



**STAFFORD HOUSE**  
INTERNATIONAL

# CAREER PREPARATION ACTIVITY

Practice your English in the American workplace



Stafford House offers you a global professional experience with the Career Preparation Activity. Develop your resume and interview skills and progress with confidence towards your career goals by spending time in an American company.

## BENEFITS

- Practice English with American colleagues and experience an authentic work environment
- Learn industry-specific vocabulary and the casual English used in the workplace
- Apply your skills and knowledge to host company projects and tasks
- Learn interview skills and build confidence for your placement and future job searches

## OUTCOMES

- Stafford House Career Preparation Activity Certificate
- Reference letter from an American host company (if activity placement requirements are met)
- International experience for your resume
- Network of international contacts

## COURSE FACTS

VISA	LEVEL	AGE
F-1 student visa	Upper-intermediate	18+
INTENSITY	COURSE LENGTH	CAREER PREPARATION MODULE START DATES
Standard or Intensive	Minimum 12-48 weeks	<b>2019:</b> 25 February, 22 April, 17 June, 12 August, 7 October (available at all our USA Centres)

## SAMPLE TIMETABLE

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5-12+
COURSE	<b>STANDARD OR INTENSIVE</b> General English Business English Test Preparation TOEFL / Cambridge Professional Certificates				
CAREER PREPARATION ACTIVITY	MODULE				ACTIVITY
	Activity introduction and meetings with the CPA Advisor	Meet with CPA Advisor about placement and resume preparation	Research the Host Company and learn about American office etiquette	Practice interview techniques	Placement begins in the Host Company

### HOW IT WORKS

#### PART ONE: WEEKS 1-4: CAREER PREPARATION MODULE

1. Take a minimum of Standard course for 4 weeks that includes a Career Preparation Module
  - Prepare your American style resume
  - Learn about American office culture and etiquette
  - Practice interview techniques
  - Research the host company
2. Attend one to one meetings with the Career Preparation Advisor to discuss your goals, experience and career objectives to find the best host company for you
3. A Stafford House Career Preparation Advisor will schedule an in-person interview with a host company

#### PART TWO: WEEK 5 - 12+: CAREER PREPARATION ACTIVITY

4. Begin your Career Preparation Activity! The Career Preparation Activity is an unpaid host company placement. Your placement is part-time (10-15 hours per week) and takes place in the host company alongside your Stafford House lessons either in the morning or afternoon depending on your schedule.

### HOW TO ENROLL

- Take our Online English test to check your English level - [www.staffordhouse.com/online-english-test](http://www.staffordhouse.com/online-english-test) (An official Stafford House placement test must be taken before acceptance into the CPA is guaranteed).
- Choose your start date
- Complete and submit our Application Form

### CPA HOST COMPANY PLACEMENTS

Our placements are in small and medium sized host companies, start-ups, and even a few well known brand names. The most important factor is that that students are involved in meaningful company activities and tasks and learn from business owners and leaders. In these carefully chosen companies, you will practice speaking English with American professionals, increase your confidence and boost your professional development. Career Preparation Advisors match you with American host companies according to your interests, and abilities and where you will have an experience that will benefit your future careers.

\*Placements are not to be considered employment or training in your area. Once accepted on the CPA, a placement is guaranteed, but we do not promise placements in specific areas or companies.

### PLACEMENT AREAS:

Business Administration | Marketing | Sales | Social Services (NGO) | Hospitality

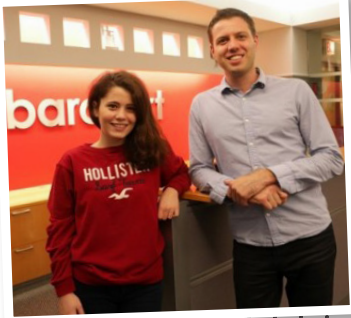
### A FEW OF OUR FAVORITE HOST COMPANIES:

**Mosser Hotel** San Francisco | **Hosteling International** Chicago and Boston | **Young at Art** (Children's creative Institute) San Diego  
**Museum of Photographic Arts** San Diego | **San Diego Habitat for Humanity** San Diego | **Digital Strategic Marketing** San Diego  
**The San Jose Group** Chicago | **Asian Art Museum** San Francisco | **ISX World** Boston

Visit [www.staffordhouse.com](http://www.staffordhouse.com) to see more stories from our students and companies

# TESTIMONIALS

## WHAT OUR STUDENTS HAVE TO SAY



“ Being a part of an American company is one of the best ways to experience American culture. My coworkers were so friendly and kind. It was great for networking. There were lots of outside activities which was a great opportunity to improve my network and use my English. ”

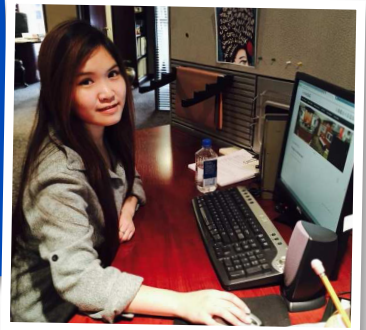
**Oyku, Turkey**

Barchart is an American financial technology company focused on market data and trading solutions.

“ I wanted not only to work using English as a tool, but also to find out how a marketing and advertising agency works in The US. The most challenging task I had, was writing an article for the company's blog. It was the first time I wrote a professional article in English and the greatest part is that it was posted. The best experience I had was to learn how to plan and organise projects. ”

**Chia, Taiwan**

Graduate in Business Administration- at San Jose Group



“ The experience will help me in the future because speaking English is really important to find a good job in my country. I really enjoyed this company, and would recommend it if you enjoy art and working with people. ”

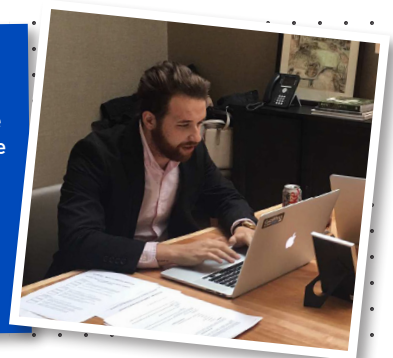
**Mathilde, France**

Studied Marketing and Aesthetics. Did a Teaching Assistant placement at Young at Art in San Diego.

“ I chose to participate in CPA because I felt the need to get more experience about how companies in the US operate and of course to improve my overall knowledge about business English. My favorite experience here was assisting in one of the events the company had with an invited guest speaker for the members where I could get tons of knowledge from different topics. Also, my supervisor was an extreme professional with a wide knowledge about pretty much everything so you can learn a lot from her. ”

**Mario, Venezuela**

Entrepreneurs Organization – Business Admin, Marketing and PR - known for opportunity to spend time directly with organization head.



## WHAT THE COMPANIES SAY



“ Students practise their English by interacting with the rest of the staff, participating in meetings, and joining us on off-site visits, but we also try to give them challenging projects. We love having students, it is like travelling without going anywhere! ”

**Debra, Founder of an Employment Agency**

## **FAQ'S - YOUR CAREER PREPARATION QUESTIONS ANSWERED**

### **Q: Can I book a Career Preparation Activity after I arrive?**

A: Yes, you may register for the activity after you arrive providing you have an Upper Intermediate level, an F1 student visa and that you can start the program on the official start date with a minimum of 12 weeks available for the full course.

### **Q: Can I request a certain company?**

A: We will do our best to match you with a host company according to your interests, and abilities and where you will have an experience that will help you further improve your English and benefit your future careers. It is important to note that the purpose of the Activity is to give you the opportunity to practice speaking English in the American workplace.

### **Q: Can I do a full time placement after my course ends?**

A: No, you must be a full-time student of Stafford House to take this course. This means you must take a full time program of 25 lessons per week in addition to the Career Preparation Activity.

### **Q: Can I extend my course in order to do a longer Career Preparation Activity?**

A: Yes, as long as you are within your Visa allowance.

### **Q: Can I do the Career Preparation Activity on a Tourist Visa?**

A: No, in order to do a Career Preparation Activity with Stafford House, you must study with a F1 Student Visa.

### **Q: Are placements guaranteed?**

A: Stafford House will arrange a maximum of 2 interviews with a company according to your qualifications and best company match. If you do not accept a placement, or both companies do not accept you for the placement, a Stafford House Student Advisor will work with you on an alternative academic plan.

### **Q: Can I know my placement company before I arrive?**

A: Placements are made during the 4-week Career Preparation Module. During this module you will meet with the Placement Advisor who will discuss your placement and expectations. They will arrange an interview with a company and help you to prepare for that interview.

### **Q: Will I receive any payment during my placement?**

A: No, the purpose of the placement is to give you experience speaking English