

The Institute of Economic and Political Studies

INSTEP

London or Cambridge



Semester and Summer Courses and Internships

Economics, Politics & Law, Political Economy
International Relations, Business & Finance
Media & Communications
History

www.instep-programs.net

ABOUT INSTEP

The Institute of Economic and Political Studies (INSTEP) is an independent organization established in 1979 on the principle that North American undergraduates could benefit from an intensive, individualized semester study abroad experience featuring a scholarly, European perspective on economics, politics, law and international relations.

The Institute of Economic and Political Studies (INSTEP) is characterized by a distinguished teaching faculty who provide a challenging educational environment for a small number of students. Students may also participate in an internship experience to round out the professional aspect of the social science or humanities degree.

A dynamic combination of course offerings and internship opportunities has appealed to some 4,000 participants from many prestigious North American institutions since the program's inception.

A unique aspect of the British educational system is the personalized tutorial approach. Students and their tutors meet in small groups to discuss the pertinent issues surrounding the content of a particular course.

Through this intensive interaction, the student utilizes the tutor's expertise and begins to think carefully about the depth and breadth of a subject in such a way that a profound learning experience takes place.

The social sciences and humanities are particularly suited to this style of teaching and provide a unique opportunity for individualized academic growth through intensive discussions with classmates, faculty and program administrators.

THE PROGRAMS

The INSTEP semester programs offer a cross disciplinary approach in which central themes are examined from the areas of economics, business, finance, political economy, international relations, politics, media and communications, law, history, and English literature. This approach allows the broader issues underlying the course of Western thought for more than a century to be studied and critically evaluated.

The course options consist of seminars and supervisions. Seminars are groups of 5-12 INSTEP students interacting in a lecture/discussion format along with the British faculty member while supervisions are groups of 1-4 students meeting weekly in a tutorial. Students register for a total of 15 semester hours of credit, with each seminar and supervision offering three semester hours of credit and an internship offering six semester hours of credit.

Quotable Quotes:

"Of all my educational experiences abroad, there is none that has affected me more personally and intellectually – an unforgettable experience".

— INSTEP Student



"Big Ben" at the Houses of Parliament – Westminster, London.

The Cambridge Program

Cambridge Administration, Past and Present Faculty

INSTEP Cambridge is dedicated to offering students not only a high quality academic program, but also the personal attention and contact that make the transition into new academic and cultural surroundings more enjoyable and less stressful. In addition to the faculty, who are always willing to meet with students individually, the Director and Director of Operations of INSTEP Cambridge have offices at the student housing and are available to counsel students on a range of topics as well as help to organize extra-curricular events.

Geoffrey Lee Williams

Director, INSTEP Cambridge Programs

Dr. Williams received his PHD from the Open University in 1978 and is a graduate of Ruskin College, Oxford, Keele University, and Birkbeck College, London University. He was a member of the INSTEP London faculty until 1989, was a visiting professor at Surrey University and an affiliated lecturer at the Centre of International Studies, Cambridge University and contributes to the Board of Continuing Education at the University of Cambridge.

He is Senior Research Fellow at the Atlantic Council of the UK, a Master Freeman of the Company of Watermen and Lightermen, a Freeman of the City of London and holds an Honorary Doctorate from the University of Redlands, California.

He was head of the School of Social Sciences, Curtin University, Perth, Western Australia from 1979 – 1982, Head of International Relations at Surrey University, and has held lectureships at Southampton and Portsmouth universities. He has been a parliamentary candidate, an Assistant Principal at HM Treasury, worked with the Rt. Hon. Lord Noel-Baker on arms control, has held a NATO Defence Fellowship and was Senior Assistant Director, London region, with the Confederation of British Industry.

His publications include:

The Natural Alliance for the West, 1969

Crisis in European Procurement: the Cancellation of the TSR2, 1971

The Permanent Alliance: The Transatlantic Relationship 1945-1984, 1977

Global Defence: Strategic motivation in the Nuclear Missile Age, 1981

NATO and the Transatlantic Alliance in the 21st. Century: The Twenty Year Crisis (Palgrave 2001).

Janice Williams

Director, Operations, INSTEP Cambridge Programs

Janice Williams was educated at Nottingham High School for Girls, St. George's Hospital, London and Portsmouth University, where she gained an honors degree in politics. She enrolled for graduate work at the University of Western Australia while working as an educational producer in public broadcasting for Radio 6NR at Curtin University. After a period in commercial radio in the UK, she became Public Relations Officer for the Southwest Surrey Health Authority. She has administered the INSTEP program in Cambridge since 1988 and has been INSTEP's Director of Operations since 1998.

Past and Present Faculty Include:

Geoffrey Lee Williams,	Centre of Int'l Studies, University of Cambridge
Massimo Beber,	Sidney Sussex College
Shaun Bond,	Dept. of Land Economy
Christopher Catherwood,	St. Edmund's College
Shailaja Fernell,	Jesus College
Geoffrey Harcourt,	Jesus College
Geoffrey Ingham,	Christ's College

Michael Kitson,	St Catherine's Col.
Rod Mengham,	Jesus College
Barry Moore,	Downing College
Peter Nolan,	Jesus College
Steve Satchell,	Trinity College

Cambridge Locations and Facilities

Cambridge is an ancient university town 55 miles from London. The University has become so literally part of the town, that a defined “campus” is difficult to find. There is a complex of older buildings known as “Old Schools,” but the buildings of the University’s 32 colleges are spread throughout the town’s picturesque 15th century streets. These highways and narrow lanes wind alongside the River Cam and amongst attractive grounds and gardens known as the Backs. The population of Cambridge is over 120,000, but grows to about 140,000 during term time with the students.

Cambridge is a lively, elegant town which offers many social, cultural and sporting opportunities to students attending the Institute’s programs. Libraries, galleries and museums, the historic commons (parkland) and the river, where traditional punts can be hired, are all within walking distance of the INSTEP accommodation.

The INSTEP Cambridge location is near the center of the city and the various colleges of the University. There are 32 Cambridge colleges, each with its own distinct history and architecture. The oldest of these was founded over seven centuries ago; the youngest college has been in existence for three decades.

Accommodation

Cambridge students live in self-catering row houses where INSTEP’s offices are situated. The housing is very conveniently located near the center of Cambridge, the rail and bus stations, in an area which has a large student population. Ten to twelve students live in each house, sharing either double or triple rooms. Single rooms are rarely available. Each house has its own fully equipped kitchen, living room with television and three shower rooms.

Computer Facilities

INSTEP Cambridge offices and housing are within 5 minutes walk of several cyber cafes and there is free internet access at the University Centre where all INSTEP Cambridge students are members. There are two PCs with printers available for students in the INSTEP library. However, you are strongly encouraged to bring your own laptop computer but check with the manufacturer to ensure that it can be used with overseas voltage. As always, be sure that your insurance covers your laptop as well as all your other personal effects.

The Cambridge Curriculum at a Glance

* *Seminars (3 credits each):*

The Political Economy of the European Union
Geopolitics and International Law
International Business Cultures
Western Europe and the USA since 1918
Economic Theory: The Cambridge Tradition

Global Business Perspectives
Money and Banking
Modern British Fiction
The Political Economy of China

* *Cambridge Supervisions (3 credits each):*

Only one of these may be taken, and it must be in the area of the student’s major. Students must meet a minimum GPA of 3.2 in that major to be considered. Please refer to the section About Cambridge Supervisions on page 7 for more information.

Economics: The Theory of Finance
 International Economic Issues

English: Shakespeare

• *Selected Internships in Economics and Business (6 credits)*

Students registering for seminars ONLY must register for FIVE seminars. For an internship, students must register for the required seminar that accompanies an internship and TWO other seminars.

For complete course information and descriptions please visit:

www.instep-programs.net

Cambridge Supervisions

Supervisions are held in groups of 1-4 students and take place once a week. They consist of an hour's in-depth discussion between a student and his or her supervisor from INSTEP Cambridge.

At the core of the supervision is a short essay which the student will have been asked to prepare over the course of the preceding week.

Structure

Typically, the supervision will begin with the student handing in the essay to the supervisor. The supervisor will then evaluate both the approach and the content of the short essay, making comments and suggesting alternate ways of tackling the subject. This can lead to a general discussion which may move on to embrace both related and unrelated topics.

At the end of the supervision, a new topic for the forthcoming week will be assigned, and the student will be directed toward essential reading. The entire process then repeats itself.

Rationale

It should be apparent that the supervision is an extremely concentrated form of teaching and learning. It could be likened to a type of independent study at some US college and universities.

For the duration of each supervision, the students have the undivided attention of an expert in the field in which they are studying. Achievement cannot therefore really be measured in conventional terms.

The supervision should provide new insight into a topic and help the students to explore it.

Coursework

In preparing for writing the weekly essay, students are expected to consult a variety of sources. Indeed, the reading list recommended by the supervisor is only an indication of the more obvious ones. After a week of reading about and around the topic, the students will selectively assemble the information acquired into a short essay in which they will be expected to synthesize and critically evaluate the materials consulted. A great emphasis is placed upon drawing independent (i.e. original) conclusions rather than the simple compilation of others' views.

Application

Unlike a seminar, you cannot "sign up" for a supervision, try it out for a week or two, and then "drop" it. Once a supervision arrangement has been made, it can only be altered in exceptional circumstances.

To be considered for a supervision, students must have a GPA of 3.2 in the relevant major and may only take a supervision within that major area. The current areas offered are Economics and English.

Quotable Quotes:

"I just wanted to tell you what a great experience I had in Cambridge. I enjoyed all my classes and found learning about the EU really fascinating. We even bounced facts off each other as we were traveling around Paris seeing the sights".

— INSTEP Student

Cambridge Internships

Semester internships are sometimes available in Cambridge for suitable students with a high grade point average and relevant resume. Placements may be arranged in the areas of economics and business.

Interns do not carry out tasks of paid employees. They generally work on particular projects for the company or organization for which they are interning. These projects can include tasks such as doing research, conducting interviews or analyzing data.

The intern's fieldwork is considered training for the intern, rather than the provision of services by an employee for remuneration.

Most students use their internship experiences as preparation for future professional life or as training for graduate school.

As noted previously, internships carry six semester hours of credit. They require a considerable time commitment from the student. Interns are expected to spend twenty to twenty four hours per week, or three full work days, at their placement for the duration of the semester program.

In addition to the internship placement, students are required to complete a research project based on the internship experiences, giving each internship an academic component.

The academic project will be evaluated by a member of the INSTEP teaching staff and will contribute in part to the final grade assigned to a student's internship. Students take three INSTEP seminars in addition to the internship, one of which is the required seminar 'International Business Cultures'. Therefore interns should expect to be either at their placement or in class for five days each week.

How to Apply for an Internship

Students who are interested in an internship must submit an Internship Proposal Form and a current resume in addition to the regular application.

On the proposal form, students indicate in general the type of placement in which they are interested, listing a second choice in a different area. The proposal form must be typed and well written as it will be sent to prospective internship placements.

Students must obtain approval from the home college for transferring credit for the internship.

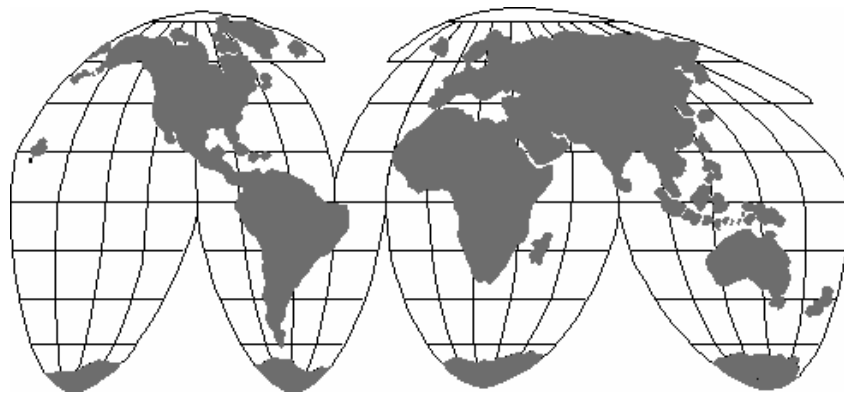
It will be necessary to provide references, both professional and academic, with the resume.

After acceptance to the program the student's application will be reviewed to determine if the student is qualified for the type of placement he or she has requested. If the student is qualified an appropriate placement will be sought and the prospective student provisionally placed.

All placements are contingent upon a successful interview with the INSTEP staff and with the firm in question. No placement can be guaranteed until after the student has been interviewed at the organization or consultancy offering the placement.

If an internship applicant is not qualified in the area he or she has requested, the student will be contacted by an INSTEP representative to discuss alternative areas of interest or by changing to a full load of courses.

All internship applicants must agree to take a full load of seminars if a suitable internship cannot be arranged for them. No internship application can be considered unless it arrives complete to INSTEP USA at least eight weeks prior to the start of the program.



The London Program

London Administration, Past and Present Faculty

The INSTEP London program provides a number of high quality academic opportunities, integrated with a range of substantial internship placements. Students enrolled in the INSTEP London program are optimally located in one the most dynamic and cosmopolitan cities in Western Europe offering varied cultural and intellectual experiences.

As with all the INSTEP staff worldwide, the London staff and faculty are not only dedicated to offering students a high quality academic program, but also the personal attention and contact that make the transition into new academic and cultural surroundings more enjoyable and less stressful.

While students are encouraged to explore London and integrate into the city and their internships as much as possible, the London staff are always willing to help students achieve their goals both academically and socially when possible.

John Gough,

President, INSTEP

Director, INSTEP London Programs

Educated at Cambridge and Durham Universities, John Gough brings a wealth of experience of the British Educational System. A distinguished career, including the Directorship of the King Edward the Sixth Grammar School at Chelmsford, followed by the Directorship of the Forest School, a large independent school in East London, was recognized by his election as a Freeman of the City of London and by his appointment to the Board of Trustees of the English Speaking Union.

Philip Davies,

Internship Coordinator, INSTEP London

Philip Davies has had many years experience with study abroad programs in London. Initially a Graduate Resident with responsibility for housing, he subsequently undertook the role of organizing and maintaining INSTEP's libraries and has latterly become Internship Coordinator and Administrator for the INSTEP London Programs.

Past and Present Faculty Include:

Philip Windsor, London School of Economics
Edward Mowatt, INSTEP Director, 1979-1996
Tim Murphy, London School of Economics
Christopher Coker,
London School of Economics
Katerina Delacoura,
London School of Economics
Spyros Economides,
London School of Economics
Dominique Jacquin-Berdal,
London School of Economics
James Mayall, University of Cambridge
Paz Estrella Tolentino,
Birkbeck Coll., Univ. of London
Stephanie Roberts,
University of Westminster
Shani Orgad, London School of Economics



London Locations and Facilities

London is a cosmopolitan world capital where millions of people live, work and study. The center of government and finance, London is also the place to be if you're interested in art, music, theater or nightlife.

As an INSTEP student you will live in carefully chosen housing in central London. You will be in easy commuting distance to the INSTEP office and classrooms, as well as to all that London has to offer. The London Underground is a staple of London university life, as all urban students commute to class via one of the world's oldest and most famous public transportation systems.

Steeped in history, London will provide you with a wide variety of opportunities in addition to your academic and internship experience. These range from pubs whose origins lie centuries back to famous sites like Buckingham Palace. London's world class Tate Galleries hold an exceptional range of 19th and 20th century art, while the city's West End offers a wide range of live theatre to choose from. From clubs, to pubs, to everything else, you will never be without something new to do in London.

Accommodation

London students live in student accommodation in central London provided by INSTEP. This housing usually consists of shared rooms in flats or student houses. Living areas, kitchens and bath facilities are shared with other INSTEP students.

Computer and other Facilities

Each London student will receive a £200 grant to spend on the services and facilities they require. We will ensure - both during orientation and through the program - that the students will be able to get advice and recommendations from the INSTEP office staff on how to use this grant effectively with regard to, for example, email and computer services.

You are strongly encouraged to bring your own laptop computer. You may also want to bring a printer, but check with the manufacturer first to ensure that it can be used with overseas voltage. As always, insure your personal effects. If you want to log into an existing e-mail account, check with your home university for access instructions.

The London Curriculum at a Glance

* *Seminars (3 credits each):*

- Ethics in Action* - Internship Seminar
- Contemporary Britain
- The New Security Agenda
- Law and Society
- The Middle East and Political Islam
- The New Europe
- Applied International Business
- Media, Society and Contemporary Culture

* *Internships in London (6 credits):*

- Politics
- Law
- Business
- Media and Communications

Students should register for the required seminar, Ethics in Action, that accompanies internships, and TWO other seminars. Students registering for seminars ONLY must register for FIVE seminars.

For complete course information and descriptions please visit:

www.instep-programs.net

London Internships

Semester internships are currently available at INSTEP London in the areas of law, politics, business, media and communications. These internships offer students the opportunity to combine their formal coursework with work experience in a number of London businesses and organizations.

Interns do not carry out tasks of paid employees. They generally work on particular projects for the company or organization for which they are interning. These projects can include tasks such as doing research, conducting interviews or analyzing data.

The intern's fieldwork is considered training for the intern, rather than the provision of services by an employee for remuneration.

Most students use their internship experiences as preparation for future professional life or as training for graduate school.

As noted previously, internships carry six semester hours of credit. They require a considerable time commitment from the student. Interns are expected to spend twenty to twenty four hours per week, or three full work days, at their placement for the duration of the semester program.

In addition to the internship placement, students are required to complete a research project based on the internship experiences, giving each internship an academic component.

The academic project will be evaluated by a member of the INSTEP teaching staff and will contribute in part to the final grade assigned to a student's internship.

Students take three INSTEP seminars in addition to the internship, one of which is the required seminar directly related to the internship placement. Therefore, interns should expect to either be at their placement or in class for five days each week.

How to Apply for an Internship

Students who are interested in an internship must submit an Internship Proposal Form a current resume, and both academic and professional references in addition to the regular application.

On the proposal form, students will indicate in general the type of placement in which they are interested, listing a second choice in a different area.

Students must obtain approval from the home college for transferring credit for the internship.

After acceptance to the program the student's application will be reviewed to determine if the student is qualified for the type of placement he or she has requested. If the student is qualified an appropriate placement will be sought and the prospective student provisionally placed.

All placements are contingent upon a successful interview with the INSTEP staff and with the firm in question. No placement can be guaranteed until after the student has been interviewed at the organization or consultancy offering the placement.

If an internship applicant is not qualified in the area he or she has requested, the student will be contacted by an INSTEP representative to discuss alternative areas of interest or by changing to a full load of courses.

All internship applicants must agree to take a full load of seminars if a suitable internship cannot be arranged for them. No internship application can be considered unless it arrives complete to INSTEP USA at least eight weeks prior to the start of the program.

Special Programs

Academic Year Programs

These can be arranged for interested students who wish to spend two semesters studying abroad. Students interested in this option can choose to spend one semester at each Center, with or without an internship. Alternatively, students may choose to spend both semesters at either center. Students interested in these special programs should discuss their plans with their study abroad advisors and an INSTEP representative.

Summer Programs

Students are offered the chance to spend six weeks (from early June to mid July) studying at either the Cambridge or London Center. Summer programs allow students to take two seminars or one seminar and an internship in Cambridge or London. Total credit awarded for this program option is six semester hours of credit (seminars and internships carry three credit hours each). Usually four to six different seminars from the semester program are offered and taught in double sessions.

The Cambridge Summer Program concentrates on coursework in Business Perspectives and

Cultures, Geopolitics and International Law, International Finance, Political Economy and may offer a few select internship opportunities in economics and business.

The London Summer Program focuses on internships in politics, law, and social services with accompanying academic seminars.

The internship experience also carries three semester hours of credit and includes a written project as a culminating component. INSTEP will match qualified students with placements suited to their interests and abilities, but no specific placement can be guaranteed. Students will have a personal interview with a potential firm. If a suitable placement is unavailable, the student will be required to enroll in two seminars to earn a total of six semester hours of credit.

For more specific information regarding either summer program, please contact INSTEP (see 'For More Information') or consult the web site.

Program Dates* and Deadlines for Application:

All Program Dates including Deadline dates are kept current on the INSTEP website.

Please visit www.instep-program.net for the most up to date information.

* Dates are subject to change and should be confirmed with INSTEP before making travel plans.

Transcripts and Transfer Credit

Upon completion of the program, students will receive an official Tulane University transcript for the work completed on the program. An official transcript will be sent to the home university/college for credit transfer purposes. Students are strongly encouraged to discuss their academic program abroad with their study abroad advisor as well as academic advisor prior to departure to ensure that credit will transfer properly at the conclusion of the program.

Students will receive an initial registration confirmation from Tulane, which will be for 12 hours only. This is Tulane's device for establishing full-time student status until the INSTEP registrations arrive. After classes begin at INSTEP, the registration will be changed to reflect the actual courses enrolled and the credit hours will be changed to reflect the actual load for which the student has registered.

To receive official copies of the Tulane transcript for coursework taken at INSTEP, please write, telephone, or fax the Tulane registrar's office. Transcripts are \$5.00, and you may pay by check, money order, visa or mastercard.

Office of the Registrar, 110 Gibson Hall, Tulane University, New Orleans, LA 70118

Telephone: 504.865.5231

Fax: 504.865.6760

Grading Practices

The following discusses the grading practices of the program faculty and is designed to give students some idea of what to expect regarding grades.

A "D" grade is given if it is clear that the basic concepts and ideas are not understood and that the student has made little or no effort to follow the sessions or to do any of the supportive reading.

A "C" grade is given if a student shows a grasp of the basic concepts but no evidence of supportive reading or original thought.

A "B" grade is given if the work shows that the main ideas are understood and that the supportive reading has been done.

An "A" grade is given if there is clear evidence of understanding the main ideas, of the supportive readings and original thought which shows that the student has seriously grappled with the problems and has come to his or her own conclusions.

The two main mistakes made by students are, firstly, a reluctance to express one's own views and opinions. The majority of INSTEP courses deal with difficult problems and questions where there are no obviously "correct" answers. Professors actually welcome differing views, provided they are presented and argued clearly and effectively. Secondly, some students underestimate the need for supportive readings. Faculty members do not wish to be course overseers; they view their responsibility as stimulating, provoking and responding. Therefore, they do not give precise reading requirements but expect students to use their own initiative in reading around in a subject or topic.

INSTEP Student Services

The INSTEP program provides students with pre-departure planning information designed to assist participants in planning for their period of study abroad. INSTEP staff members are available to discuss any questions students or parents may have about the program at any time during the application process. (*Please see the names and numbers listed in the section, "For More Information," page 12*). In the UK, students are guaranteed accommodation, participate in a short orientation program at the beginning of the program, and have internship interviews arranged (where appropriate). At the end of the program, students' grades are transferred to their current records at their home university.

Program Fees and Scholarships

For the most up to date fee information, please visit: www.instep-programs.net. Scholarships for the semester programs (up to \$2,000) are available for INSTEP students with demonstrated financial need. For a scholarship application and more details, please contact the TRANSIT office (below).

Health Insurance

INSTEP provides a comprehensive international health insurance policy for all students enrolled on the programs during the program dates ONLY and only when the student is outside the United States. Students should check with their personal health insurance coverage to be sure that it is in effect prior to departure and immediately following their arrival back into the United States. Specific information about the policy that we provide can be found on the INSTEP website.

For More Information

The INSTEP representatives are available to answer any questions students (or parents) have concerning the program. Students who are unsure of their qualifications for admission, who are concerned about choosing the right center, who want more details about special programs or internship possibilities may contact either their study abroad office or the offices of the Transatlantic Institute for Study Abroad (TRANSIT) for more information.

The TRANSIT office (responsible for processing all the student application material) is located at 10755 Scripps Poway Pkwy #492, San Diego, CA 92131. Phone: 970-988-0808; Fax: 413-826-6557. Email: steve@instep-programs.net. The INSTEP Cambridge office is located at Warkworth House, Warkworth Terrace, Cambridge CB1 1EE. Phone: 011-44-1223-369579; Fax: 011-44-1223-369655; Email: Janice@instep-programs.net. The INSTEP London office is located at 24 Princes Gate, Knightsbridge, London SW7 1PT. Phone: 011-44-207-225-3180; Fax: 011-44-207-589-7856; Email: Philip@instep-programs.net.

How to Apply

Students interested in applying to INSTEP should contact their study abroad office or contact The Transatlantic Institute for Study Abroad (TRANSIT) below:

TRANSIT

Attn: Steve Seaworth

10755 Scripps Poway Pkwy #492

San Diego, CA 92131

Phone: 970.988.0808; Fax: 413.826.6557

Email: steve@instep-programs.net

www.instep-programs.net