

# THE MOUNTBATTEN INSTITUTE



MOUNTBATTEN INTERNSHIP PROGRAMME  
A DIVISION OF G.A.P. ACTIVITIES PROJECT, INC

## **INFORMATION AND APPLICATION PACK NEW YORK PROGRAMME FOR ASIAN CANDIDATES - APPLY THROUGH MIP BANGKOK OFFICE ONLY**

(revised 13<sup>th</sup> October, 2008)

Please save and/or print this pack. Read it carefully, making sure you understand all of its contents, before proceeding to apply.

<b><u>Contents:</u></b>	<b><u>Page</u></b>
• How to Apply	2
• Things to Consider Before Applying	3-5
• Notes for Applicants	6
• Checklist of Items to be Sent to the Bangkok Office	8
• Deadlines	8
• Procedures	9
• Fees and Costs	10-11
• Academic Programme	12-16
• Accommodation in the USA	17-20
• Frequently Asked Questions – for Applicants	21-23
• Specimen CV	24
• Layout format for Personal Statement	25
• Reference/Recommendation form	26-27

## HOW TO APPLY

Once you have read and understood this **Information Pack** you will be ready to apply.

Make sure you:

- Have read and **fulfill the criteria** on our website page “How to Apply”.
- Have read and understood this **Information and Application Pack**.
- Have your completed **CV** available in electronic format (MS Word ‘.doc’ only) for uploading to our website.
- Have your completed **Personal Statement** available in electronic format (MS Word ‘.doc’ only) for uploading to our website.

Please fill out the online application form and upload your CV and Personal Statement. Only when you have completed those steps will you be able to print the application form. Please sign the printed form in BLUE INK and send it to us by post along with the items listed on page 8.

## THINGS TO CONSIDER BEFORE APPLYING

### PROGRAMME CATEGORIES

In July 2007, the US Government revised its regulations governing exchange visitor programmes.

New Trainee and Intern categories have been established. These have been blended with Mountbatten's own eligibility requirements. Mountbatten will continue to offer its traditional yearlong internship programme, for which there will now be 2 eligibility categories: TRAINEE and INTERN. It is expected that all intakes will accept eligible TRAINEES, but only certain intakes will accept eligible INTERNS.

#### TRAINEE

- (1) Candidates should have a degree or professional certificate from a post-secondary academic institution outside the United States
- (2) Candidates should have **at least one year of work experience** in their occupational field acquired outside the United States. This work experience can be accumulated in several positions, if necessary and the type of work should bear some relation to the type of industry candidates wish to enter into in the US. (For a list of the types of industries we place candidates in, see below).

#### INTERN

- (1) Candidates should have graduated from university (undergraduate or postgraduate courses permitted) within 12 months of their programme start date. There is no leeway, not even 1 day over 12 months.
- (2) Candidates' degree subject should bear relevance to the type of industry they wish to enter into in the US.
- (3) Candidates should have **at least 3 months cumulative work experience** in an office environment.

Internship opportunities are available in the following fields of industry: Architecture, Events, Executive Search, Finance, Government, HR, IT, Law, Marketing, Non-Profit, Post-Production and Real Estate.

### AGE RANGE

You must be **at least 21 years of age and no more than 28 years of age** at the time you propose to begin your internship, otherwise your application will not be considered (and we reserve the right not to refund application fees).

### EDUCATION

You must **have completed** at least **Bachelor's degree** in any discipline. Your academic qualification should have relevance to the type of internship you're seeking.

### TYPE OF JOB

You **must** be prepared to undertake entry-level office administrative work and you **must** accept that the Programme is about **personal and not career development**, otherwise you are likely to be disappointed and the Programme will not be as rewarding as it should be.

## SKILLS REQUIRED

Most companies require a **minimum** typing/word-processing speed of **40 - 45 wpm**. Some require more. A few will accept less but this greatly reduces your chances of being placed. Also required is good working knowledge of the Microsoft Office Package, particularly Excel. Other computer skills and languages (e.g. website design, java and html) and knowledge of e-mail and the Internet are always useful. We also require you to have had at least 12 months of cumulative office work experience for Trainee category or at least 3 months of cumulative office work experience which relevant to your qualification for Intern category.

## COMMITMENT

You must be prepared to make a year-long commitment to every aspect of the Programme and the Certificate. Specifically you will be required to attend orientation week followed by 52 or 53 weeks (depending on the cycle of your intake) with a sponsor company. Interns will not be permitted to leave the Programme early to start new jobs, or new programmes or courses such as law conversion, or postgraduate courses. Equally, interns who agree to join the Mountbatten Programme a week or so early to accommodate particular sponsor requirements will not be permitted to leave the Programme before its proper completion date.

## NATIONALITY AND LANGUAGE REQUIREMENTS

Please note the following important points:

1. If your first language is **NOT** English, your spoken and written English **must** be of a high enough standard to compete with native English speaking candidates and, if you are selected, to work in an English language environment..
2. If you are a US national, are citizen of NAFTA countries or are in possession of a Green Card; you are **NOT** eligible to participate in the New York Programme.

## HOMESICKNESS

Because of the distance and limited vacation time, interns normally do not return home for **one full year**. Before you apply, seriously consider whether you are prepared to be away for such an extended period.

## HEALTH CONSIDERATIONS

You should be in good health both physically and mentally. The internship year can be a stressful one, with multiple changes in your environment, and for some, a roller-coaster ride of highs and lows. Applicants with any form of medical condition are advised to discuss the matter with us before applying. The Programme's medical insurance specifically excludes any *pre-existing conditions* and all *mental and nervous disorders*. Treatment for such conditions can be extremely expensive, and, in our experience, generally uninsurable. The Programme is not able to offer any financial assistance in such cases and may ask you to demonstrate proof of ability to pay.

Mountbatten generally reserves the right to terminate the internship of, and repatriate, any intern who is unable to comply with the rigors, demands and all of the requirements of the internship program: this would apply particularly to any intern who did not properly disclose a potentially disbaring medical condition prior to joining the Programme, if that condition subsequently became an issue during the internship. Interns who develop new medical conditions while in New York will, of course, receive the full sympathy and support of the Programme within the limits of its resources.

## **PREVIOUS J-1 VISA RESTRICTIONS**

Some J-1 Visa programmes (such as those that receive US Government agency funding) are subject to a 2 year Home Residency Requirement. This means that if you have already participated on such a programme you may not participate in the Mountbatten Programme until you have spent 2 years in your home country.

Other J-1 Visa programmes (including the Mountbatten Programme) may not be subjected to the 2 year Home Residency Requirement. If you happen to have participated on one of these programmes you could still be eligible to apply for Mountbatten.

The US Government, at its option, may impose a 2 year Home Residency Requirement on Asian candidates recruited in certain Asian countries. If you are so earmarked, this Requirement will appear on your DS-2019, and it will mean that you will have to leave the US upon completion of your Mountbatten Internship Programme and not return to the US to work or study for a period of 2 years. Mountbatten has no control over this issue and cannot intervene on your behalf should you find yourself subject to this requirement.

Mountbatten cannot advise you on whether other programmes are subject to this restriction or not. **If you have previously been to the USA on a J-1 Visa programme, you should contact that programme yourself to ascertain your status before applying to Mountbatten.** You can get an idea of your status by looking at your DS-2019 (formerly IAP-66). However you should not rely on that document because a clerical error in this regard would have no bearing on your actual eligibility.

## **MARITAL STATUS**

The Programme is not suitable for married couples or partners who wish to live together.

If you are in any doubt or have any questions, please contact us **before** applying.

You can contact us by phone on +66 2661 7081-84, by fax on +66 2661 7085 or contact us by email to this following address: [info-ap@mountbatten.org](mailto:info-ap@mountbatten.org). Or, of course, you can write to us at, 1 Glas Haus Building, Room# 1404., Sukhumvit 25, Klongtoey-Nue, Wattana, Bangkok 10110 Thailand

## NOTES TO APPLICANTS

### APPLICATION FORM

Complete the application form carefully and accurately, paying attention to spelling and grammar. Application forms with mistakes may disqualify you. **Please note that the information you supply will be used throughout the application process and subsequently your internship if you are successful.** This applies to both **content** and **format**.

### PERSONAL STATEMENT

This statement tells us and a prospective sponsor about you, your reasons for undertaking a year in New York and what you hope to gain from the Certificate in International Business Practice. Be straightforward, candid and honest - and pay attention to spelling and grammar. We strongly advise you to have it proofread. The format for the Personal Statement is given near the end of this pack.

**This must be typed on a computer and saved in MS Word (\*.doc) format.**

### CURRICULUM VITAE (“CV ”)

The CV (called a resume in the USA) is a very important part of the application procedure and is sent to Sponsor Companies. It should reflect you at your best and must contain accurate information about your work experience and skills. If you are still at college do not indicate typing or shorthand skills that are below the predicted speeds at the end of your course. Remember, your chances of placement will be improved if you have proficient MS Office and typing skills. A specimen CV is given near the end of this pack.

**This must be typed on a computer and saved in MS Word (\*.doc) format.**

### PHOTOGRAPHS

The businesses and organisations that sponsor interns under our programme want young people who are smartly dressed and personable. A poor photograph can be an instant turn-off. Most companies accept interns on our recommendation, and it causes problems when your appearance on a photograph does not match our assessment of you. It is well worth a bit of extra effort to ensure that the photographs you send are well produced and do you justice.

We will need 1 colour photograph of passport size (and style) of yourself **in professional work attire** (with your name printed on the back). Please do not send larger photos. We recommend that you wear a light shirt under a dark suit jacket. Women should wear subtle jewellery or no jewellery and long hair should be tied back. Men should be clean-shaven or if you wear a permanent beard it should be neatly trimmed. Any facial piercing should be removed. Wear a friendly smile!

### REFERENCES

**We require three references - two Professional references which ideally should be from your most recent two employers** but exceptions are allowed. We also accept references from part-time and voluntary employers as well as full-time. **One Academic reference** should be from your university lecturer, tutor, course leader or Advisor, of your current or most recent academic institution. We do not accept references from high school. **Choose someone who knows you and your work well.** The more work-based feedback we receive the better your application. References prefaced by “I have limited knowledge of the candidate” are of little use. References prepared by family members or family friends will not be accepted.

All references must be completed on our reference forms and returned directly to the Mountbatten office in Bangkok by your referee (to the address on the form). It is fine if they arrive before your application. The Reference (Recommendation) form is located at the end of this pack.

Please print it out, sign it, and then send it (by fax, post or as a scanned email attachment) to your referee. Please ask your referee to fill out the form completely - both the table and the additional comments section. Have your referee post the form to us directly. Please ensure that they do not send it back to you, as this will invalidate the reference. If your referee faxed the references to us in order to meet the deadline, please make sure that the original reference must still be sent by mail. Faxed references alone without the original copies are not valid.

Please note that it is **your responsibility** to ensure that we receive **all your references by the application deadline** for your proposed intake. We suggest providing your referees with stamped envelopes, addressed to the Mountbatten Bangkok office to ensure they are posted and received in good time. Correct postage is VITAL when mailing references and application forms. Failure to do so will affect delivery time and jeopardize your application.

## CHECKLIST OF DOCUMENTS/ITEMS TO BE SENT TO THE BANGKOK OFFICE

- A) The original copy of your **Application Form** with the '**Interns Pledge**' on the final page **signed in blue ink**. Please do not sign in black ink. You can only print the form once it is complete.
- B) 1 printed copy of your **CV** in the exact format in which it was uploaded.
- C) 1 printed copy of your **Personal Statement** in the exact format in which it was uploaded.
- D) 1 recent colour, passport size (and style) **photograph** of yourself in professional work attire (with a smile), with your name printed on the back. Please attach to your application form using a paper clip, not staple.
- E) A cashier's cheque / bank draft for the **Registration Fee** (see Fees and Costs)
- F) **3 references** (which should be sent directly by your referees to the Bangkok office)

**Please note that Mountbatten's Bangkok office CANNOT start processing your application until it receives items A to F above. You are responsible for making sure your references arrive at our Bangkok office by the relevant application deadline.**

### APPLICATION DEADLINES

**SEPTEMBER INTAKE - Applications are accepted from the preceding September 16<sup>th</sup> through to April 15<sup>th</sup> of the year of the programme start date.**

**MARCH INTAKE - Applications are accepted from March 16<sup>th</sup> through to October 15<sup>th</sup> in the year preceding the programme start date.**

Your completed applications and all your references should be received by our Bangkok office by 5 pm on the deadline in question. If the deadline falls on a weekend or public holiday, we will accept completed applications by 5 pm on the first business day after the deadline.

Please note that it is **your responsibility** to ensure that we receive all your references by the deadline.

## PROCEDURES

- **Interviews** are normally held in May or June for internships beginning in September, and in November those beginning their internships in March. Please note that these time-scales are approximate.
- **Application deadlines:** **April 15<sup>th</sup>** for the September intake and **October 15<sup>th</sup>** (year prior) for March.

**Three references** must be submitted along with the application form, together with a **typewritten CV** and a **one-page Personal Statement** giving the applicant's reasons for wishing to join the Programme and live in the US for a year. The essay should indicate specifically what the intern (a) would contribute to a business in New York, (b) would like to gain from such an experience and (c) how that experience might fit into long-term career goals. One paragraph should focus on why your industry of preference and the training you wish to receive is specifically related to your past employment and/or your education. Explain the logic behind your industry preference and how your internship in New York will serve as a **continuation** of what you have learned already either in education or employment.

- **Successful candidates** are notified two weeks from the deadline for a particular intake whether their application has been successful or not. A weblink with a sign up facility is emailed to you to view the available dates and times for interview and 'sign up' accordingly. You should allow a whole day for the interview. We interview up to 5 candidates per day. The interview procedure will start with a group briefing (60 minutes) at 8.30 am approximately. The group will then break up for the individual interviews, which are scheduled according to the order in which the candidates have signed up on the weblink. The last interview for the day will finish at approximately 4.00 pm. You will be notified of your acceptance onto the programme normally within one week after your interview. You will have one week to confirm acceptance and two weeks to pay the Initial Deposit.
- **Placement:** As soon as we receive your cheque/draft for the Initial Deposit (please refer to page 10 for the refund policy), and your updated CV, we write a profile for you, create a profile pack (CV, PS and Profile), and enter you on a matrix ready for the placement cycle. The matrix lists candidates available and placements on offer. **Please note that no placement action is taken by the Programme until the Initial Deposit has been received.** Candidate profiles are offered to a number of sponsor companies who indicate their preferred choice after a series of telephone interviews. This process (which can take some time) continues until all internships are filled. The bulk of the placements are made 4 – 5 weeks before the flight date with the last placements made 2 – 3 weeks before flight date. In the event that a candidate is not placed, the Initial Deposit will be refunded unless the offer of a placement is (in the opinion of the programme) unreasonably turned down. The likelihood of placement and the time frame are fully discussed with the candidate at the time of interview.

You should also know that the placement process is complex and subject to decisions made by our Sponsor Companies, which are outside our control. The process can be frustrating for some applicants. Please be assured that it is in our interest to place you as quickly and smoothly as possible and that we will do our best.

- **Transportation to the USA** is the responsibility of the intern. We, however, recommend flights so that interns can travel together and to ensure that we can provide you with transportation from airport to the hotel (from Newark airport not JFK). This information will be sent to you in the placement pack after you have been successfully placed with a sponsor company. If you choose to fly to JFK airport, we may not be able to greet you and ask instead that you make your own way to the hotel. Information on arranging transport from JFK will be provided.

## FEES & COSTS

### FEES PAYABLE TO THE PROGRAMME

- **Application Fee: THB4000 or \$125** (non-refundable)
- **Initial Deposit (ID): £475** (payable on Acceptance to the Programme)
- **Balance of Participation Fee (PF): £1425** (payable when a placement is confirmed, added to Initial Deposit)

#### *Notes on Fees Payable*

Payment of application fee should be by cashier's cheque or bank draft in **Thai Baht** made payable to **Mountbatten International Programmes (Thailand) Co., Ltd.** If you preferred to pay the application fee in **US Dollar** please make it payable to **Mountbatten Institute.**

Payment of ID and PF should be by **bank draft** made **payable** to **Mountbatten Internship Programme** in **Pounds Sterling.** We do not accept cash, credit card or wire transfers.

Baht, US Dollar or Sterling bank draft can be obtained at a local bank in your home country.

The **Initial Deposit** is part of the **Participation Fee.** It is refunded if the applicant is not placed. It is not refundable if the applicant subsequently withdraws from the Programme or unreasonably refuses to take up a Placement.

**Acceptance** means that the applicant, having been interviewed, is considered appropriate for the requirements of the Programme. Notification of Acceptance is always in writing and an Initial Deposit will be requested before any further action is taken. **Please Note: Acceptance does not guarantee placement,** since this must ultimately be at the discretion of the sponsoring company.

### ALLOWANCES PAID TO THE INTERN (in US Dollars)

- **Living allowance: \$468 gross, paid fortnightly in arrears over 12 months.** Approximately \$8 per paycheck is deducted for telephone and taxes etc.
- Interns who **properly** complete **all** aspects of the Certificate Programme, **on time**, receive a **bonus** of **\$500** at the completion of their internship. The bonus is reduced for missed deadlines, absences etc. No bonus is paid to interns who do not complete their Certificate work.
- Accommodation is provided free of charge, either in a hotel during orientation week, or in Mountbatten's designated apartments during the entire internship but excluding the 30 day travel period after completion of the internship.

### SECURITY DEPOSIT

- A **security deposit** of **US\$200** is retained by deducting \$50 from each of the first four allowance payments. This deposit (less a \$75 cleaning charge and any required payments for breakages, damage to apartment furniture etc.) is returned three to four months after the end of the internship. **The security deposit is NOT refunded to interns who leave the Programme before the end of their internship.**

## **OTHER EXPENSES**

- **Airfare** costs vary between \$1000 and \$1500 depending on carrier and the time of year.
- **Additional insurance cover** may be needed (for example in the case of a pre-existing condition - e.g. severe asthma, diabetes).
- **Visa** cost \$131 plus \$180 SEVIS fee plus a trip to the nearest US Embassy. Applicants will be responsible for their own expenses involved in obtaining their J-1 visa at a US Embassy or Consulate. This will involve
  - A \$131 visa application fee, payable at a designated post office or bank (please check with US embassy or consulate in your country of residence).
  - Incidental expenses for travelling to the nearest embassy or consulate for an interview.
  - A SEVIS (Student & Exchange Visitor Information System) fee of \$180, payable to the US Government (Department of Homeland Security) via the Internet using a credit card but those applicants without credit cards might wish to line up their arrangements beforehand in order not to delay your visa processing
  - Applicants of certain nationalities may also be subjected to a Reciprocity fee (Visa issuing fee) which is payable after applicant's Visa application has been approved but before Visa can be issued. Reciprocity fees vary by applicant's nationality and applicants are urged to check with local US embassy or consulate.
  - Some US Visa issuing post may also charge a courier fee for returning applicant's passport after Visa has been issued.

You will be sent full details in due course. These fees were correct as of April 2008, but are subject to change without notice.

- Interns are responsible for their own electricity and telephone bills in New York, plus in broad terms, food, travel and entertainment.
- For the administrative convenience of interns a landline, one telephone, and local telephone service is provided in each apartment under the Programme's name. This provides uninterrupted service as interns take over and hand over apartments. A charge of approximately \$4 is deducted from each fortnightly paycheck. In addition, all interns are required to purchase phone cards to cover their long distance needs.
- Approximately \$800 will be needed to cover expenses during the first few weeks. The Programme makes arrangements for interns to open a US bank account as soon as possible after their arrival in the USA.

## **CAREER DEVELOPMENT LOANS**

The Mountbatten Programme does not meet the criteria for Career Development Loans.

## ACADEMIC PROGRAMME

Mountbatten's unique integrative learning curriculum combines a year's full time work experience at one of our sponsor companies in New York with participation in an education and training programme. **Interns are required to choose between either:**

**The Certificate in International Business Practice**

Or

**The Diploma in International Business Practice (leading to the MBA)**

Participation in either the Certificate or Diploma is mandatory. All interns must complete all components of one of the academic options (Certificate or Diploma) in addition to their full time work placement with a New York sponsor company. If you feel that you are unable to commit wholeheartedly to either the Certificate or the Diploma, the Mountbatten Internship Programme would not be right for you.

### CERTIFICATE IN INTERNATIONAL BUSINESS PRACTICE

*The Certificate has four components:*

- 1. Self Assessment**
- 2. Company Assessment**
- 3. Seminar Programme**
- 4. Preparation for Cambridge Assignments**

Satisfactory performance on all four components is required to gain the **Certificate in International Business Practice**.

The four components are concurrent, and assessment is continuous throughout the year.

**Interns are required to commit to the following:**

- To work regular office hours according to their Sponsor Company;
- To attend weekly seminars (at least 90 minutes per week and two additional Saturday Sessions);
- To complete the assignments as required (approximately 4 hours per week);
- To read the *New York Times* daily.

#### 1. SELF ASSESSMENT

**Requirements:** Each intern must submit a Learning Contract, Job Description, extracts from a Personal Development Journal, and three Summary Reviews.

##### **Learning Contract:**

The Learning Contract provides a framework for the Certificate year. Each intern sets goals/objectives for the year ahead, focusing upon the Workplace, American Culture, and Personal Development. Successful applicants to the Programme should give some thought to this before coming to New York. What do you want to achieve in your time here?

##### **Job Description:**

The Job Description establishes an intern's objectives, responsibilities, and duties in the workplace.

### **Professional Development Journal:**

The Professional Development Journal is a record of an intern's journey through the internship year. The journal should include high points, low points, reflections, and observations. Interns begin their journals the moment the plane touches the ground in the US, and continue until the end of the internship year. The Professional Development Journal provides the basis for Summary Reviews.

### **Summary Reviews:**

Summary Reviews allow interns to trace and analyse their professional and personal development. Interns write Summary Reviews throughout the year - one at six months and one at twelve, in which they chart their progress towards their goals and learning objectives and record their thoughts and observations. The Final Summary Review at the end of the internship is a comprehensive review of the entire year.

## **2. COMPANY ASSESSMENT**

**Requirements:** The company supervisor completes performance appraisals, which the intern must also review.

### **Performance Appraisals:**

Performance Appraisals assess an intern's effectiveness and progress in his or her Sponsor Company. There are two appraisals - one after five months, and a final appraisal at the end of the internship year.

## **3. SEMINARS**

Seminars are held at least once a week throughout the entire internship year, with little free time between units.

Location: Mountbatten Office, 50 East 42nd Street, New York City. Time: 6:30pm - 8:00pm (time and location subject to change).

### **Unit 1: American Culture & Institutions (12 weeks)**

This unit provides an introduction to American history, politics, and current affairs. (Textbooks are provided)

**Requirements:** Attendance; active class participation; weekly reading assignments; *New York Times* assignments; final role-play.

**Assessment:** Attendance; Participation; Research Skills; Written Communication Skills; Oral Communication Skills. Assessment will be descriptive and skill-based.

### **Unit 2: American Business Practice (approximately 19 weeks for two sub-sections)**

#### **Unit 2A: Managing Information**

#### **Unit 2B: Managing the Market**

This unit provides an introduction to American business practice and key management skills such as business communication, marketing, ethics, and intercultural communication, and covers two Cambridge Business Management modules, Managing Information and Managing the Market. (Textbooks are provided on loan.)

**Requirements:** Attendance; active participation in; reading assignments; written and oral assignments; research and presentation of a group business plan; satisfactory preparation for two Cambridge assignments.

**Assessment:** Attendance; Participation; Group Work (e.g., Business Plan); Cambridge Assignment Preparation.

### **Unit 3: Career Development (6 weeks)**

This unit provides the tools for career management in the context of a rapidly changing global marketplace. (Textbooks are provided.)

**Requirements:** Attendance; resume; final exam.

**Assessment:** Attendance; Resume; Active Participation; Final exam.

### **Unit 4: American Arts (7 weeks)**

This unit provides an introduction to American arts and culture, and includes seminars as well as group tours.

Please note that tours take place at the weekend. There is a choice of attending 3 out of the 6 seminars.

- American Art (Seminar and Museum tour)
- American Architecture (Tour of New York City neighbourhood)
- American Literature (Seminar)
- American Theatre (Seminar and Play Reading)
- American Music (Jazz Seminar)
- American Film (Seminar)
- American Sports (Seminar)

**Requirements:** Attendance; active participation; reading of a novel, such as *The Bluest Eye* by Toni Morrison (not provided).

**Assessment:** Attendance; participation.

### **MISCELLANEOUS SEMINARS**

Public Speaking sessions (required attendance and participation); Certificate seminar (required attendance); Tax Filing seminar (not part of the Certificate, but strongly recommended).

### **4. PREPARATION FOR TWO CAMBRIDGE ASSIGNMENTS**

**Requirements:** The intern must submit two assignments on the modules Managing Information and Managing the Market, which are part of the Cambridge International Diploma in Management at Professional level.

#### **Cambridge Assignments:**

Interns are required to research and write one 3,000 word assignment for each of the two Cambridge Business Management modules, Managing Information and Managing the Market. These analytical reports should be an original piece of research that should investigate key business and management aspects of the Sponsor Company. Upon successful completion of each assignment, interns receive module certificates from Cambridge International Examinations.

**DIPLOMA IN INTERNATIONAL BUSINESS PRACTICE**  
**(PART I OF MBA DEGREE PROGRAMME)**

The Diploma forms Part I of a newly established MBA degree programme, which has been developed by the Mountbatten Institute (the parent body of the Mountbatten Internship Programme) in conjunction with American International College, School of Business Administration (AIC) in Springfield, Massachusetts, USA.

The Diploma is designed for interns who are working in complex international organisations and need the basic tools of business understanding to perform their jobs effectively. The programme further assists the intern by relating what he or she sees at the office to a larger global business perspective.

**The Diploma syllabus covers:**

- Team Building, Leadership, and Organisational Behavior
- Management Principles and Processes
- Business Communication and Information Management
- Managing in the Global Economy
- Principles of International Finance and Accounting
- Entrepreneurship
- Principles of Self-Management and Professional Development

**To qualify for the award of the Diploma in International Business Practice, an intern must:**

- Formulate a Learning Contract, identifying expected goals and objectives for the internship year.
  - This provides the starter benchmarks against which the intern will measure their progress and development throughout the year.
- Maintain a written Professional Development Journal which records experience, observations and reflections on knowledge acquired in the workplace.
  - For assessment purposes students must submit quarterly narrative summaries referenced against the Learning Contract. These are assessed by course tutors at Mountbatten in conjunction with AIC.
- Complete a successful period of one year's full time Work Experience.
  - Assessment for this component is through two company appraisals of progress and individual performance against agreed competences.
- Complete 7 courses (as outlined above) of 3 credits each leading to the award of 21 graduate credits, which includes attending and participating in a schedule of weekend (approx. 20) and evening Modular Seminars and online tutorials which have been designed to provide practice and understanding of the range of syllabus content.
  - Criteria for assessment of the seminar programme include attendance, active participation in individual and group projects, oral presentations and AIC externally set and submitted written assignments.

Interns electing to enroll in the Diploma must successfully complete all courses in order to receive MBA credit from AIC. Interns who complete the Diploma will have the option to complete Part II of the MBA degree programme in Asia.

**In summary - What will you receive if you pass all aspects of the Mountbatten/AIC Diploma programme?**

You will receive the Diploma in International Business Practice from the Mountbatten Institute and American International College, as well as a transcript from AIC's School of Business Administration listing successful completion of the courses, the grades received and the number of credits awarded.

### **What value is AIC Accreditation?**

The award of graduate credit from AIC is a unique expression of the partnership between the Mountbatten Institute and American higher education and represents a new development for our organisation. AIC's School of Business Administration, based in Springfield, MA, oversees the delivery and exercises quality control over assessment and achievement for the Diploma in International Business Practice. AIC graduate credits are fully transferable to AIC, in the event that interns wish to complete their MBA at AIC. Acceptance of credits outside of AIC is dependent on individual university policies and degree requirements. AIC is accredited by the New England Association of Schools and Colleges (NEASC), as well as by the International Assembly for Collegiate Business Education (IACBE).

### **MBA IN INTERNATIONAL BUSINESS PRACTICE** **(PART II OF MBA DEGREE PROGRAMME) IN ASIA**

Those interns who successfully complete the Diploma (Part I of the MBA) will have the option of completing Part II of the MBA degree programme (worth 18 graduate credits) in Bangkok, Thailand following their year in New York. This segment of the MBA programme builds on the understanding of business theory and techniques that students have acquired in Part I and expands this understanding by focusing on current trends and challenges in the Asian markets.

#### **The MBA syllabus in Asia covers:**

- Political and Economic Developments in the Asia Pacific Region
- Research Methods: Data Analysis & Quantitative Methods
- Operations and Supply Chain Management
- Directed Study – Asian Company Analysis
- Managing Change: Organisation Behavior and Human Resource Management
- Global Marketing Strategies in the Digital Age
- Business Strategies and Global Business Leadership

#### **To qualify for the award of the MBA in International Business Practice, an intern must:**

- Successfully complete Part I (21 graduate credits) of the MBA programme in New York (The Diploma).
- Complete 7 courses which includes attending and participating in a schedule of intensive day seminars and online tutorials which have been designed to provide practice and understanding of the range of syllabus content.
  - Criteria for assessment of the seminar programme include attendance, active participation in individual and group projects, oral presentations and AIC externally set written assignments.
- Complete a company placement of approximately 4 weeks culminating in a directed study analyzing an Asian company (Business Research Project).

#### **In summary - What will you receive if you pass all aspects of the Mountbatten/AIC MBA programme?**

You will receive an MBA degree in International Business Practice jointly awarded by American International College (AIC) and the Mountbatten Institute. A total of 39 graduate credits are required to be awarded the MBA in International Business Practice.

## ACCOMMODATION IN THE USA

**Accommodation** is provided by the Programme, at no charge to the intern, in fully furnished 3 bedroom apartments. The Programme maintains some 59 apartments in modern high-rise buildings. These are contained within a comprehensive, residential, development complex called *Newport* in **Jersey City, on the New Jersey side of the Hudson River, across from New York City.**

Interns are obliged to live in the Mountbatten apartments for their entire internship year.

### Facilities

Newport is a 400 acre complex dominating the waterfront. The first phase of a major two-phase development project has been completed. Approximately 2000 apartments have been built and occupied. Parks, playgrounds, and a marina are operating along with a health club, indoor swimming pool, childcare centre, tennis courts, waterfront restaurant, large shopping mall and a large convenience-shopping strip. The health club, including the swimming pool, offers special rates for Mountbatten interns of approximately \$73 per month. There are additional charges for use of the tennis courts.

Newport has 2 banks (with a Cashpoint machine), a medical clinic and a dental office. There are hospitals nearby in Jersey City and Hoboken, a short taxi ride away.

There are 2 high-tech office buildings within the complex. Construction of additional office buildings, apartments and facilities - the next phase - is currently under way.

Visit [www.newportnj.com](http://www.newportnj.com) for information about where interns live.

### Shopping.

The shopping mall, *Newport Centre*, contains over a million square feet of shopping facilities, including a score of restaurants and 11 cinemas. The mall is anchored by four American brand name department stores: *Sears*, *Macy's*, *Kohl's* and *J.C. Penney* and includes a bargain-basement clothing stores, *Pay Half*. Newport Centre has its own Web site ([www.newportcentre.com](http://www.newportcentre.com)).

In addition there are two open shopping strips containing two large supermarkets; open 7 days a week until late. The shopping facilities all lie within 5 to 10 minutes walk from the Mountbatten apartments.

### Location and Transport.

Newport faces the Financial District/Wall Street area at the southern tip of Manhattan in New York City. PATH is the rail transit system that serves as the primary transit link between New Jersey and Manhattan and Newport has its own PATH station, Pavonia-Newport, which is about 5 minutes' walk from our apartments. PATH trains operate 7 days a week, 24 hours a day. They run at 5-minute intervals during rush hour and take about 15 minutes to 33rd Street in mid-town Manhattan. From its several stops you can change to the New York Subway system. PATH trains cost \$1.75 and the subway or a bus in New York costs \$2 irrespective of the length of the journey. Most interns take the PATH and a subway or a bus to work, incurring a daily round-trip expense of \$7.50.

On the New Jersey side, Newport offers access to every major transport system in the Northeast. Newport is about 14 miles by road from Newark International Airport, which has daily flights to and from Asia and Europe.

## **Mountbatten Apartments.**

'Our' buildings, known as *Presidential Plaza*, were built in the early '80's. Each has a 24-hour doorman, security service and laundry room. Apartments comprise 3 bedrooms and 2 full bathrooms, a large living room/dining room and a fully equipped kitchen. The apartments are usually occupied by 6 interns. Each apartment has a telephone, a TV, electric heating and air conditioning. Apartments (but not bedrooms) are co-ed; however, women can request an all-female apartment. There are no all-male apartments.

Most apartments have a single room, a double and a triple. A few have a single and two doubles. Arriving interns are assigned to a single-sex double or triple room, either with existing interns from an earlier intake or as part of a new intake.

The **single room** in each apartment is a privilege granted to an intern who is willing to fulfil all the responsibilities of internally administering the apartment. These include taking formal (i.e. legal) ownership of the telephone, TV, electricity bills, attending monthly meetings with the Housing Director, disseminating information to flat-mates, resolving disputes, dealing with Maintenance issues and emergencies, organizing apartment cleaning rosters, ensuring that the guest policy and various other apartment rules are observed, and welcoming newly arriving interns. The RA is also responsible for organizing, coordinating and practicing the apartment's Emergency Action Plan.

Interns who wish to be considered for a *Resident Assistant* position are invited to submit a formal application to the Housing Director at the beginning of their second or third term. As there is only one single room per 5 or 6 interns, not all applicants end up in a single room and you should therefore not assume they will be successful. As a practical matter some interns make firm friends with their roommates and do not opt for the single room. No applications for single rooms are accepted prior to arrival in the accommodation. **Candidates who insist on having a single room for medical or social reasons should not apply to the Programme.**

## **Housing Team.**

The Housing Team comprises of a Housing Director and a Housing Assistant. They administer all issues that pertain to housing and the Newport area and are based in our Newport Office. The housing team is involved with generally managing the upkeep of the apartments, providing pastoral support, reporting maintenance requests, and overall ensuring that the apartments are cared for in a reasonable manner. Apartments are periodically inspected - after due notification - to ensure they are being treated appropriately.

## **Maintenance.**

Presidential Plaza has a maintenance crew responsible for general maintenance, plumbing, heating, lighting etc. Apartments are periodically sprayed to control cockroaches, which are an occasional feature of New York apartment life. The Mountbatten Housing Team maintains a relationship with building management to ensure smooth maintenance of our apartments on behalf of the interns.

## **Security Deposit.** (See Fees and Costs)

A security deposit is deducted from each intern's first 6 paycheques. This is applied to breakages etc, which at the Programme's sole discretion are considered beyond fair wear and tear. Any remainder (less a charge for professional cleaning of the apartments when you leave) is returned to you, usually 3 - 4 months after your return home. **The security deposit is not refunded to those interns who do not complete the Programme.**

## Rules and Regulations

There are a number of rules and regulations which interns are obliged to observe within the apartments. These stem from several sources: Newport Plaza Management (i.e. our landlord), US law applicable to Exchange Visitor Programs, Mountbatten policies, and finally, successive generations of interns. These last, through various formal requests to the Programme over the years, have developed many of the house rules which address the fact that the internship is a demanding professional environment requiring interns to be alert and on top of their work, day after day for a year. If you are used to greater independence than the rules permit and feel you will have difficulties adjusting, you should raise the matter at your interview in Asia; the Programme might not be right for you.

Some of the house rules that you should consider before applying to become an intern are described below.

**Smoking** Our apartments (like all public buildings in New York and New Jersey) are strictly non-smoking. This includes all the public areas such as corridors, stairwells and laundry rooms. Thus smokers are obliged to leave the apartment buildings whenever they wish to smoke.

**Drugs** The use of any illegal narcotics, even so-called soft drugs, such as marijuana or 'Ecstasy', is a criminal offence in the US and can carry stiff jail sentences. **Mountbatten operates a policy of zero-tolerance.** Offenders face the prospect of being summarily dismissed from the Programme with no refund of any fees and of being reported to the authorities. Aside from the possibility of prison, the latter can hinder or even prevent free entry into the USA at a future date, is a bar to certain types of employment in your home country, and can have other dire professional consequences.

All Mountbatten Sponsors reserve the right to conduct spot tests for drugs. Some Sponsors routinely test new interns/new employees on their first day of work. If you fail this test (i.e. you test positive for drugs) you will be immediately repatriated. If you fail a subsequent test that indicates that you took drugs while on the Programme, in addition to being summarily dismissed and repatriated you must face any further penalties that the sponsor sees fit and is entitled by law to levy. This may result in a permanent record, which could surface whenever a potential employer does a background check on you in the future.

If you are accustomed to taking **hard drugs**, such as cocaine or heroin, or you have dependency to the use of such drugs, you should **NOT** apply to the Programme.

Since laws of some Asian countries on **narcotic or controlled substances** are more liberal than US laws, you will not be barred from joining the Programme if you used soft drugs prior to your interview, provided you have no formal record (e.g. university) or criminal convictions for drug-related offences. However, any use of soft drugs **MUST** cease completely from the date that you are informed that you have been accepted onto, and you to agree to join, the Programme. This is very important, as you may need 2–3 months to expel all traces of such drugs from your system, in order to pass a drug test upon arrival in New York.

You should bear in mind that the use or possession of certain drugs and medicines which are legal or the possession of which is a misdemeanor in your home country may be a felony in the USA. Exceptions may be made for medicines that are professionally prescribed for medical use.

**Fines** The Housing Director operates a system of fines to enforce certain community-based rules (e.g. for dirty apartments or infringement of the Guest policy). Money from fines is applied to new furnishings for apartments.

**Pet** No pets are permitted.

**Inspection** See above under Housing Team.

**Guests** Guests are permitted. The guest policy, which is intern driven, is meant to provide interns with a reasonably private retreat at the end of a busy workday and a relatively quiet night. Interns themselves are not generally subject to the guest policy and are free to visit each other at will. Guests who are outsiders may visit during the day or evening providing the host is there.

Interns who wish to accommodate overnight guests may do so with the written permission (simple pro forma) of all their flatmates, for a period of up to 7 nights.

No overnight opposite sex guests are permitted except for immediate family members. Our policy for parents, at the instance of generations of former interns, is that they should NOT stay in our apartments overnight.

Interns are responsible for their guest's behaviour. Overnight guests must leave the apartments whenever their host does (e.g. during the day when the intern goes to work). They may not have keys to the apartment.

**Curfew** There is no curfew. Although interns may not live 'off campus', they are free to spend as many nights / weekends away from their apartments as they wish, consistent with still actually living in the apartments. For security purposes, interns are obliged to let the Programme know their travel arrangements at all times. They will still be responsible for their share of all bills and cleaning duties while away.

## **FREQUENTLY ASKED QUESTIONS – For Applicants**

### **Can I get a part-time job to supplement my income in the US?**

*No, the J-1 visa does not allow this; it is illegal.*

### **Do people ever get hired by their sponsor company?**

*You must return to your home country upon completion of the Programme. If a US company then wishes to hire you to work in the US, it must provide the appropriate visa and pay for any legal help or advice. The Programme is not allowed to assist with this.*

### **Is the allowance enough to live on?**

*Yes, if you budget sensibly. During Orientation (shortly after arriving in the US) interns are given a sample budget outlining normal outgoings. Transportation costs, for example, (getting to and from work) will not be more than \$40 per week at current (2007) fare levels; and a share of electricity (heating) costs will average about \$35 per month.*

### **Will the allowance allow me to continue to pay off (student) debts?**

*No. Have your loan re-payment deferred or wait until your financial situation has improved before applying to the Programme. Additional work experience is always useful.*

### **Is it taxed?**

*About \$15 is withheld by law each month. Information about filing tax returns is given during the course of the year.*

### **What is the Participation Fee for?**

*Mainly to cover the cost of the Certificate Programme - teaching, assessment, materials, moderation. It also contributes to visa, orientation, and placement costs.*

### **Can I/Should I have insurance cover for my personal possessions?**

*Such cover is quite difficult (and therefore expensive) to arrange for more than three months. In general it is not a good idea to take expensive items away for the year. Also most insurance policies carry an "excess" charge and sometimes will not pay for something that is lost "negligently".*

### **How is the organisation funded?**

*The Programme is funded by company sponsorship and by participation fees. It is based in the United States. It receives no outside funding and operates as a "not-for-profit" corporation in the US.*

### **What happens if I don't get on with my flatmates?**

*Discuss the problem with the Housing Director. Sympathetic consideration is always given and if the problem cannot be resolved within the apartment, a move can usually be arranged.*

### **What happens if my internship doesn't work out?**

*Every effort will be made to resolve the problem with the company. This is always the first course of action because the company has paid for your services. If that fails, the Programme will endeavour to find another internship. In the majority of cases this is successful, although, of course, it cannot be guaranteed.*

### **How much holiday do I get?**

*Normally between one and two weeks (depending on the company's policy), plus the statutory (bank) holidays, of which there are ten each year.*

**Will I be able to come home for Christmas?**

*It will depend on your company's policies and staffing needs. It is also worth considering the amount of time you may spend travelling at that time of the year (there may be delays because of fog, snow etc.). Many interns stay in New York for Christmas.*

**Can I continue to live in the accommodation when my internship finishes?**

*No. You and your luggage must vacate the apartment promptly to make room for incoming interns and to allow time for cleaning, decoration and moving.*

**Does my medical insurance cover me for my 13th/travel month?**

*No, but you can extend your MIP policy for a reasonable additional charge.*

**What should I take with me?**

*When you are placed you receive additional information from us about what to take.*

**When do I start work after flying out to New York?**

*Interns begin work the following Wednesday, Thursday or Friday following orientation depending on whether your sponsor company requires an overlap with their current incumbent intern.*

**When must I arrive in New York?**

*If you are arriving from Asia, Australia or other similarly distant points, you are encouraged to arrive on Sunday, however the Programme will try to arrange accommodation for you if you come a day or two early. If you are traveling from Europe then you're expected to arrive on a Sunday. If you chose to arrive earlier you will be responsible for your own transportation and accommodation until Sunday night.*

**When is orientation and what does it cover?**

*All day Monday and Tuesday - at the Mountbatten offices. Introduction to the Programme, what's expected of you, American office protocol, opening bank accounts, application for a Social Security number, payroll setup, security lecture, cross-cultural issues, medical procedures, New York City geography / transportation, sponsor company briefings, introduction to the Certificate Programme, etc.*

**What are the details for the rest of orientation week?**

*Wednesday, Thursday and Friday – overlap with the previous intern by working at your sponsor company. If your sponsor does not require overlap, and you have completed all your other orientation business, you will be free to explore New York.*

*Saturday – free (departing interns vacate apartment).*

*Sunday – move into your apartment.*

*Monday – start work.*

**Where do we stay during orientation week?**

*Normally 3 to a room at the Wolcott Hotel ([www.wolcott.com](http://www.wolcott.com)) in midtown Manhattan, subject to availability. The Wolcott is happy to accommodate those relatives and friends who may decide to visit you during your internship and would be looking for a reputable, centrally located, low-budget hotel.*

**If I have been to New York before, or if I have an exam that week, do I have to attend orientation?**

*Yes. All interns have to attend all of orientation. We will always assist interns who are delayed by unforeseen emergencies, such as airport closings, family tragedies, and medical emergencies. However interns should not schedule events that cause them to miss any part of orientation week - if necessary, you should discuss this at your interview. Interns who fail to turn up at the hotel (through no fault of the Programme) will be charged for their room.*

**Can I live with relatives/friends etc in NY (i.e. not in the accommodation)?**

*No, but you may, of course, stay with them from time to time, e.g. over a weekend.*

**Is it safe - New York generally and specifically where we live?**

*New York is now regarded as one of the safer American cities, but it is still a big city and you should heed the “do’s and don’ts” advice that you will receive during orientation. Mountbatten apartments in Newport, New Jersey are situated across the Hudson River from Manhattan. The neighborhood is relatively quiet and secure, but always use common sense to remain safe.*

**What companies do you have?**

*Sponsors are selected because of the range and diversity of their operations and their commitment to intercultural exchange and experiential education. Today, there are over 300 Mountbatten interns serving with some 100 Sponsor Companies in New York, These range from Fortune 500-sized companies, through non-profit/non-commercial entities, right down to small companies including sole proprietorships. We do not produce a definitive list of companies since, naturally, our list is constantly changing: new companies join us, some withdraw due to re-structuring or financial constraints. In general, our internships fall within the areas of Finance, IT, Law, Real Estate, Executive Search, Events, Sales & Marketing, Non Profit, Government, Post-Production and Architecture.*

**Can I choose my placement company?**

*No, but you are invited at interview to express a preference for a particular area of business if you wish. Candidates are offered to a number of companies and it is the companies who make the final choice.*

**If I go out at a certain time of year will I get a better choice of jobs?**

*No, it does not matter when you go.*

**Is there an age limit?**

*Yes. You must be at least 21 on and no more than 28 years of age at the time you wish to go to New York. i.e. the day you land in New York you must be at least 21 and not yet 29.*

# SPECIMEN CURRICULUM VITAE

Please view this specimen curriculum vitae as a guide when putting together your CV - do not copy it exactly. Look on the web to find more examples of the American resume to further aid you in putting together your CV.

## NAME SURNAME

Postal address, County, Post code

Email: firstnamessecond@email.com  
Mobile: +66 (81) XXX-XXXX

Home: +66 (2) XXX-XXXX

### EDUCATION

**Certificate in Management – XYZ Graduate Management Scheme** Mar 2004 – to date  
Subjects: Finance, Marketing, Human Resources, Decision Making, and Management Theories.

**BA (Hons) Geography – University, County** Sep 2000– Aug 2003  
Dissertation: The political and ethical issues surrounding ethnicity post Sept 11  
Grade 2:2

**College, City** Sep 1998 – Jul 2000  
A Levels: Geography, Business Studies Design & Technology.

### WORK EXPERIENCE

**JOB TITLE:** Jan 2004 – to date

**Organisation**

- Review and update company policies.
- Shortlist and interview job applicants (Operations, administration and marketing staff).
- Place job advertisements in major publications.
- Part of team that has been established to create a new pay and position structure for the company.
- Create new training presentations in conjunction with training providers in using Microsoft PowerPoint, creating a database to outline training needs.
- Shortlist and interview job applicants.
- Monitoring company demographics, handle telephone calls from clients.

**JOB TITLE:** Dec 2003 – Jan 2004

**Organisation**

- Assisted company surveyors with general administration.
- Organised company surveyors to attend company properties.
- Assisted the company track housing benefits.

**JOB TITLE:** Oct 2003 – Dec 2003

**Organisation**

- Assisted the ticketing department issue tickets, general clerical work using Microsoft packages.

**JOB TITLE:** Jul 2002 (3 weeks)

**Organisation**

- Assistant law researcher, general clerical work using Microsoft packages.

**JOB TITLE:** Jan 2002 – Jul 2002

**Organisation**

- Led a fund raising campaign raising money for the alumni office.
- Student ambassador for the university, keeping alumni up to date with general information about the university.

### COMPUTER SKILLS

MS Word, Excel, PowerPoint, Access, and Outlook. Map Info Professional, SPSS.

### INTERESTS AND HOBBIES

**Charity work:** Led a charity expedition to MNO (1999).

**Sports:** Rugby: Heath Rugby Club (1989 – 2004), All Bright College 1<sup>st</sup> XV, ABC University 2<sup>nd</sup> Team (Captain), Cricket, Golf and Squash.

**Other:** Drums

## MOUNTBATTEN INTERNSHIP PROGRAMME

**Personal Statement of:** \_\_\_\_\_

*Please use this page to explain why you wish to participate in the Programme. What do you expect to gain from it and what do you think you have to offer it? What do you find the most appealing about it? Expand on the information supplied in your application. The more we know about your skills and achievements, the better the placement we can make. One paragraph should focus on why your industry of preference and the training you wish to receive is specifically related to your past employment and/or your education. Explain the logic behind your industry preferences and how your internship in New York will serve as a **continuation** of what you have learned already, either in education or employment.*

# MOUNTBATTEN INTERNSHIP PROGRAMME

## *Internship Recommendation Form*

Name of candidate: \_\_\_\_\_ (please print)

Intake applied for: \_\_\_\_\_ Type of reference (tick one):  - Academic  - Work

In accordance with the "Family Education Rights and Privacy Act of 1974", the Mountbatten Internship Programme recognises that students enrolled in this Programme have the right to inspect and review all material in their files unless they sign the following statement:

1. I understand my rights under the provision of PL93-830.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candour, I have elected not to exercise my rights under the aforementioned statute and affirm that I should not do so in the future.
2. I understand that this document will be used only for the purpose of evaluating my qualifications for participating in the Mountbatten Internship Programme and will be reviewed only by Programme supervisors. It will not be available to any other institution, organisation or private party.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

.....  
***Recommendation by:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution: \_\_\_\_\_ Phone (Day): \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to candidate, ie: Tutor, Manager, etc . . . \_\_\_\_\_

I may be called about my recommendation \_\_\_\_\_ Yes \_\_\_\_\_ No

The person named above has applied to participate in a Programme of intercultural service-learning which involves work experience and training in the high-powered business environment of New York City. The experience is exciting and valuable, but successful participation depends very much on qualities of maturity, responsibility, commitment, sensitivity, patience and flexibility. Your honest evaluation will be most helpful to us and to the Candidate. Thank you very much for your co-operation. **Please note that this form is not valid unless the additional comments sections have been filled out.**

Please use the table below to give us a general profile of the Candidate:

MOTIVATION	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Seriousness of purpose						
Interest in other cultures						
Intellectual curiosity						
Commitment/dedication						

Additional comments on motivation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>RESPONSIBILITY</b>	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Completes tasks as set						
Uses good judgement						
Ability to cope with stress						
Ability to work unsupervised						
Response to directions						

Additional comments on responsibility: \_\_\_\_\_

<b>RELATING TO OTHERS</b>	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Unknown</i>
Sensitivity to diversity						
Tolerance of others						
Caring, kind, friendly						
Working with others/team						
Adjustment to new situations						

Additional comments on relating to others: \_\_\_\_\_

Please add any other information or opinions which you feel would be useful or important for us to know about the Candidate (use additional paper if necessary)

**SUMMARY**

- \_\_\_\_\_ I recommend the Candidate without reservation
- \_\_\_\_\_ I have some reservations but would still recommend (please indicate what your reservations are)
- \_\_\_\_\_ I have some doubts and advise you to seek additional information
- \_\_\_\_\_ I do not believe the Candidate would be suited to the Programme

The form has to be posted directly to the Mountbatten office and should not under any circumstances be returned to the candidate. If you fax the form to us in order to meet a deadline, please ensure that the original is still sent by post. References are a critical part of the application process for a place on the Mountbatten Programme and we are therefore extremely grateful for your assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form to: **Mountbatten Institute (Asia/Pacific Regional Office)**  
1 Glas Haus Building, Room#1404. Sukhumvit 25, Klongtoey-Nue  
Wattana, Bangkok 10110 Thailand. Fax: +66 2661 7085