



# Global Explorer Program

Student Handbook

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## Student Handbook

The Global Explorer Program is an intensive, immersive career training boot camp. In just eight weeks, the program is designed to transform you into an informed, empowered professional.

We combine seminars, workshops, weekly exercises and project work with on-the-job training to help you take charge of your early-stage career.



Real-world experience



Broadened horizons



Professional network



Improved skillset



Career readiness

### Key takeaways

Graduates with work experience are three times more likely to be hired in their desired field<sup>1</sup>. They also tend to get hired more quickly and earn more straight out of school<sup>2</sup>. You should leave the program with:

**Real-world experience:** Practical, relevant and demonstrable work experience.

**Professional network:** Mentors and influencers invested in your career.

**Technical skills:** Desirable and applicable commercial and industry-specific skills.

**Career readiness:** The competence and confidence to identify and pursue a meaningful career.

**Broadened horizons:** An expanded cohort of like-minded peers and enhanced opportunity set.

### Behaviors for success

Seventy percent of educators believe that young people are well prepared for work. Fewer than half of students and employers agree<sup>3</sup>. You should leave the program with an effective, mature mindset:

>> **Curiosity**, agility and initiative.

>> **Tenacity**, drive and self-efficacy.

>> **Intelligence**, detail-oriented, evidence-based decision-making.

>> **Communication**, poise and integrity in any situation with any audience.

>> **Collaboration**, emotional intelligence and personal influence.

>> **Empathy**, ownership and maturity.



## Coaching & Curriculum

8 critical ideas for 8 critical weeks. Together, they steer our curriculum, coaching-style and culture.

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### **Learning by doing**

The theoretical approach has its limits. At every opportunity, each concept, theory and lesson covered in the classroom should be accompanied by real-world application at your internship.

### **Unabashed authenticity**

Emotional intelligence can be learned. Assertiveness, conscientiousness, empathy, confidence and leadership are mindsets accessible to all. We'll help you to be the best version of you.

### **Doing well by doing good**

Success and integrity are not mutually exclusive. You can excel without compromising yourself and your values. We practice what we preach; we are hard-working, high-performing individuals whose success is contingent on the impact we have on yours.

### **Open, candid communication**

We'll tell you if you're being a narcissistic, entitled millennial. You'll be surrounded by well-informed and empathetic coaches who are called on by some of the world's leading companies to supply their next graduate superstars.

### **Nothing is perfect. Or permanent**

Fact-based decision-making should rule the day, but occasional leaps of faith are necessary. We'll equip you with a broad-based toolkit to help you navigate your next career opportunity. And the one after that.

### **Success is a by-product of happiness**

Know thyself. We'll help you learn about yourself and discover what you do (and don't) enjoy. What you enjoy, you'll be good at. What you're good at will take you places.

### **The journey is as important as the destination**

Having fun matters. We maintain an unwavering focus on the future without abandoning the here and now. Social nights, getaways and retreats help you get to know your cohort and enjoy your city.

### **We're all in this together**

We've tied our success to yours. We're invested in you and your career and will encourage and guide you in seeding and nurturing a network of mentors and influencers invested in you too.



## Program structure

The Global Explorer Program delivers a comprehensive, practical career training program in a challenging and supportive environment. The program curriculum comprises four key elements:

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### **1. Internship Placement** = skills + experience + network.

More than half of the largest graduate employers say that applicants without relevant work experience have little or no chance of receiving a job offer for their graduate training schemes<sup>1</sup>.

Employers value work experience highly. For many, it carries more weight than your GPA. It tells employers that you possess the initiative and drive to explore and pursue a profession, the commercial skills required in your field, and, perhaps above all else, the maturity to succeed in a workplace environment. In short, it helps demonstrate that you are a wise investment.

Your internship is a critical element of the program. It will be where you cultivate real-world skills and experience to enhance your employability, where you begin expanding your professional network and where you put the other elements of the program into practice.

With the exception of a few planned days off, you'll attend your internship placement Monday to Friday for the full eight weeks of the program.

### **2. Career Navigator Course (CNC)** = enlightened, empowered & elevated career decisions.

Working hard is good; working smart is better. The Career Navigator Course (CNC) will equip you with the knowledge and confidence to make intelligent career decisions.

You'll hear from graduates a few years into highly successful careers at the Graduate Q&A Panel event. You'll gain insight into their industries and their career paths, learning how they've succeeded where others haven't. You'll receive seasoned advice from senior business figures at the Executive Q&A Panel event too.

At the Business Psychology I & II events, you'll learn what drives high-performing individuals and organizations, why EQ is often more influential than IQ beyond the academic setting and how understanding your own motivational needs drives greater career satisfaction.

You'll also learn how to showcase your newly acquired skills and experience, on paper and in-person, at the Acing the Interview and CV Surgery workshops.

You'll attend six CNC sessions during the program. They are interactive, group-based sessions typically held on Tuesday evenings.

CNC events often involve external speakers. You should dress prepared to make new acquaintances.



### **3. Future Leaders Course (FLC)** = thinking, feeling & behaving like the boss.

Ownership, proactivity, curiosity, creativity, innovation, real-world problem solving, fact-based decision-making and commercial awareness are not just buzzwords. They are traits attached to successful leaders. And they're traits employers want to see demonstrated on your resume.

Being a leader is a state of mind. The Future Leaders Course (FLC) sessions will train you to think and behave like, well, a future leader. You'll cover a new topic each week, culminating in the opportunity to deliver a business analysis presentation to your host company.

Through the series you'll be invited to tackle the big questions faced by the decision-makers at your – and every other – company every day. From understanding the marketplace (who are our clients and how do we solve their problems?), to people and productivity (how can we attract, develop and retain the best talent?), to money matters (how can we control costs and grow revenue?).

You'll attend three group, and two individual, one-on-one FLC sessions during the program. They are part-workshop, part-guided-study sessions and are typically held on Thursday evenings.

FBL events are informal get-togethers, so come as you are.

### **4. Social & Cultural Calendar.** All work + no play = dull life.

The destination is in hand, enjoy the journey. We'll put on a Welcome Orientation event at the start of the program for you to meet us and the rest of your program cohort and an End of Program Party to help you celebrate together before we all part ways.

A networking evening during the final week of the program provides an opportunity for all interns and partner companies to meet and rub elbows, so you can expand your network and thank your host company for a memorable eight weeks.

We'll also escape the city twice, once for a whole weekend and once for just the day, together.

<sup>1</sup> High Fliers Research, The Graduate Market in 2016.

<sup>2</sup> National Association of Colleges & Employers (NACE), 2015 Internship & Co-op Survey.

<sup>3</sup> McKinsey & Company, Education to Employment: Designing a System that Works.



## Schedule of Events



You have a packed calendar ahead. If things shift or change, we'll let you know with plenty of notice.

						Sat 	Sun 
Week 1	Mon	Tue CNC	Wed	Thu FLC	Fri	Sat	Sun
Week 2	Mon	Tue CNC	Wed	Thu FLC	Fri 	Sat 	Sun 
Week 3	Mon	Tue CNC	Wed	Thu FLC	Fri	Sat	Sun
Week 4	Mon	Tue CNC	Wed .P	Thu FLC	Fri	Sat	Sun
Week 5	Mon	Tue CNC	Wed	Thu FLC	Fri	Sat	Sun
Week 6	Mon	Tue CNC	Wed	Thu FLC	Fri	Sat 	Sun
Week 7	Mon	Tue FLC	Wed	Thu FLC	Fri 	Sat	Sun
Week 8	Mon	Tue CNC	Wed P.	Thu CNC	Fri 	Sat 	

### Key

00 Internship Placement

CNC Career Navigator Series

FLC Future Leaders Series

.P Mid-program Appraisal



Accommodation check-in/check-out



Welcome orientation



End of program event

P.

End of Program Appraisal



Weekend retreat



Getaway day



Philanthropy day



## CNC: Career Navigator Course

Your grandparents may have had a job for life. You, however, will likely be in your third job by your 30<sup>th</sup> birthday. By the time you retire, probably not before your 75<sup>th</sup> birthday, you are expected to have worked in six different industries. That's *industries*, not jobs.

Some of those industries may not even exist yet. We millennials, for instance, were all born before the widespread uptake of internet, the release of the first smart phone and the rise of social media<sup>1</sup>. Today, six of the ten largest companies in the world are internet and mobile technology firms.

The purpose of the Career Navigator Course (CNC) is to empower you take your first few career steps, and those that follow, with agility and confidence.

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### CNC Format & What to Bring

Career Navigator Course events typically on a Tuesday evening. Networking with canapes and drinks follow both panel sessions.

Unit 1: Business Psychology I  
Unit 2: Business Psychology II  
Unit 3: Acing the Interview  
Unit 4: Graduate Panel Q&A

Unit 5: Executive Panel Q&A  
Unit 6: CV Surgery  
Unit 7: CV Drop-in  
Unit 8: Host Company Mixer

Bring only yourself, dressed smartly, and your City Internships binder to each CNC event.

<sup>1</sup> The World Wide Web became publicly accessible in 1991. The first smart phone was released in 1994. The first recognized social media site was launched in 1997 – the median birth year of CI students in 2017 is 1996.

# FLC: Future Leaders Course

More than 70 percent of educators believe that new graduates are well-prepared for work. Only 42 percent of employers agree. Many employers believe that young jobseekers lack the critical skills required to succeed in the workplace<sup>2</sup>.

In short, those sending graduates into the graduate jobs marketplace are substantially more confident than those receiving them. And this divide between universities and employers is manifested in the prevailing, and paradoxical, concurrence of mass youth under-employment alongside masses of unfilled graduate job vacancies.

So, while today's young jobseekers are, on average, more highly educated than any preceding generation, they face more scrutiny from hiring companies than any preceding generation. The purpose of the Future Leaders Course (FLC) therefore is to help you build a body of evidence to demonstrate critical social, cognitive and commercial skills highly valued by employers.

The Future Leaders Course provides a platform for you to:

**Distinguish yourself from the inexperienced and unproven graduate masses.** Build and demonstrate commercial awareness by applying concepts including company analysis, market analysis, marketing & sales, money matters and people & productivity at your host company.

**Take your education from the classroom to the boardroom.** Engage and impress decision-makers and senior figures at your internship by completing tasks set in the workshops at your internship and by delivering a striking business analysis project and presentation.

**Add compelling evidence to your resume.** Produce credible additions to your resume that signal your viability as a sound investment to prospective employers.

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## Format & What to Bring

Future Leaders Course sessions typically take place on a Thursday evening. The dress code is relaxed.

Unit 1: People & Productivity

Unit 2: Company & Market Analysis

Unit 3: Money Matters

Unit 4: Career Planning

Unit 5: Money Matters II

Unit 6: Career Planning

Unit 7: Final Project Drop-In

Bring your City Internships binder and a WiFi-enable device (a laptop or tablet preferably) for each FLC session.

<sup>2</sup> McKinsey & Company, Education to Employment: Designing a System that Works.



# Support & Environment

We're here to challenge and support you in equal measure. A team of program directors, assistants and career coaches will be on-the-ground throughout the program with you.

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**Program Directors** serve as an escalation point for a given city. They are the person to go to if you have anything significant you need help or guidance with.

**Program Assistants** support the smooth running of the program. They are typically CI alumni; they have stood in your shoes and are best placed to help with any day-to-day matters.

**Career Coaches** have a direct line to your host company, facilitated by the broader CI staff and HQ. They are your best port of call for all matters concerning your internship and career.

Program Directors, Program Assistants and Career Coaches will be present at every City Internships event, helping you enhance your resume, expand your horizons and make the most of your host city. They will be available to you to discuss your internship and long-term career, plus whatever practical or personal matters that may arise during your time on the program.

## Schedule & attendance

The Global Explorer Program is 8 weeks from end-to-end. The Career Navigator Course (CNC), Future Leaders Course (FLC), social events and excursions are scheduled throughout. They are designed and timed to complement your internship and enhance your overall experience. Please note:

- Your internship will generally take place from Monday through Friday, unless otherwise arranged.
- Program events will generally take place weekly on weekday evenings, typically Tuesdays and Thursdays, and occasionally on weekends.
- All program participants are invited to attend all program events, regardless of whether or not you have selected the accommodation package.
- You are expected to attend all program events. Missing more than three CNC or FLC events will result in your continued participation in the program being reviewed.
- Program events are exclusive to CI participants (and alumni by invitation) only.

## Staying informed

We will maintain regular contact with you via email, telephone and social media throughout the program and we will, of course, see you in-person at program events. While we expect you to attend every event, we understand that things may come up.

- If you are not able to attend your internship or a program event, notify your Program Director in advance.
- For general queries during office hours, email [hello@city-internships.com](mailto:hello@city-internships.com) or call the CI switchboard.
- For urgent queries outside of office hours, email [urgent@city-internships.com](mailto:urgent@city-internships.com) or call the CI switchboard.
- In the case of an emergency, contact emergency services by dialling 911.

## New York, Summer 2018: Meet your team of Program Directors, Program Assistants & Career Coaches

Learn from skilled instructors with professional experience in the field. Take the time to read about your coaches this summer and introduce yourselves to each of them at the events.

		
LEWIS TALBOT	JOSH EDGLEY-SMITH	MISHA GOOSHEH
		
AMEEN SHALLAL	JULIAN SEERS-MARTIN	KRISTEN VASQUEZ

### LEWIS TALBOT

Lewis founded City Internships in 2011. Back then the looming graduate jobs crisis prompted him to form CI as a means to help soon-to-be graduates prepare for, and excel in their early stage careers.

Lewis has held positions in the UK, Europe and the United States at Merrill Lynch, Barclays Global Investors and BlackRock, specializing in equity and multi-asset investment management. In each of his roles he has been actively involved in the selection, development and management of interns and graduates.

Away from the office, Lewis enjoys making terrible investment decisions in cars, bikes and surfboards.

The buck stops with Lewis. You can contact him via [lewis@city-internships.com](mailto:lewis@city-internships.com).



Los Angeles



Motivational Theory, Business Analysis, Behavioral Economics, Astrology



Banking & Financial Services, Consulting & Professional Services

## MISHA GOOSHEH

There's a very good chance you've heard a lot from Misha and her team already. They are responsible for ensuring all CI students progress through the various stages runs smoothly.

We think of Misha as a reformed teacher. She spent her formative years as a teacher in the US and Spain and now helps people figure out what to do with themselves once school's out forever.

In her sparingly spare time, Misha enjoys the theatre, karaoke and writing and performing explicit urban rap to her friends.

You can contact Misha and her team via [misha@city-internships.com](mailto:misha@city-internships.com) and [studentexperience@city-internships.com](mailto:studentexperience@city-internships.com).



Los Angeles



Learning Theory, International Education, Study Abroad, TEFL



Art, Fashion & Design

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## JOSH EDGLEY-SMITH

You may not know it, but Josh is the reason you're here today. Josh heads up the admissions teams at CI and so you have him and his team to thank for endorsing your application.

Our goals at CI is to match high-potential graduates with great opportunities. Josh and his team are responsible for the first part of the equation.

Josh has traveled across South East Asia by moped and is usually playing or watching soccer.

You can contact Josh and his team via [josh@city-internships.com](mailto:josh@city-internships.com) and [admissions@city-internships.com](mailto:admissions@city-internships.com).



Los Angeles



Trend Analysis, Education Management, Media & Communication



Technology & Engineering, Marketing, Advertising & PR

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## AMEEN SHALLAL

Ameen and his team are responsible for the second part of the equation. You'll have interacted with Ameen's team during the internship matching stages.

The employer engagement team are trusted advisors to our various partner host companies, their job is to match CI students with opportunities where their skills, knowledge and experience can develop and open new doors.

Ameen started his career in finance with Morgan Stanley and has been helping students and graduates begin meaningful careers since 2010.

You can contact Ameen and his team via [ameen@city-internships.com](mailto:ameen@city-internships.com) and [employerengagement@city-internships.com](mailto:employerengagement@city-internships.com).



Washington D.C., Miami



Art, branding, graphic design



Marketing, Advertising & PR

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### JULIAN SEERS-MARTIN

Julian started his career in technology and digital media consulting before founding and exiting his own firm. Now, as CTO, he is responsible for all things technology at CI.

In his spare time, Julian enjoys travelling, cooking, most things with an engine and working through his gigantic collection of wine.

You can contact Jules via [julian@city-internships.com](mailto:julian@city-internships.com).



Los Angeles



Digital media, UI and UX design, big data and analytics



Technology & Engineering

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### KRISTEN VASQUEZ

If you found out about CI through your university, college or student organization, you'll have seen the results of the efforts carried out by Kristen and her team. CI partners with traditional educators to help ensure their graduates prosper from their investment in their education when graduation comes looming.

Virtually everything you lay your eyes on at CI was also born in Kristen's creatively cavernous mind. Kristen takes the creative lead on all branding and design project and is a foundation of knowledge on all things art, design and digital media (and fútbol).

In her spare time, Kristen enjoys keeping fit and watching and playing soccer.

If you have anything nice to say about Barca, you can contact Kristen via [kristen@city-internships.com](mailto:kristen@city-internships.com).



Los Angeles



Art, branding, graphic design



Marketing, Advertising & PR

## What Next?

If you haven't already done so, your very next step is to submit an application to CI. Applying is free and you'll hear back from us within two weeks.

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### Apply

If your application is successful, you'll be invited to select and join any one of our programs. You can choose one of 3 programs in one of 18 cities.

And, alongside a series of classes, workshops and networking events designed to get you career-ready, all programs include an internship placement with a leading company in your choice of one of 9 industries.

<http://city-internships.com/apply/>

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### Questions? Review our FAQs

Find answers to some of the most common questions our applicants ask. We want all of our students to be fully informed about what we do and how our programs operate.

<http://city-internships.com/faqs/>

### Want to chat? Call, email or drop by.

Call +1 (310) 438-5329 or +44 (0)203 808-4790 to speak with our Student Experience team.\*

Drop us an email at [studentexperience@city-internships.com](mailto:studentexperience@city-internships.com). We'll endeavor to reply within two days, though please bear with us at the busiest times of year!

Or pay us a visit at our new HQ in Venice, California. We are located on Sunset and Hampton, right across from the Google campus and open Monday to Friday during office hours.

\* Our Student Experience team are based at our HQ in Venice, California and available between 7am and 4pm PST. (That's equivalent to 10am to 7pm if you're calling from New York. Or 3pm to midnight if you're calling from London.)

### Financial Guidance: Funding your future

The choice you make in the early stages of your career are critical. Understand your options and get advice from those invested in your future.

<http://city-internships.com/fund-your-future/>