial and commercial hub, as well as one of the world's leading cultural and artistic centers. The Berklee College of Music Summer Internship Program in London is a ten-week hybrid academic internship program that provides students an opportunity to gain professional experience in their chosen field, as well as classroom time dedicated to developing a better understanding of British life and culture in which they are immersed over the summer.

Interns will be required to work at the internship site 20 hours a week for approximately 10 weeks and attend a British Life and Culture class two days per week. Participants will earn 6-credits for successful completion of the program. This program includes housing, which is secured by the college through Berklee's partner organization, Anglo American Educational Services. To apply for the London Internship Program, see the Office of Experiential Learning. Enrollment in the London Internship Program is limited. Internship site placement is limited to situations approved by the Office of Experiential Learning. Note: Equivalent credit for prior experience is not available due to the requirement of concurrent contract between the employer/supervisor and the college.

#### **Eligibility:**

1. 5<sup>th</sup> semester standing or completion of 50 Berklee credits.
2. Good academic standing (3.0 GPA in major, 2.5 overall GPA)
3. Good judicial and financial standing at Berklee, with no unresolved issues at the start date of your semester in London.

## *Application Information*

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### **Application Procedures:**

We will accept and review applications on a rolling basis until the December 1, 2009 deadline.

Complete the Following Forms in Your Application Packet and turn all of them in with your complete application. Incomplete applications will not be considered for review.

- 1) General Information sheet
- 2) Consent Form - If you are not responsible for your own financial bills, you must obtain your parent or guardian's signature, as well as your own.

Submit the Following Additional Materials with Your Application:

- 1) Current CV (aka Resume) - Ask your Internship Coordinator for a packet on CV writing.
- 2) Current Transcript - Obtain an official copy of your transcript from the Registrar's Office. Official copies have a raised seal and are signed.
- 3) Two Letters of Recommendation - At least one recommendation letter or reference must be from a Berklee faculty member that teaches courses in your Major, the second recommendation letter may be academic or professional. The Letters of Recommendation must come to us in an envelope sealed and signed over the seal by the author of the letter.
- 4) Personal Essay - Your application must include an essay (3 pages maximum, double spaced) including the following information:
  - As specifically as you can, identify the type of internship you want to do in London. Please give three examples of specific organizations you'd like to intern for (company/organization names) or three kinds of internships you would like (for example, if you are a music business major and want to be an entertainment lawyer, you may want to list that you are interested in possibly interning with an entertainment lawyer, in the legal department of a major record label, or at a music publishing company working with contracts).
  - Why do you want to intern in London?
  - Have you ever lived or traveled abroad?
  - What do you hope to learn from your internship and how you feel your internship will impact your academic and career development?
  - List any relevant experience that we should know about above and beyond what is listed on your CV (resume) that will help us secure an internship for you in London. Include computer skills, school projects, etc.

**REMEMBER: Incomplete Applications will not be considered for review! Complete applications should be submitted to Jenna Logue in the Office of Experiential Learning. Once the OEL receives your complete application, eligible candidates will be contacted for an in-person interview.**

## Financial Information

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### *Summer 2010 Tuition, Housing Costs, and Fees (Tuition and Fees are subject to change):*

London Internship Program Deposit (see note 1)	\$500
London Internship Program Tuition	TBA
Total Housing Fee (see note 2)	\$4,200
Comprehensive Fee (see note 3)	\$500
Health Insurance (see note 4)	TBA
Accident Insurance	TBA
Tuition Insurance	TBA

- (1) Deposit is deducted from remaining costs and fees for the semester of accepted enrollment. If a student withdraws from the program after being accepted and enrolled in the program, the deposit is forfeited.
- (2) Housing fee does not include meals. The fee does include furniture, housewares, and utilities (except phone, internet, and cable). See sliding scale for housing charges below, should student withdraw from the program.
- (3) Cost of additional curricular and non-curricular student services.
- (4) Required of students not submitting a health insurance waiver to the college.

### **Program Costs:**

As a participant in the Berklee College of Music Summer Internship Program in London, you are enrolled as a half-time student (6-credits). You will be charged one overall program fee for the entire program that covers housing, tuition and other fees (see above for cost breakdown). Once accepted, you will be required to put down a \$500 deposit to hold your space in the program.

Please note that Berklee commits to paying for a certain number of housing spots based on the number of students that commit to participating in the London Internship Program during a specific semester. **Unlike other courses that can be added and dropped from your schedule until the end of the add/drop period, once you have signed and submitted the form that is mailed to ACCEPTED students and handed in to the Office of Experiential Learning, you have committed to participating in the program.** If you change your mind and drop out of the program, you will be charged a fee for your housing space. The information regarding the fee structure is outlined below.

**Note:** Completing an application for the Summer Internship Program in London is not a guarantee of acceptance, nor does it bind you to participate in the program. It is only after completing the form mailed with your acceptance letter that you have committed to participating in the program.

**Charges for students dropping out of program (after submitting signed form included in acceptance packet committing to participating during a specific semester):**

- Up to 90 days before the first day of Check In – forfeit \$500 deposit
- Between 90 days and 60 days before first day of Check In – forfeit \$500 deposit plus additional \$500 charge
- Between 60 days and 30 days before first day of Check In – forfeit \$500 deposit plus additional \$1000 charge
- Between 30 days and the first day of Check In – forfeit \$500 deposit plus additional \$2000 charge
- As of the first day of Check In – forfeit \$500 deposit plus additional charge of entire amount of housing cost for the semester

**Medical Insurance:**

As with any other semester, you must complete a Health Insurance Waiver, which must be submitted to the Registrar's Office documenting that you have medical insurance coverage from an outside provider. If this waiver is not provided to Berklee College of Music by the school's deadline, you will be charged an additional fee for Berklee's health insurance package. Not all health insurance plans cover students internationally, so please check with your provider to confirm coverage.

Berklee partners with International SOS to provide an additional service for students participating in the London Internship Program (this is NOT in place of medical insurance). This service is available to students in the program for no additional cost. Please visit [www.internationalsos.com](http://www.internationalsos.com) to learn more about the kinds of services this company provides. Details about the benefits provided to Berklee students through SOS will be provided at orientation.

**Additional Costs:**

The costs of transportation to and from London, transportation in London, meals, laundry, books, phone/internet, and personal items are the responsibility of the student and not included in the program cost.

Currency in Britain is the Pound Sterling. For budget purposes, please budget for the following expenses (costs are approximate and in US Dollars, not Pounds and are estimated based on the current exchange rate).

- \$200/month for transportation pass needed for travel to and from internship site. This includes Underground and bus within Zones 1 & 2.
- \$150/week for food and related expenses (all apartments have kitchens).
- \$20/week for laundry.
- Personal expenses.
- Airfare.
- Approximately \$200 for Entry Clearance (visa).

## *Program Selection*

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### **Selection Criteria:**

Space in the program is limited. If there are more qualified applicants than there are spaces, priority will be given based on seniority and the order in which applications are received. Selection will be by committee within the Office of Experiential Learning and based on the following criteria:

1. How a London internship fits your academic and career goals, based on your essay and personal interview.
2. Recommendation letters.
3. GPA.

### **Personal Interviews:**

All eligible candidates will be interviewed by Office of Experiential Learning staff. If you are eligible for an interview, you will be contacted to schedule an interview.

### **Notification:**

Applications will be accepted on a rolling basis until the December 1, 2009 deadline for the Summer 2010 semester. Applications are reviewed immediately and once an acceptance decision is made, a letter will be sent to the local mailing address provided for us on your application.

## *Logistics*

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### **Anglo American Educational Services:**

Berklee's Summer Internship Program in London is run in collaboration with London-based Anglo American Educational Services. Both Berklee and Anglo serve to support student participants in preparing for and during the duration of the summer program. All students participating in the program will have access to an emergency number for support while in London.

### **Registration Procedure:**

Students accepted into the program will be asked to fill out a form confirming their attendance in the program. Once the form is received by the Office of Experiential Learning, you will be authorized to register for IN-498 (6-credits) during summer registration. This registration will trigger automatic billing for the entire program cost that includes tuition, housing, and other fees.

**Internships and British Life and Culture:**

Internships are available in all areas of the music industry in London. The Office of Experiential Learning staff works with Anglo American Educational Services (based in London) to secure an internship for you in London. While participating in this program, you must intern 20 hours a week for approximately 10 weeks (see academic calendar included in this packet) and attend a British Life and Culture class at the Anglo American Study Centre two days per week. Visits to museums, music industry sites, etc will be part of the classroom component. You will be notified of your internship placement shortly before you arrive in London.

The internship has both a work and academic component. Upon acceptance into the program, more details about the academic requirements of the internship will be provided.

**Orientation:**

All students accepted into the program must attend an orientation session in Boston before departure for London and upon arrival in London. Failure to attend both orientation sessions may result in removal from the program.

**Housing:**

Students attending the Berklee College of Music Internship Program in London are required to live in housing secured by Berklee. Each student will be sharing a fully-furnished flat (apartment) which includes a kitchen. In some instances, these flats may be mixed gender (not in the same bedroom) or with students from other colleges/universities participating in similar programs. Linens, kitchen supplies, utilities (not phone and internet), as well as other accessories are included in the housing package. A weekly cleaning service is even included. A breakdown of everything included in the furnished flat will be given to you at orientation. Berklee will also provide you with your housing assignment before you leave for London, which will include a list of your flatmates (roommates) and the mailing address for your flat. You will be allowed to submit roommate requests up to a certain date, which is to be determined. Visit [www.angloamerican.uk.com/apartments.htm](http://www.angloamerican.uk.com/apartments.htm) to learn more about housing locations and setup.

**Entry Clearance (Visa information):**

The Entry Clearance student Visa, is required of all U.S. citizens participating in the Summer Internship Program in London. Entry Clearance applications are processed by the British Consulates-General in Chicago, Los Angeles, and New York. You may apply online and mail your application and supporting documents to one of the three visa-issuing Consular posts in the U.S. Without Entry Clearance, you will be stopped at immigration in the U.K. and not allowed into the country. You should apply for Entry Clearance approximately 4 weeks before arriving in London, but not more than 90 days prior to arrival. See the following websites for more information:

[www.britishcouncil.org/usa-education-visas-entry-clearance.htm](http://www.britishcouncil.org/usa-education-visas-entry-clearance.htm)

[www.visa4uk.fco.gov.uk/ApplyNow.aspx](http://www.visa4uk.fco.gov.uk/ApplyNow.aspx)

<http://ukinusa.fco.gov.uk>

## *Calendar*

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### **Summer 2010**

April 29	Orientation at Berklee
May 19	Berklee Check-In begins, you must check yourself in online
May 31	Students arrive in London and move in to housing
June 1	Orientation in London
June 2	Students begin internships
August 6	Internships end
August 9	Housing Ends

## *Suggested Reading*

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“Culture Shock! London” by Orin Hargraves – when this application went to print the cost of this book was \$15.95 on BarnesandNoble.com/\$10.85 on Amazon.com (this is a series of books, available for many destinations).

Publisher’s Description of the Culture Shock! Series:

“Whether you're conducting business, traveling for pleasure, or even relocating abroad, one mistake with customs or etiquette can leave a bad taste in everyone's mouth. International travelers, now more than ever, are not just individuals from the United States, but ambassadors and impression makers for the country as a whole. Newly updated, redesigned, and resized for maximum shelf appeal for travelers of all ages, Culture Shock! country and city guides make up the most complete reference series for customs and etiquette you can find. These are not just travel guides; they are guides for a way of life.”

***Still have questions? Call or visit the Office  
of Experiential Learning to speak with an  
Internship Coordinator!***



# **Berklee College of Music Internship Program in London**

## ***Consent Form***

1. I understand that all participants in the Berklee College of Music Summer Internship Program in London will be responsible for their own travel arrangements to and from London, and all transportation needs while in London, and for the charges involved.
2. I understand that Berklee College of Music, in collaboration with Anglo American Educational Services, will provide housing for participants in the program, and that participants will be responsible for the cost. The cost of housing will be specified on the Information Sheet for the semester for which the participant is applying.
3. I understand that participants must live in the College housing provided and abide by housing regulations.
4. I understand that participants are responsible for the costs of meals, laundry, supplies, telephone, internet and incidentals.
5. I understand that it is the participant's responsibility to apply for and obtain Entry Clearance (temporary Visa) in order to spend the summer semester in London. Without this authorization, the student will not be able to participate in the London program.
6. I understand that the College reserves the right to cancel or alter any or all aspects of this program and/or alter its schedule of charges should unforeseen circumstances warrant such action.
7. I understand that upon acceptance to the program and after indicating the type of internship the student would like to participate in, Berklee College of Music and Anglo American Educational Services will place the student with an internship site for the duration of the summer semester.
8. I understand that before this application will be considered, all participants must be in good academic, judicial and financial standing with Berklee College of Music.

I have read all the materials provided about the program as well as the information above and agree to participate in the program under these terms.

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Student's Name (print)

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Student's Signature

Date

I have read all the materials provided about the program as well as the information above and give my son/daughter permission to participate, and agree to these terms.

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Parent/Guardian's Signature

Date

(required if student is not responsible for financial bills)

<p style="margin: 0;">Berklee College of Music    Office of Experiential Learning</p> <p style="margin: 0;">899 Boylston Street, 3<sup>rd</sup> Floor    617-747-2180    experientiallearning@berklee.edu</p> <p style="margin: 0;">www.berklee.edu/oel</p>
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## *Application Check List*



**Before you turn in your application, make sure you have everything included. Incomplete applications will not be considered!**  
**Complete applications should be submitted to Jenna Logue in the Office of Experiential Learning.**

\_\_\_ **General Information Sheet**

\_\_\_ **Consent Form** – If you are not responsible for your own financial bills, you must obtain your parent or guardian’s signature, in addition to your own.

\_\_\_ **Current CV** – A CV is slightly different than an American resume. Ask your OEL Internship Coordinator for a copy of our packet on how to write a CV.

\_\_\_ **Current Transcript** – Obtain an official copy of your transcript from the Registrar’s Office.

\_\_\_ **Two Letters of Recommendation** – At least one recommendation letter must be from a Berklee faculty member that teaches courses in your major, the second recommendation letter may be academic or professional. The Letters of Recommendation must come to us in an envelope sealed and signed over the seal by the author of the letter.

\_\_\_ **Personal Essay** – Your application must include an essay. Instructions are in the application packet. Please number the pages and put your name at the top of each page. Proofread your essay for grammar and spelling.

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