

SU London Internships

Frequently Asked Questions

What kind of companies can I expect to intern with?

SU London works with a wide variety of companies and organisations, across business, public and non-profit sectors. The list below provides some examples of the kind of organisations:

- Advertising Agency
- Architecture & Construction Firm
- Art Gallery
- Dance Company
- Event Management
- Fashion Design
- Finance
- Healthcare
- Hospitality
- Marketing Research
- Museum
- Music Industry
- Public Relations Agency
- Social Media
- Sports Marketing/Management
- Theatre Management

What kind of work will I be doing?

Each placement is unique, but here are a few examples of recent placements:

- Digital marketing coordinator for online advertising firm
- Legal research for an international human rights organisation
- Public relations for a sports-related non-profit
- Graphic design for a beverage company
- Marketing assistant for a West End theatre
- On-camera interviews for a fitness TV channel
- Editorial assistant for a publishing company
- Blogger for a fashion website
- Production assistant for a documentary film company
- Event organiser for a national healthcare-related charity

Do I have a choice of where I can intern?

You play a key role in helping determine where your internship placement will be, through a well-developed application. The application form helps us to match your learning objectives, capabilities and experience with the requirements of the organisations. In your Placement Consultation Video Conference, we will discuss these things further and determine your priorities.

Will I be paid?

All SU London internships are unpaid, for academic credit only. Some placements do offer to cover transportation expenses or lunches, but this should not be expected.

What is the dress code?

The dress code varies by field and company, but in general, most placements have a “business casual” dress code. You will receive specific information when you are notified of your Provisional Placement, so that you can plan what to bring with you.

How long should I expect my commute to my placement to be?

Commuting times vary, but commutes within London you may require anywhere from 45 to 90 minutes. You will receive location information with your Provisional Placement. The Transport for London website (www.tfl.gov.uk) is helpful for working out routes.

What hours can I expect to work?

Most internships require two full days per week. The start and stop times vary by placement, but generally fall into a 9:00 to 5:00 range, with a half-hour lunch. You will agree your work schedule with your placement supervisor in your On-Site Interview.

Can I take days off?

No. Once your internship days are agreed to, you must stick to the schedule. The only days off are during mid-semester break and final exam week. Placement supervisors are required to report your attendance each week to the SUL Internship Director, and attendance is monitored by the UK Visa & Immigration agency.

What if I get sick?

If you are ill and cannot go to your internship, you must notify both your placement supervisor and the SUL Internship Director in advance on each day of absence. You may be required to submit a doctor's note, in accordance with the SUL attendance policy.

What if I have my own contacts? Can I find my own internship?

If you have contacts in London, you can secure your own Independent Internship placement. However, you must still follow all the other steps, including submitting the Internship Application, participating in

a Placement Consultation Video Conference, securing a Tier 4 visa, and enrolling in BU400 The Global Workplace class. You will be required to submit the Independent Internship Form by the required deadline (at the same time as the Commitment Form deadline), and SU London will conduct a site visit before the placement is approved.

How should I prepare for my placement interview?

After you arrive in London, during Orientation Week, you will attend an Internship Orientation to help prepare you for your on-site interview.

Do I need a resume or CV?

Your Internship Application will serve as your resume for the purposes of your interview.

What if my placement interview fails?

In the very rare event that the On-site Interview is unsuccessful, we will work with you to attempt to find another placement or discuss alternatives.

What if I am unhappy once I start my placement?

It is important to remember that an internship is a learning opportunity, not a “dream job.” If problems arise, we will provide support to help you solve them and learn from the experience. Your internship will be monitored by the Internship Director, and The Global Workplace class is designed to help you make the most of your placement.