



Foundation for International Education

Guide to Internship Areas in London

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Making Internship Choices

This document is a guide to the areas in which the FIE Internship Team has successfully placed students in the past. Please read this introduction and the sections relevant to your interests carefully. If you have any questions or require clarification, please feel free to ask. Your three choices will create the basis from which the Internship Team at FIE will work to place you in your international internship.

For comprehensive information regarding internship placements, preparation, rules and expectations, please carefully review the Internship Handbook, which can be found on FIE's Web site.

Selecting Areas

Please read and refer to the specific areas in this document which coincide with your major, previous work experience, and/or future career path. This will give you a good idea of what is available within your field of interest. In each internship area description, a section called *Related Industries* can be found. Students are advised to read the cross-referenced areas as they represent connected fields or sectors. In many cases, the best combination of choices will result from selecting one area that best represents the student's main interest, and then selecting the other two choices from the *Related Industries* listed.

Once you have established your internship choices based on the information in this document, you will need to fill in the internship section of the **FIE Administrative Form**. Please list three different main choice areas, as well as answering the four internship questions. Provided that students have the relevant skills and experience, we endeavour to place every student in an internship that is as close to their original requests as possible. However, please keep in mind that while we will try to place students within their first choice area, we will utilise second and third choices if and when necessary, and will often use a combination of all three.

For example:

1. Business and Economics
2. Accountancy and Finance
3. Politics

If you'd like, you may also request sub-areas so we have a better idea what you are looking for. However, please keep in mind that while we will try to accommodate your requested choice areas, an exact match cannot be guaranteed.

Here are two examples:

1. Arts and Humanities – Theatre
 2. Communications – Event Planning
 3. Fashion – PR & Marketing
-
1. Social Welfare and Non-Profit – Youth and Children's Issues
 2. Education – Educational Programmes
 3. Psychology – Research

Please do not write specific company names or too narrow of choices, as it is important to be open to a variety of areas within your field of interest. Any named placements will automatically be re-classified by the Internship Team to fit within the relevant internship area.

If you wish to intern within an area that is not listed in this document, please email the Internship Team. We are happy to let you know if your chosen option may be possible.

Please note that there are no internships available in science, math, engineering or the medical industries. However, students in the sciences and health fields can still have valuable experiences in a London internship. These students should consider psychology, environment or work in health-related charities, for example.

Again, if you need more information or clarification, please do not hesitate to contact either your study abroad office or the FIE Internship Team:

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If you have any enquiries about other aspects of the FIE Programme, please contact Zehra Sonkaynar at info@fie.org.uk

Accountancy & Finance

The Industry in London

The fields of accountancy and finance offer interesting and challenging work in an industry that is constantly changing. London is undoubtedly one of the world's leading financial centres; the reason for this lies in London's past position as the centre of the British Empire. In the nineteenth century this made the city a great centre of international trade and, despite the end of the empire, it has retained its position as a financial hub with truly global perspectives. Although Britain is not geographically located on the European continent, it is a member of the European Union. At the same time, it provides an English language environment conducive to American and Japanese investors. All of this makes London a superb, although highly competitive, place in which to gain internship experience in the accountancy and finance sectors.

Placement Areas & Opportunities

Accounting and Finance Departments

Interning for an accounting or finance department that operates in a particular company or organisation is a great first internship experience. Duties could include processing invoices and payments, auditing, market research preparing financial reports, completing balance sheets and analysing data, and liaising with other businesses and creditors.

Accountancy and Finance Companies

Interning directly in an accountancy company or finance firm is well suited to finance or accounting majors who have either interned before in this field or have an extensive academic knowledge of this field. These companies each have areas of specialty, and interns will be allocated duties within the organisation based on past experience and the needs of the company.

FIE work with a number of companies in the financial and accountancy sector including:

- Private investor companies
- Independent credit unions and mortgage companies
- Firms of chartered accountants
- Online brokerage and trading companies
- Community financial regeneration organisations

Interning within the finance industry is an exciting and rewarding experience. Interns are usually assigned projects for the duration of their placement. Tasks could include:

- Data analysis and valuation
- Assisting with reconciliation
- Monitoring investments and markets
- Report and development work
- Assisting traders
- Client liaison
- Updating financial information
- Assisting with accounts data and balance sheets

Requirements/Skill Set

Accountancy and finance placements seek interns with a good academic knowledge of the field. Therefore, it is essential that prospective interns clearly highlight in both their CV and Personal Statement their previous experience and relevant academic courses taken and to what level. Placement sites expect students to be open to a variety of tasks and demonstrate an understanding and applied knowledge of finance.

Realities of the Industry

Internships in most large financial organisations such as banks, investment firms, and accountancy corporations are highly sought after and have their own in-house internship programme or graduate recruitment schemes that are closed to overseas applicants. The financial organisations that FIE work with are typically small to medium sized enterprises.

Students interning in these fields will need to wear smart office attire and behave in a professional business manner at all times. Placements have high expectations of their interns and will assign a range of tasks from office administration to project based work and will expect that all tasks be undertaken efficiently.

Interning within these sectors can be very demanding and students may find they are working to tight deadlines and have very rigid jobs where there is little room to creatively explore other aspects of the organisation for which they are working.

Related Industries

Also see in this document:

Business & Economics

Useful Links

- British Accounting Association <http://www.shef.ac.uk/~baa>
- Financial Times <http://news.ft.com/home/uk>
- Financial Services Authority <http://www.fsa.gov.uk>
- London Stock Exchange <http://www.londonstockexchange.com>
- Reuters <http://www.reuters.com>

Arts & Humanities

The Industry in London

The arts and humanities sector in London is vast and ranges from contemporary art spaces and galleries to traditional theatres and historical museums. The industry is highly popular and utilised by both residents of London as well as tourists visiting the capital. Arts and humanities in the Britain are funded in many different ways with most organisations receiving at least some government support. Internship opportunities are available in a wide range of arts organisations and a placement within one of the specialised areas will provide an excellent way to gain insight into the creative industries.

Placement Areas & Opportunities

Museums & Galleries

Internship opportunities are available in a host of art and history museums throughout London. Students may find themselves assisting in preparing and maintaining collections and exhibitions, archiving and research, event planning and marketing, educational programmes and day-to-day administrative operations of the museum. Interning at art galleries allows interns to observe artists in residence and presents the opportunity for students to learn how exhibitions are managed from beginning to end.

Photography

There are a number of opportunities in photography for students wishing to intern in this growing field. FIE works with organisations that promote photography and support photographers in Britain. There are also placements available at photographic libraries, offering students the chance to learn how photographs are catalogued and organised for commercial use.

Theatre

FIE works with a number of independent and fringe theatres, theatre production companies and theatre-related organisations. These offer students the opportunity to work within a range of positions in areas such as theatre administration, box office and publicity, backstage work, fundraising and education. There are also some opportunities in more specialised areas, such as stage management, working with scripts, technical work and assisting with rehearsals. These will be allocated strictly according to skills, experience and availability. Most placements will require students be involved in a variety of tasks, both within the office of the theatre as well as working directly on productions.

Arts & Culture Organisations

In reflecting the diversity of the arts in London, there are a number of leading organisations based in the city that offer support to the work of artists, actors, directors and musicians. The work of these organisations is often done through promotion, fundraising, training, education and open gallery or rehearsal space. Interns working within this area will have the opportunity to learn more about the field, gaining insight to the behind-the-scenes element of the arts industry.

Realities of the Industry

While the arts sector in London is extensive, and there are a range of internship opportunities available, please be aware internship positions are typically allocated in creative organisations within an administrative and assistant capacity. Interns are unlikely to be directly involved in the creative decision-making of arts projects. Please also note that there are no opportunities available within theatrical directing or acting.

Although students are understandably attracted to working in West End theatres or large museums, these opportunities are not typically possible due to the competitive nature of the industry and strict UK union rules. We find that students are able to have much greater involvement whilst working with small fringe theatres and specialised museums.

Requirements/Skill Set

In whichever specific area students select to intern, it is expected that they have an academic and practical knowledge of that sector.

Skills required for working in arts and humanities include:

- Knowledge of the industry, including global and local issues
- Understanding of relevant terminology
- Good general knowledge
- Experience within the area of interest
- Strong interpersonal and communication skills
- Willingness to work irregular hours, such as evenings (especially in theatre)

Related Industries

Also see in this document:

Communications
Film & Television
Journalism & Media
Music

Useful Links

- Department for Culture, Media and Sport <http://www.culture.gov.uk/default.htm>
- Arts Council of England <http://www.artscouncil.org.uk>
- London Theatre Guide <http://www.officiallondontheatre.co.uk>
- Time Out: London <http://www.timeout.com/london>
- The Guardian <http://arts.guardian.co.uk>
- The Independent <http://arts.independent.co.uk>
- English Heritage <http://www.english-heritage.org.uk>

Business & Economics

The Industry in London

London is Europe's creative, commercial and economic capital. With advances in technology, business is taking place in an increasingly global scale, meaning London is an excellent setting in which to participate in a business and economics internship.

Britain is an interesting country in which to examine economic and business issues. Its political framework is a hybrid of free-market capitalism on the US model and continental European social democracy where there is less easily-defined partnership between the state and private capital. In addition to placements in for profit businesses and financial organisations, there is a wealth of non-profit organisations, such as universities and charities that make extensive use of economic expertise.

Placement Areas & Opportunities

Small and Medium Sized Businesses

FIE have relationships with a number of small and medium sized enterprises (SMEs). SMEs are defined as companies with a staff base of 0-49. Interning in an SME is an excellent way in which to gain an insight into a business, and allows students to engage in a range of tasks and departments.

Entrepreneurial Companies

Interning for a company that is less than ten years old is an exciting and dynamic experience that allows students to gain experience in a business environment. Interns can expect to be part of researching and engaging in new business marketing and strategies. The dot com industry has many entrepreneurial companies that are very suited to business interns.

Real Estate and Property Management

Business internships within real estate provide students with an excellent opportunity to experience the business sector in the UK, as well as to gain skills in the property field. Students will have to quickly become familiar with the London and UK's property market, including its geography and pricing. Tasks may include working on behalf of clients researching properties and preparing presentations.

Political Organisations, Charities and Non-Governmental Organisations

Pressure groups, think tanks, NGOs and some organisations within the government sector seek economics and business interns to assist in campaigns and projects. Such groups differ in focus, political orientation and the methods in which they work. A non-profit organisation or charity may involve the interns in current projects that assess the impact and development of the organisations activities.

Human Resources

The area of human resources is a wide-ranging sector covering selection and recruitment, employee relations, compensations and benefits, and training and development. An HR department is central for any business in order to succeed in a demanding marketplace, and to ensure that all UK and EU legislation regarding employee relations, health and safety, and social obligations are implemented and upheld. Students wishing to intern in this area should be studying either Human Resources or Organisational Psychology.

Realities of the Industry

Students may find it is difficult to directly apply academic theory in the “real world” of business. Economic and business models may be difficult to immediately identify in the workplace. This is because commercial businesses do not operate within the academic sphere.

Students often indicate that they are interested in an “international” business environment. As you are seeking a placement in London, any and all placements will be, by definition, “international”. There will be great variation, however, in terms of the national origins of business owners, employees, and clients.

Business and economics interns may find themselves interning in a business-related role in a new work sector. This is a great way for students to gain valuable work experience as well as expand their knowledge base.

Requirements/Skill Set

Business and economics internships can be related and applied to a considerable number of sectors and organisations in London. Therefore, it is essential that students wishing to intern in this sector clearly identify in their personal statements what types of organisations they hope to intern within, and can clearly demonstrate their suitability for the field.

Students are encouraged when applying for an internship in this sector to clearly highlight any transferable skills they have, such as languages and IT skills.

Placements focused more strictly on economic analysis require students to be of a high academic standard who are able to demonstrate knowledge of economic theory. Interns in this field will also need to have excellent communication skills and an analytic mind. Previous experience of working in a business environment is desirable.

Related Industries

Also see in this document:

Accountancy & Finance
Communications
Information Technology & Multimedia
Politics

Useful Links

- Business Monitor International <http://www.businessmonitor.com>
- Confederation of British Industry <http://www.cbi.org.uk>
- The Economist <http://www.economist.co.uk>
- Financial Times <http://news.ft.com/home/uk>
- BBC Business News <http://news.bbc.co.uk/1/hi/business>

Communications

The Industry in London

Communications is a vibrant, thriving industry in London. There are a multitude of companies that work in the areas of marketing, public relations, advertising and events management, which means that there are a variety of opportunities for international internships in these fields. Consumer businesses, specific brands, non-profit organisations and individuals require excellent communications departments or companies to generate business and press coverage.

Placement Areas & Opportunities

Marketing & Public Relations

There are a variety of positions available in PR and marketing at companies specialising in fields including sports, media, economics, fashion, business, travel and tourism. Students wishing to intern in this field may also find themselves working within the PR and marketing department within a larger company. Tasks may include assisting with writing and distributing press releases, liaising with potential and current clients, identifying and implementing new marketing strategies, forecasting and market research, database management, contacting the media, arranging promotional events and collecting brand coverage.

Advertising

Due to the intensely competitive nature of this field, students wishing to be placed in an international internship in advertising will most likely be placed within a department of a communications or media company that deals with advertising. Students will have the opportunity to be able to gain more practical experience than if placed within a specialist advertising agency. Advertising is a broad industry that can include a range of mediums including TV, radio, the internet and print. Students may have the opportunity to work within a specific niche of the industry as determined by the opportunities available.

Events Planning

FIE has placed students within several areas of events planning and management. This is an exciting field to gain experience as there are a variety of companies that work on all sides of this thriving industry. The types of companies we work with include luxury caterers, specialist hospitality, professional venue hire, and entertainment suppliers. There are opportunities to help manage and plan for weddings, parties, club events, conferences, fairs and festivals.

Realities of the Industry

Although every effort will be made to place students within their particular area of interest, such as travel PR or sports marketing, availability varies throughout the year. Additionally, students requesting to work in a specialised area must be able to demonstrate a genuine working knowledge within that field.

Though there are opportunities for FIE interns to be placed within the field of advertising, it is a much more competitive area than public relations and marketing. There is also competition from British students; consequently, placements are more likely to be administrative positions and will be allocated strictly according to skills and experience.

Requirements/Skill Set

Skills required for working in the British communications industry include:

- Knowledge of the industry and related areas
- Experience and understanding of relevant terminology
- Excellent communications skills, both verbal and written
- Strong interpersonal skills
- Computer and IT knowledge
- Flexibility - long or erratic hours may be required for some sectors

Related Industries

Also see in this document:

Journalism & Media
Information Technology & Multimedia
Business & Economics

Useful Links

- Public Relations Resource <http://www.journalismnet.com/pr>
- International Public Relations Association <http://www.ipra.org>
- Market Research Society <http://www.mrs.org.uk>
- ISBA <http://www.isba.org.uk>
- Advertising Standards Authority <http://www.asab.org.uk/asa>

Design

The Industry in London

London is among the world's most important centres of design across many fields - from fashion to the web, to furniture and buildings. Today, London continues its long tradition of bespoke design, but has responded successfully to the needs of a mass consumer market to produce inventive and innovative design that is admired globally. The importance of design and designers is such that London boasts one of the very few museums in the world devoted to the development of contemporary design, the Design Museum.

Placement Areas & Opportunities

Graphic & Web Design

There are graphic and web design internships available within communications companies and new media agencies. Students may work with the creative team on specific briefs and projects, designing and creating ideas, but will also take on basic office work.

Fashion Design

There are a limited number of opportunities with independent fashion designers and boutiques in London. These placements are typically only for students with previous design experience, including knowledge of cutting, patterning and sewing. Students will be expected to do personal assistant and administrative duties in addition to hands-on work with garments and patterns.

Interior Design

FIE works with small number of interior design companies in London that specialise on the renovation and restoration of both commercial and residential properties. When interning in an interior design company, tasks are allocated based on the projects and work of the company at the time of the placement. Typical work tasks may include marketing, research, sourcing items and samples, and assisting with the design of models and plans.

Realities of the Industry

The design field is extremely fast-paced due to the continuous technological advances made in the field. It is a competitive environment and any undergraduate in this field must participate in some form of practical training prior to graduation. Therefore, many design companies in London have established internship and training programmes with London based universities and consequently can reduce the number of internship opportunities for US students.

The IT programmes and computer design packages used in design studios in the UK may differ from those used in the US. Differences in educational practices in design-related degrees could impact the kind of tasks undertaken as part of an internship.

Undergraduate internship positions and tasks in the design field are entry-level. It is, however, an excellent way to learn through observing and working alongside experienced practitioners in the field and to build your own portfolio.

Requirements/Skill Set

Students wishing to intern in the field of design should submit to FIE an electronic portfolio containing samples of previous design work to accompany their CV and Personal Statement.

For web and graphic design, knowledge of computer design packages such as Microsoft Illustrator, Dreamweaver, Quark Xpress, and Photoshop is often required.

Fashion design students should have prior knowledge and practical experience in designing and constructing garments. This includes skills such as sketching, patterning, cutting, sewing and tailoring clothes.

Related Industries

Also see in this document:

Communications
Arts & Humanities
Fashion

Useful Websites

- British Interior Design Association <http://www.bida.org>
- Design Research <http://www.designresearch.co.uk>
- London College of Fashion <http://www.fashion.arts.ac.uk>
- Design Museum <http://www.designmuseum.org>

Education

The Industry in London

Education in Britain is generally centralised and state-funded. As such, it is an important area of political focus. In addition, Britain has a long scholarly tradition in sociology and the sociology of education. Taken together, this means that Britain – and London in particular – is an excellent locale in which to pursue an internship in the field of education.

The majority of children in England attend state schools. Children begin school by the age of five, and until age ten children attend primary school. From the age of eleven, children go to secondary school until the age of sixteen, when compulsory schooling ends. However, many continue their studies until age eighteen, followed by higher education at university. Children in state schools are taught the National Curriculum, which is broken into Key Stages to determine what is taught and how performance is assessed and reported.

All schools and educational and childcare providers in England are monitored by Office for Standards in Education, which inspects all schools to help improve and monitor standards.

Placement Areas & Opportunities

Schools

FIE students have the opportunity to work at a London school in either a designated Key Stage or age group. Interns will work as teaching aides; assisting classroom teachers with day-to-day classes, school outings, one-on-one teaching and working with small groups. There may also be opportunities to work within specialist areas in schools, such as those for children with physical disabilities or learning difficulties.

Educational Programmes

There are a number of organisations that offer educational programmes either in coordination with school outings or as afterschool activities. Some schemes specialise in a particular learning focus, such as arts, history, nutrition, sports, and the environment. Interns will assist in planning, coordinating and delivering the programmes, and may also have the opportunity to work directly with the children involved.

Non-Profit and Government Organisations

Students interested in education but not specifically in teaching can be placed within an organisation that deals with educational policy, community education, or business-education partnerships. Many organisations have an education department aimed at community youth education and outreach. Such placements are usually a combination of administrative, research and project work.

Realities of the Industry

The school year begins in September and is divided into three terms that last approximately 12 weeks each. It is likely that a student interning in a school will encounter at least a one week school holiday during which they may not be able to intern. Alternative arrangements will be made for the time not available in the classroom. Prospective interns must take into consideration that it is not possible to intern in a school from July to early September as schools are closed.

Requirements/Skill Set

Students interested in working the field of education must show a genuine interest and knowledge in the field. Interns should be able to demonstrate patience and understanding in their placement, especially those students working directly with children.

Relevant academic majors include: Child and Adolescent Studies, Psychology, Political Science, Sociology, Education, Liberal Studies, English and those students who intend on entering the teaching profession upon graduation.

Any student wishing to intern within education must obtain and bring to London a valid police check.

Related Industries

Also see in this document:

Politics

Psychology

Social Welfare & Non-Profit Organisations

Useful Links

- The British Council <http://www.britishcouncil.org/learning.htm>
- Government Parents' Page <http://www.parentscentre.gov.uk>
- School Inspection Organisation <http://www.ofsted.gov.uk>
- DfES, Department for Education & Skills <http://www.dfes.gov.uk>
- Learning Skills Development Agency <http://www.lsd.org.uk>

Environment & Sustainability

The Industry in London

Environmental issues have long been a focus in the UK and Europe, and this field continues to grow and gain importance on local, national, and international levels. Non-profit organisations, including those with an educational or media focus, policy and pressure groups, and quasi-governmental and governmental organisations, make up this sector.

Placement Areas & Opportunities

Government, Non-Profit, and Grassroots Organisations

Students have been placed in a wide variety of “green” organisations; some are government-funded while others are not. These organisations focus on any number of environmental or sustainability concerns. Most placements will require a combination of administrative, communications, fundraising and research duties.

Realities of the Industry

The prospective intern must be willing to learn and think analytically about particular areas with which they may not be wholly familiar, as many organisations focus on very specific issues (e.g. the built environment, agriculture, pesticides, energy).

Requirements/Skill Set

A keen interest in the issues that impact the environment or sustainability of resources is vital for these types of placements. Any engagement with the relevant issues through academic coursework, volunteer or work experience should be highlighted in the student’s CV and Personal Statement. The flexibility to perform a wide variety of administrative and research duties is necessary, as many placements will be with smaller organisations that require an intern to play many roles. Students should be familiar with the major issues and organisations in this sector. Relevant majors include: Biology and Life Sciences, Geography, Politics, Communications, and Education.

Related Industries

Also see in this document:

Education
Politics
Social Welfare & Non-Profit Organisations

Useful Links

- Environment UK <http://www.britishcouncil.org/environmentuk>
- Centre for Education in the Built Environment <http://www.cebe.heacademy.ac.uk>
- Environment Agency <http://www.environment-agency.gov.uk>

Fashion

The Industry in London

London has been at the cutting edge of fashion since the “swinging 60’s” when Mary Quant (who designed the original mini skirt) and many of her contemporaries established London as a fashion centre - both in retail and as a creative design hotbed. London continues to influence world fashion and has given rise to some of Europe’s most important designers (Alexander McQueen, Stella McCartney, and John Galliano). The world-famous London Fashion Week is held twice a year, showcasing the best British in fashion to a worldwide audience.

Placement Areas & Opportunities

Public Relations and Marketing

FIE work with in-house PR and marketing departments at fashion companies and retailers, as well as with public relations companies that represent a portfolio of fashion brands. Interns can expect to be involved with arranging the distribution and collection of press samples and monitoring press coverage.

Fashion Labels and Boutiques

There are a number of small fashion businesses who produce and sell their own specialised brand. These entrepreneurs have their own boutique or small retail store, distribute their merchandise to larger department stores, and/or sell their products online. The product is usually within a specific niche, such as cosmetics, jewellery, handbags or jeans. Interns may be involved in a variety of areas within the business.

Merchandising

Interning in the merchandising area of a fashion company or firm may involve promoting products and ranges of particular brands, supporting sales, and participating in promotional events. Placements may also include hands-on work with clothing and other merchandise; for example, past students have interned in the sample room of a fashion house.

Business

Interning in the business department of a fashion house or company could involve business development support, research, accounts, trend analysis and forecasting. There are also some opportunities for placements within fashion journalism and fashion events planning.

Realities of the Industry

The fashion industry is very competitive and fast-paced. Companies in this field expect prospective interns to have academic and/or previous work experience in the fashion industry, and will assign students a department based on the company’s needs and students’ abilities at the time of the placement. All internship positions will be entry-level, and, in order to increase responsibilities, interns must be prepared to work hard and undertake all tasks required of them.

Requirements/Skill Set

Students wishing to intern in this field must either be studying fashion or have worked in the fashion industry. Previous internship experience is desired, though retail experience within fashion is also acceptable. An interest in fashion alone is not sufficient enough to warrant a placement within the field.

Interns should be up-to-date with the latest fashion in Britain and Europe. American fashion is often several seasons behind European trends, so it is useful to reference overseas designer fashion magazines.

Related Industries

Also see in this document:

Communications

Design

Journalism & Media

Useful Links

- British Fashion Council <http://www.londonfashionweek.co.uk>
- British Menswear Guild <http://www.british-menswear-guild.co.uk>
- Fashion Capital <http://www.fashioncapital.co.uk>
- London Fashion Forum <http://www.londonfashionforum.com>

Film & Television

The Industry in London

London is the centre of the ever-expanding British film industry. As a multicultural, exciting capital city, it continues to attract both big-budget and independent productions. There is a real sense of community amongst workers in the British film industry, as the city plays host to a number of festivals and award ceremonies throughout the year.

The British television industry is very different from its American counterpart, and it is important to understand the differences in order to make the most of an international internship in this field. There are two distinct types of television in Britain; five free-to-view channels known collectively as “terrestrial”, as well as a large number of pay-to-view channels. The vast majority of television output for British television is produced by independent production companies and sold to the terrestrial channels. The five terrestrial channels are BBC One, BBC Two, ITV1, Channel 4 and Five. The principal cable channels include Sky One, Living, MTV, Sky Sports, E4, BBC Three and BBC Four.

Placement Areas & Opportunities

Pre/Post Production

The vast majority of a film’s life cycle is spent in or pre or postproduction as production companies attempt to obtain funding for a developing project, work on selecting material and locations, to working in editing and distribution. Working within an independent production company offers interns a fantastic experience to learn about the behind-the-scenes work involved in getting projects through development from script to screen.

Production

There are a limited number of opportunities to work in independent film and TV production. Students may be assigned the role of Production Assistant (PA) and be expected to work in a runner capacity in the office and occasionally on shoots. These placements are generally only for students with previous experience in production, and also require the most flexibility.

Film and Television Education

Education is an ever-growing area in film and television and FIE has a number of links with organisations that aim to make these forms of media accessible to all through courses, workshops and festivals. This would be an excellent opportunity for interns to learn about the industry as a community and gain experience in a variety of areas.

Film Marketing

Interns who work with FIE’s placements in film marketing have a fantastic opportunity to be part of the distribution process, by assisting with raising the profile of films through special events, competitions and screenings. Working in film marketing offers students the chance to further develop their communications skill set in an increasingly integral part of post-production.

Talent Management

FIE have connections with talent agencies that manage specialised production staff and entertainers. Because of the independent production system, many crewmembers for the screen industry are freelance. Actors, comics, models and musicians also use talent representation in the form of agents.

Realities of the Industry

There are various placements available in film and television in Britain, but it is important to understand the way that the industry works in order to have realistic expectations of the type of internship in which you might participate.

Unfortunately, it is extremely difficult to get work in the practical side of the industry in Britain, as so many young British people want to get into the industry; demand for entry-level positions (such as those an intern might fill) far outweighs their availability. Large producers of film and television, such as the BBC, run their own competitive closed internship programme which is not compatible or possible with the FIE programme. Union rules and security issues also prevent students from work experience eligibility.

These factors make it nearly impossible for an American undergraduate to secure an internship that would involve being on-set for a large production, and there is no chance of being able to work at a studio. If you have your heart set on working on-set or at one of the studios, then you need to think very seriously about whether the experience you are seeking can be found on the London Internship Programme.

Fortunately, there are still a number of exciting and viable internships within the British film and TV industry. FIE is able to offer potential interns, assuming you have the skills and experience, valuable and exciting placements in a variety of areas. It is important to note that most of these are predominantly office-based positions in a variety of areas within the film and television industry.

Requirements/Skill Set

Skills required for working in the British film and television industry include:

- Knowledge of the industry (global and local)
- Understanding of relevant terminology
- Experience (practical experience is useful but not essential)
- Script reading
- Strong interpersonal skills (telephoning)
- Flexibility

Related Industries

Also see in this document:

Communications
Journalism & Media
Information Technology & Multimedia
Music

Useful Links

- British Film Institute <http://www.bfi.org.uk>
- The Script Factory <http://www.scriptfactory.co.uk>
- London Film Festival <http://www.lff.org.uk>
- Empire Magazine <http://www.empireonline.co.uk>
- BBC Homepage <http://www.bbc.co.uk>
- Sky Homepage <http://www.sky.com>

Information Technology & Multimedia

The Industry in London

Information Technology (IT) and Multimedia are an important part of everyday life, as conducting business electronically has become essential for public and private organisations, both large and small, across the globe. Companies and organisations utilise resources in technology for purchasing, marketing, administration research and sales.

Placement Areas & Opportunities

Management Information

Management Information Systems majors and computer programming students who participate in an FIE internship may find themselves interning for development companies or an IT department within a company. Tasks may include assisting with software and working with databases, websites and shared networks. Duties could also involve project management, analysis, network management, new business and consultancy.

IT Support

Technical support internship positions offer students the opportunity to apply their computer skills in a variety of organisations across many different work sectors including non-governmental, international business, finance and new media.

New Media

The dot com industry has led to the creation of a wealth of pioneering companies. Interning within a department of a new media company allows interns to be involved with web design and online development projects. Students in multimedia companies also intern in communications, e-commerce and campaigns areas.

Realities of the Industry

Due to the differences in UK and US informational technology, skills and knowledge may not be transferable. Thus, an understanding of the UK IT industry is desirable.

The UK's "Silicon Valley" is not based in London and therefore placements within the IT sector are with small independent companies who do operate in London.

Requirements/Skill Set

There are differences between American and British IT educational practices, programmes and software, so it essential that on your CV you state your proficiency in all computer applications.

Related Industries

Also see in this document:

Business & Economics
Journalism & Media

Useful Links

- British Computer Society <http://www.bcs.org>
- British Interactive Media Association <http://www.bima.co.uk>
- Computer Weekly <http://www.computerweekly.co.uk>

Journalism & Media

The Industry in London

FIE has a wide variety of internship placements to offer students interested in gaining experience in journalism and media whilst studying in London. Given that many media organisations, newspapers and magazine publishing houses are based in the capital, there is a large journalistic community. Although much of this is heavily unionised, there are still opportunities available with news agencies, magazines and popular online journalism sites.

Placement Areas & Opportunities

Print Journalism

There are various internship placements available in published media in the form of magazines, journals and independent newspapers. There are opportunities both in general publications as well as with specialist titles covering such topics as religion, fashion, sports, entertainment and travel. Tasks could include research, editing and articles and features, fact checking, updating databases, liaising with the public and media, administrative work, and preparing for layouts and photo shoots.

Online Journalism

There are a number of opportunities available in online journalism as the industry rapidly expands and improves. Most magazines now offer an online counterpart and there are an increasing number of cultural affairs agencies operating online. Students may assist with the writing and preparation for online articles, updating the website, conducting image searching, project work and administrative duties.

Industry Trade Publications

Speciality industry journals and publications are a great way to exercise skills in research as well as journalism. Placements in this area may allow interns to see the business and field-specific side of publishing. Students will be expected to learn or have previous knowledge of the field with which the journal is centred. Areas of focus that students have been involved with in the past have included overseas trade, medicine, technology and international relations.

Realities of the Industry

Journalism in Britain is very strongly unionised, which means that the opportunities to work for the main newspapers or broadsheets, such as the Guardian, the Independent, the Sun and the Daily Mirror, and the majority of large magazines are not available for internships. However, many small publications and media firms are able to offer students great journalism experience.

Please be aware that given the competitiveness of the industry and a student's position as intern, it is likely that journalism internship placements may not involve actual writing that will be published. This is to say that a student will probably not get a byline or acknowledgment of contribution included in the publication.

In most cases, students will not have the opportunity to be involved with so-called "hard" journalism or news reporting.

Requirements/Skill Set

Skills required for working in British journalism:

- Knowledge of the industry (global and local)
- Understanding of relevant terminology
- Excellent general knowledge
- Experience (practical experience is useful but not essential)
- Strong critical and analytical skills
- Good research skills
- Strong writing, proofreading and editing skills
- Knowledge of British spelling is useful
- Flexibility and willingness to work irregular hours
- Strong communication skills (interpersonal and written)
- Additional language and web maintenance skills are useful

Related Industries

Also see in this document:

Communications
Film & Television
Music

Useful Links

- BBC Homepage <http://www.bbc.co.uk>
- Reuters News Agency <http://www.reuters.com>
- CNN Homepage <http://edition.cnn.com>
- The Guardian <http://www.guardian.co.uk>
- Time Out: London <http://www.timeout.com/london>
- The Independent <http://www.independent.co.uk>
- The Times <http://www.timesonline.co.uk>
- Journalism Resource <http://www.journalism.co.uk>

Legal & Justice Organisations

The Industry in London

London is the centre of the English legal tradition of a mix of common law and statute. Whilst English law is different to Scottish law, or indeed to the law of any other country, it is enormously influential. For example, because many other countries, including the USA, have legal systems based upon English principles. Also, because London is one of the world's main financial and business centres, many international transactions are carried out under English law. Moreover, Britain's participation in the European Union may give students opportunities to be exposed to EU and international law.

The social complexity of London also provides opportunities for students to examine aspects of justice, such as human rights, prison reform and immigration.

Placement Areas & Opportunities

Legal Organisations

Internship opportunities within the field of law are available in governmental, private and non-profit organisations. Students may be placed within a variety of areas, such as the legal department of a business, legal membership organisation, a campaigning and advocacy group, or working with legal practitioners. Such internships could see students assisting with project work, client cases, administration, drafting documents, communications and research.

Criminal Justice Organisations

Internships in this area allow students to observe and be involved in work related to crime reduction, prevention and justice. Projects conducted by the government or an independent charity are a great way to gain experience in the field. Students in the past have had unique opportunities such as examining the prison and court systems.

Realities of the Industry

Interning within a legal or criminal justice organisation can be quite demanding and students may find they are working under pressure to tight deadlines. The industry can also be very serious and professional, so interns may be expected to wear smart business attire to work.

Whilst there are some opportunities to intern in the legal sector in London, the industry is extremely competitive. Many internship placements are only available to post-graduate law students or trainee solicitors and barristers. In the UK, a law degree is an undergraduate degree followed by on-the-job training for several years. American undergraduates will not have had the appropriate legal education to fulfil most available positions, thus should not expect to work at a level comparable to a US law student or British trainee.

In addition, due to the competitive and limited nature of these placements, meeting requests for specific areas within law (i.e. corporate, criminal, business) is not usually possible.

Due to security restrictions and regulations, internship placements are not viable in law enforcement, forensics, or criminology agencies of any kind.

Requirements/Skill Set

It is expected that students who have selected to intern within this sector can demonstrate a working knowledge of both the US and UK legal systems. Students should also have done research on the differences between systems.

Previous experience in the law or criminal justice field is desirable to potential site placements. A prior internship at a US legal organisation is usually necessary for placements working directly with legal practitioners.

Students should be able to show sensitivity to the case or subject matter they are working with.

Related Industries

Also see in this document:

Business & Economics
Politics

Useful Links

- Law Commission <http://www.lawcom.gov.uk>
- British Government <http://www.direct.gov.uk/Homepage/fs/en>
- Law Gateway <http://www.sosig.ac.uk/law>

Music

The Industry in London

London is home to a thriving, vibrant and diverse music scene. There are venues of all sizes throughout the city, playing host to all sorts of music styles, including indie, classical, jazz, folk, punk, pop and rock. As a result, there are a number of creative talent management agencies and record companies to be found in London.

There are also a number of independent commercial radio stations reflecting all of London's musical styles, some of which broadcast nationally, some only to the London area. In addition to the independent radio stations, there are a number of corporate radio stations run by the BBC, covering all styles of music, drama, comedy, news and sport, which are broadcast nationally.

Whilst there are limitations on the types of placements available to interns, there are number of exciting and varied opportunities within the music scene.

Placement Areas & Opportunities

Independent Record Labels, Music Venues, and Music Production

FIE offers a number of opportunities in these areas, providing students a chance to learn the ins and outs of the music business through observation and participation. Students will often work in a communications and administrative capacity. Due to their popularity, placements will be allocated strictly according to skills and experience.

Charitable Organisations

In order to support the musicians who are at the beginning of their careers, there are charitable organisations dedicated to raising the profile of musicians through fundraising, free concerts, education and public relations.

Talent Management

All the thriving British music talent needs representation, and we work with several different companies that manage a variety of artists. Students may assist with coordinating schedules for tours and shows, helping to publicise artists and events, and supporting the search for new talent.

Radio

In the past, FIE has placed students at independent radio stations. These placements allow interns to observe the process of running a small broadcasting station. Students could be working within a number of areas, including business, marketing, research, fundraising, audio and editorial.

Realities of the Industry

The number of people wanting to work in music far outweighs the number of placements available, and these are typically allocated to British students and are of short duration. We work with independent music companies in London that provide students a brilliant experience to be a part of the London music scene. There is unfortunately very little or no likelihood of you being able to work with "voice talent", at the large record labels or recording studios.

Requirements/Skill Set

Skills required for working in the British music industry include:

- Knowledge of the industry (global and local including the celebrity aspect)
- Understanding of relevant terminology
- Keen interest
- Experience (practical experience is useful but not essential)
- Strong interpersonal skills (telephoning)
- Flexibility - willingness to work long irregular hours

Related Industries

Also see in this document:

Communications

Film & Television

Journalism & Media

Useful Links

- BBC Music Homepage <http://www.bbc.co.uk/music>
- Department for Culture, Media and Sport <http://www.culture.gov.uk>
- London Based Indie-Rock Commercial Radio <http://www.xfm.co.uk>
- National Classical Radio Commercial <http://www.classicfm.co.uk>
- Q Music Magazine (Indie-Rock) <http://home.q4music.com>
- Smash Hits Magazine (Popular) <http://www.smashhits.net>

Politics

The Industry in London

Britain has a lengthy and historically significant political structure that continues to see great change. In terms of involvement, Britain is a part of the European Union, and therefore engages in political issues across the continent. Moreover, as a major ally of the United States, Britain plays a key role in global politics. In addition, because the UK has one of the world's largest economies, its approach to financial and social issues is important in its own right. Becoming involved in politics in Britain can offer opportunities to observe not only at the macro level, but also at the micro level, such as working with voters on the issues that directly affect their everyday lives.

There are three major political parties in the UK: the Conservative Party, which is associated with right-wing politics; the Labour Party; which represents the liberal end of the spectrum; and the Liberal Democrats, who sit further to the left.

Placement Areas & Opportunities

Political Parties

There are many political parties based in London, including the main offices of the three major parties. Interns who work in the head or supporting office of a political party are typically assigned a specific department and may undertake research, assist with campaigns, facilitate membership and respond to party supporters.

MPs and Constituencies

Interning in the Westminster or constituency office of a Member of Parliament is a unique opportunity to experience how the UK Parliamentary system works. Please keep in mind that these opportunities are limited and usually for students with previous internship experience for an elected official. Students may undertake case work, which includes liaising directly with constituents and voters, and engaging in political campaigning.

Political Organisations

Political organisations can be governmental or non-governmental, and may include pressure groups, trade unions, and charitable organisations. They seek to analyse and influence policy or legislation. Such groups differ in focus, political orientation, and the methods in which they campaign. Interns in this area may engage in research, project work, political analysis, writing, and media relations.

Realities of the Industry

Political interns will find that they are involved in a wide range of tasks and duties as a part of their internship. These projects will very much depend on the political activity, such as elections, at the time of the placement.

In comparison to the members of the US Congress, UK Members of Parliament are typically more closely linked to their constituency's issues. This means that interns will often find that the work they are involved with focuses more on local issues rather than national concerns.

Please also note that many political issues that an MP or political organisation is involved with are restricted to students. This is often due to heightened security and confidentiality.

Most organisations focus on campaigning and raising the profile of a political interest, meaning that interns may be involved in repetitive administrative activities. However, interns will also have the opportunity to directly assist with putting the organisation's values and objectives into practice.

Organisations in this sector tend to enlist many interns, so it is likely that you will share your internship experience with other international students.

Requirements/Skill Set

Students wishing to intern within politics need to state with which British political party they most closely affiliate themselves. Internship placements in this sector are looking for interns with political commitment and an understanding of the UK political system, not just an academic interest. Previous experience within politics is also highly desirable.

For security reasons, some placements may restrict the activities of interns, and at times it may not be possible to intern for certain placement sites. The Internship Team will contact individuals directly if a security clearance is needed

Related Industries

Also see in this document:

Business & Economics

Education

Legal & Criminal Justice Organisations

Social Welfare & Non-Profit Organisations

Useful Links

- Labour Party Homepage <http://www.labour.org.uk>
- Conservative Party Homepage <http://www.conservatives.com>
- Liberal Democrat Party Homepage <http://www.libdems.org.uk>
- Government Web Portal <http://www.direct.gov.uk/Homepage/fs/en>
- BBC Homepage <http://www.bbc.co.uk>
- Political News Site <http://www.epolitix.com>
- Parliamentary News Site <http://www.parliamentmag.com>

Psychology

The Industry in London

Psychology in Britain has been experiencing a period of sustained growth. This is partly because, as a discipline, it expanded first in Germany, then in the US, and it is only in the last twenty years that psychological health has been accepted as an important area of personal well-being by the general population in Britain. Provision of mental health services is dominated by the state-funded National Health Service (NHS), but professionals working in the NHS typically also see patients privately. There are a large number of therapists and counsellors, employed by a wide range of private and public bodies, or acting in a self-employed capacity, who are helping to ensure that personal and work life is not hampered by psychiatric issues. In addition, university departments continue research into the more theoretical aspects of mental health.

Placement Areas & Opportunities

Psychology Research

There are placements offered within university and government-funded research projects. Students can expect to take on a range of tasks that may include assisting with educational research projects, data collection and transcribing and administration.

Mental Health Organisations and Programmes

Psychology placements within the area of mental health are usually non-profit, charity or government-funded organisations. Internship opportunities are available for psychology students in a range of organisations that serve the needs of the community. Students will be involved with the day-to-day operations of the organisation where they are interning.

Realities of Industry

Undergraduate students interning within psychology will be placed in entry-level positions. It is highly unlikely, due to the sensitive nature of the industry and placement length, that interns will have any opportunity to interact with patients or clients.

Due to security and confidentiality, the NHS generally does not offer internship placements to international students. This means that placements within mental health will usually be within a community-based organisation rather than within a practical clinic.

Requirements/Skill Set

Psychology placements are assigned based on the intern's previous experience and knowledge in the field. Relevant academic majors include Psychology, Child and Adolescent Studies, Sociology and Anthropology. Any student wishing to intern within psychology must obtain and bring to London a valid police check.

Skills required for working in the field of psychology include:

- Knowledge of the industry and terminology
- Sensitivity to diverse issues
- Strong research and communication skills

Related Industries

Also see in this document:

Education

Social Welfare & Non-Profit Organisations

Useful Links

- British Psychology Society <http://www.bps.org.uk/index.cfm>
- Psychology.net (news) <http://www.psychology.net>
- Psyclick online resource <http://www.psyclick.org.uk/>
- Mental Health and Psychology Directory <http://www.psychnet-uk.com/>

Social Welfare and Non-Profit Organisations

The Industry in London

Social welfare, sometimes known as community-based learning, is a way of gaining an educational experience through engaging with non-profit organisations (often referred to in Britain as charities). The non-profit or charity sector represents a sizable contribution to London's economy since, in addition to London-specific organisations, the capital plays host to the head offices of most of the major British and international charities.

The work of such organisations is often closely run in association with, and is sometimes funded by, the state. Therefore, placements in this area often provide opportunities to learn about public policy and administration.

Placement Areas & Opportunities

Charities and Non-Profit Organisations

Social welfare placements are arranged with groups focused on the societal and collective good. Placements will be made with organisations whose objectives are to create opportunities for social and public interests. In practice, most of these organisations are found in the non-governmental, non-profit, and charitable sectors. Opportunities are available in a range of organisations that serve the needs of the community. For example, placements range from local London based projects to international aid organisations. Student positions will vary, but could include campaign work, projects, fundraising, events planning, and supporting and working with members of the organisation. These placements enable students to develop greater civic awareness, social responsibility and global citizenship.

Areas of focus include:

- Refugee issues
- Housing/homelessness
- Women's issues
- Poverty
- Substance abuse/addiction
- Disability
- Gay/lesbian issues
- Ethnic/racial/religious diversity
- Human rights/conflict resolution
- Youth/children's issues
- Community regeneration

Realities of the Industry

As the aims and objectives of these organisations are for the collective good of the communities they serve, interns will find themselves assisting with every aspects of the organisation. This could include a variety of tasks from completing administrative and research projects, to assisting with fundraising events, to working with beneficiaries of the organisation.

Requirements/Skill Set

Relevant academic majors include Anthropology, Child & Adolescent Studies, Education, Geography, Liberal Studies, Politics, Psychology, Theology, and Sociology.

While an applicable major is helpful, the most important requirement for a student is that of a service-orientated mindset. This is a desire to work for a social or political cause, or to work on behalf of vulnerable people.

Please note that due to the sensitive nature of some placement environments, like working with an “at-risk” population, such as children and the elderly, all students must obtain and bring to London a valid police check.

Related Industries

Also see in this document:

Education
Politics
Psychology

Useful Links

- Charity Choice <http://www.charitychoice.co.uk>
- Charity Commission <http://www.charity-commission.gov.uk>
- Experience Development <http://www.experiencedevelopment.org>
- International Development Magazine <http://www.developments.org.uk>