US Industry Placement Program

2020
Program information

Overview

The US Placement Program provides a unique experience for students to live and work in the heart of Los Angeles or San Francisco for six weeks during the summer vacation period, 13th January to 21st February 2020.

The program is delivered in partnership with The Academic Internship Council (AIC) and is an exciting offering for undergraduate and postgraduate students, providing a professional practical experience in Los Angeles or San Francisco which complements course work completed at University.

The 6-week placement enables students to work and live within the downtown business districts of a major US city while gaining valuable work experience and building peer and professional networks. Students will intern full-time for up to 40 hours per week in an internship while concurrently working on assignments from the University (goal setting, reflective journaling and an end of program presentation). The program’s design provides each student with a comprehensive academic, professional and cultural experience to position them well for a global career.

Students will receive a total of 6 credit points towards their degree by successfully completing the relevant Business School unit of study.

Units of study

BUSS2501/BUSS6503 USA Industry Placement - Administered by the Business School. This unit is compulsory for all students accepted into the program. The unit requires students to undertake their work placement in the Los Angeles or San Francisco as well as undertaking preparatory coursework in reflective and professional practice. Assessment in this unit will include a self-reflective journal, and an online presentation focusing on the personal and professional development in the work placement and the overall study abroad experience.

Upon successful completion of the program students will receive 6 elective credit points which cannot count towards a major/specialisation. It is your responsibility to ensure that you have room in your degree to undertake this unit.

It is also your responsibility to ensure that your study plans conform to the relevant degree and faculty resolutions that are applicable to you. Please make sure to read the student responsibilities statement on the current student’s website to ensure you understand those responsibilities. Please refer to the Business School Handbook for the requirements of your degree.

Professional Host Organisations

Students will be placed in either a public or private organisation for the duration of the six-week program. Although the roles and responsibilities will vary somewhat, the same core requirements are relevant to all placements: professionalism, integrity, strong oral & written communication, research skills, teamwork and leadership skills.

- In previous years, some of our host organisations have included M&C Saatchi, CREO Capital Advisors, Los Angeles LDC, Tribeca Companies, Base Ventures, Maybrook Capital, New Century Capital Partners and many more.
Who Should Apply?

Undergraduate students enrolled in a Business School degree (or combined Business School degree) are eligible to apply.

Postgraduate students enrolled in Master of Commerce or Master of Professional Accounting are eligible to apply.

All applicants must have completed a minimum of 48 credit points of Business School units by the end of Semester 2 2019.

A minimum 60% WAM across the Business School units is required.

Applicants are expected to be an outstanding ambassador for the Business School. Evidence of this will be demonstrated through academic and personal achievements.

Applicants must have a minimum of 6 elective credit points available in their degree. Students are not able to exceed their degree requirements to participate in this program.

A current passport with a minimum of six months validity post return to Australia is necessary.

Please note, students can participate in only one Business School placement program during the course of their degree i.e. Local Industry Placement Program, International Industry Placement Program or other related programs. Students will only be awarded a second placement opportunity in exceptional circumstances. In addition, students may also participate in a study tour/business practicum/project-based unit and/or the Self-Sourced Placement Program if their degree will accommodate them enrolling in more than one program. Please contact business.placements@sydney.edu.au if you require clarification.

How to apply

The Business School application is a 2-part process: an online application followed by an online interview.

Applications are submitted through Sonia Online.

**STEP 1: online application**

To complete your online application, you are required to submit the following:

1. A copy of your resume. We strongly recommend that you use the following resume template when preparing your resume. [Resume Template](Resume_Template.pdf)
2. A copy of your academic record downloaded from Sydney Student
3. A one-page cover letter addressing your motivation for applying and internship interests
4. An image of your current passport identification page.

The documents listed above must be attached as a single word document not exceeding 12 MB.

**Step 2: online interview**

Once you have submitted an online application and applications have closed, on 15th August 2019 you will receive email notification to complete an online interview on a system called Sonru. This will be sent to your university email account and you will have approximately 4 days to complete the interview.
Applications will open at **9am on 7th August 2019** and close at **12pm (midday) on 15th August 2019**.

Closing date for online interviews is **11.59pm on 18th August 2019**.

Please contact: [business.placements@sydney.edu.au](mailto:business.placements@sydney.edu.au) if you have any questions regarding the application process.

**Important Dates**

*(Please note dates relating to the application process and offers are subject to change)*

<table>
<thead>
<tr>
<th>Details</th>
<th>Dates</th>
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<tr>
<td><strong>Student information sessions</strong></td>
<td>12-1pm, 7 August 2019 in ABS 1060</td>
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<td>Register <a href="#">here</a> and</td>
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<td>4-5pm, 13 August 2019 in ABS 2140</td>
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<tr>
<td>Register <a href="#">here</a></td>
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<td><strong>Student information drop-in sessions</strong></td>
<td>1-2pm, 7-14 August 2019, Monday-Friday</td>
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<td>Careers &amp; Student Experience Lounge,</td>
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<td>Basement, ABS (H70)</td>
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<td><strong>Application period</strong></td>
<td>9am on 7 August to 12pm (midday) on 15 August 2019</td>
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<tr>
<td><strong>Closing date for online interviews</strong></td>
<td>11.59pm on 18 August 2019</td>
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<td><strong>All applicants notified of the outcome of their application</strong></td>
<td>29 August 2019</td>
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<td><strong>Confirmation of participation and deposit due</strong></td>
<td>By 9am on 2 September 2019</td>
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<td><strong>Full program fees due</strong></td>
<td>12pm midday on 8 October 2019</td>
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<td><strong>Compulsory pre-departure sessions</strong></td>
<td>Week commencing 2 December 2019 (Dates TBC)</td>
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<td><strong>Arrive in LA or SF</strong></td>
<td>12 January 2020</td>
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<td>Orientation program</td>
<td>13 January 2020</td>
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<td>Professional placements start</td>
<td>14 January 2020</td>
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<td>Professional placements end</td>
<td>21 February 2020</td>
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<td>Depart LA or SF</td>
<td>22 February 2020</td>
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<td>Compulsory Debrief session</td>
<td>Online</td>
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**Travel**

Students must ensure they possess a current passport with 6 months validity after their date of return.

A visa will be required and ongoing visa support and assistance obtaining the appropriate visa will be provided by AIC. Students are responsible for obtaining the appropriate visa in a timely manner.

Students are responsible for their own arrangements to and from the USA.

It is a compulsory requirement to arrive in Los Angeles or San Francisco by Sunday 12th January 2020.

Students are covered by the University of Sydney travel insurance for the duration of the program. Please refer to the [Student Travel Insurance](#) page for further information.

We strongly advise that you do not confirm/pay for your flights until you have received your official confirmation that you have been accepted into the program and your placement has been confirmed. We also strongly advise that you remain in Sydney until you receive your visa.

Compulsory pre-departure sessions will be held at the Business School during the week commencing 2nd December 2019 (dates TBC).

**Accommodation**

Student accommodation will be provided in Los Angeles or San Francisco from Sunday 12th January to Friday 21st February 2020. Students must check out from the accommodation on 22nd February. The cost of accommodation is included in the program fees. Accommodation beyond these dates will have to be self-arranged.

The accommodation will be for individual ensuite rooms (bedding and linen provided), along with access to a communal kitchen and internet connection. Further details on the accommodation will be available closer to the time.

As a requirement of the program, all students must stay in the accommodation provided with room allocation being at the discretion of the program unit of study coordinator. Students are not permitted to stay with family or friends or to otherwise arrange their own accommodation.
Fees

The US IPP fees consist of 2 components:

1. The program package fee is to be confirmed but will be approximately USD$5,324 (AUD$7,358) and includes the following:
   - Accommodation
   - Pre-program webinar
   - Visa processing support
   - Placement sourcing
   - Orientation
   - In-country support
   - Cultural and social activities
   - Travel insurance.

2. In addition, the BUSS2501/BUSS6503 unit of study tuition fee which is the normal tuition fee associated with a unit of study at the Business School will be charged through the normal University billing process.

Additional costs not covered by the program or tuition fee:
- Return airfares, airport transfers, food & incidentals and visas (where applicable)

The program fee deposit of AUD$2000 is due by 9am on 2nd September 2019. The balance of the program fee is due by 8th October 2019. The fees are to be paid in Australian dollars and the conversion will be done the week prior to the fee deadline.

Scholarships

The University of Sydney Business School will offer a limited number of partial scholarships to students who successfully enrol in this program. Scholarships are available under two categories: Merit & Leadership and Equity & Merit criteria. The number and value of each scholarship will be determined by the Business School.

Students must apply for a scholarship at the time of applying for the program, by completing the relevant section on the application form and providing supporting information (late submissions will not be considered).

Eligible students who have previously received a scholarship/funding (including Business School scholarship, NCP, Endeavour, VC Global Mobility scholarship) for any Business School work integrated learning unit of study will only be awarded a second scholarship/funding in exceptional circumstances. Priority will be given to students participating in their first work integrated learning unit of study.

Students may also be eligible to apply for OS-HELP - a loan available to eligible students enrolled in a Commonwealth supported place who want to undertake some of their study overseas. OS-HELP can be used for a range of expenses such as airfares, accommodation and other travel or study expenses.
**Program Conditions**

By submitting an application, you agree to the following program conditions:

**Selection criteria and application process**

- Acceptance into the program is selective and is based initially on the student's written application and online interview. Shortlisted students will be asked to attend an assessment centre which mirrors the graduate recruitment process.
- All applicants must have completed (or will complete in semester 2 2019) at least 48 credit points of business related units.
- Applicants must have a minimum WAM of 60 across their Business School units.
- Applications will only be accepted during the specified application dates via Sonia Online. Late applications will not be considered.
- All applicants must not apply to graduate prior to completing their placement & unit of study requirements.
- Students can participate in one Industry Placement Program (local or international) or Shanghai Immersion Program only during the course of their degree.
- The University of Sydney Business School will administer all applications and all enquiries should be directed to: business.placements@sydney.edu.au

**Placements**

- Placements will take place from 14th January to 21st February 2020.
- Placements are limited, competitive and cannot be guaranteed. Placements are arranged on a best-fit basis, where the needs of the organisation and the student are carefully compared and matched based on considerations such as major/specialisation, the placement outline and the organisational culture. If, due to unforeseen circumstances the initially confirmed placement falls through, AIC will endeavour to find an alternative in order to meet the unit of study learning requirements.
- Students will work 5 days per week with the specific hours being determined by the host organisation. The specific work hours are agreed with the host organisation prior to the commencement of placement. A representative of the host organisation will provide a work statement outlining the main objectives of the placement. This may also include a list of the student's main tasks and any further work obligations that can be readily identified and reviewed periodically throughout the work period.
- Students are expected to represent the University and host organisation in a positive manner at all times. Inappropriate behaviour or misrepresentation of the University’s name and resources, either professionally or otherwise may result in the immediate termination of the student from the program.
- Students must not attempt to facilitate work placement arrangements outside those directly associated with the program.
- All placements are unpaid however students will earn up to 6 credit points for successfully completing the program.

**Travel Arrangements**

- Students must ensure they possess a current passport with 6 months validity after date of return.
• Students should be aware that they will require a visa. Visa processing support will be provided by AIC when a student’s placement is confirmed, and all visas must be obtained in a timely manner.

• Students are responsible for their own travel arrangements to and from the US. Students must arrive in Los Angeles or San Francisco by 12th January 2020 to attend the mandatory orientation session for the program.

• **We strongly advise that you do not confirm/pay for your flights until you have received official confirmation that you have been accepted into the program and your placement has been confirmed.**

**Fees**

• The program fees consist of 2 parts: The program package fee is to be confirmed but will be approximately USD$5,324 (AUD$7,358) and the unit of study fee for BUSS2501/BUSS6503, which is the normal tuition fee associated with a unit of study at the Business School and will be charged through the normal University billing process.

• A deposit of A$2000 is due by 9am on 2nd September 2019 and the full fees are due by 8th October 2019.

• Students are responsible for additional costs including return airfares, visas (where applicable), airport transfers, food and entertainment costs and any other incidental costs. Refer to the Fees section for information on what is included in the program fees.

**Media**

• Students are expected to agree to photographs or video taken in connection to the program being used for marketing purposes by the University of Sydney Business School and AIC.

**Confidentiality**

• Student information as required for administering all aspects of the program will be transferred from the University of Sydney Business School to AIC.

**Refund Policy**

• In the event that the US Placement Program is cancelled, students will receive a 100 per cent refund of the program fees.

• Upon acceptance, all students must pay a deposit of AUD$2000 by 9am on 2nd September 2019, which will only be refunded in the event that the US Placement Program is cancelled.

• Students who withdraw from the US Placement Program after paying the deposit but prior to the full payment will not receive a refund of the AUD$2000.

• Students who withdraw from the US Placement Program after paying the full program fees will not receive any refund.

• 100% FEE-HELP debt for the BUSS2501/BUSS6503 US Placement Program unit will be incurred after the Intensive February census date.

• Applications to withdraw from the US Placement Program must be received in writing and lodged with the University of Sydney Business School Careers and Employability Office.