



The IBP Program @ Bellevue College

Students can draw from a growing and active network of prominent businesses or seek out dynamic new companies for observation placement. The IBP Program has been a successful experience for students since 1989. This success comes from Bellevue College's high quality teaching and curriculum focused on English Language proficiency as it relates to real world business skills. Also, the surrounding Seattle region in Washington State offers a wealth of opportunities as well as fun and exciting activities on and off the campus.

Internship Sites

- HIS Seattle
- Fujifilm Sonosite
- Ratio
- iLeap
- Global Transportation Services
- Jubilee REACH
- The Mariners
- Expeditors International
- And many more



"The IBP students have been exceptional. Without exception, they have come in ready to work hard, eager to learn and be very mature in how they fit into our professional work environment. We encourage them to take training and it has been nice to see how quickly they have learned about our company, our culture and our approach to customer service."

Morgan Wilson
Manager, Expeditors International

"The IBP Program really taught me independent learning. I now know how to research different business industries to find out information that benefits my future."

Misayo Araki
IBP Student



**To apply to the IBP Program,
go to www.bellevuecollege.edu/oiegi**

or contact Deron Dahlke, Assistant Director
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International Business Professions (IBP)



**Where the world comes together to learn...
about international business.**

The IBP Program is a one-year program preparing young professionals and current students for an observational internship in an English speaking company or organization. After college level, intensive English, and IBP classes, students participate in an English speaking environment. The IBP Program curriculum, training, and experience give you a competitive career advantage!



The IBP Program

The IBP Program is designed to give the young professional a competitive edge in international business professions and directly apply these skills in a U.S. observational internship tailored to each student's area of interest.

- Business training for today's job market
- Small group instruction
- One-on-one advising and mentoring
- Internship opportunities at U.S. companies and non-profit organizations
- Supportive network of faculty, advisors, and staff
- Use of full campus resources
- Academic study in many areas of interest



Resources

Bellevue College supports international students with:

- Tutoring
- Many student clubs and fun activities on and off campus
- Interesting non-credit classes

The IBP Program Gives You

- A 220 hour observational internship in an English speaking environment
- A certificate award
- An official transcript statement showing "IBP Program Completion" with all classes and grades
- Professional contacts for future networking and career opportunities
- Greatly improved confidence and skill to speak English

"The IBP Program was a special experience because the program offered an internship while studying English. Through IBP I learned how to prepare for my future career. If I have another opportunity to go back to the U.S., I would like to participate in a similar program. Also, I strongly recommend the IBP Program to those who want to improve English and have an internship experience in the U.S."

Jae Hee Jang, IBP Student



TRACK A

Improve English language skills through intensive ESL classes!

TRACK A is for students who want to focus on improving their ability to speak and understand, read, and write in English, and learn about American culture. Small class size provides intensive instruction and individualized attention in a multicultural environment.

Improving English skills and cultural awareness helps students succeed in credit level classes and perform well in internships.

QUARTER 1

Introduction to Business: Learn the different aspects of business management, human resources, marketing, operations management, and planning.

Oral Business Communication: Learn business presentation skills, telephone etiquette, and how to effectively prepare for and participate in business meetings.

Written Business Communication: Develop format, tone, style, and language of English business communication (letters, emails, webpages, and brochures) through real workplace scenarios.

Exploring Contemporary Issues: Participate in group projects to develop research skills and critical thinking to produce presentations on contemporary issues in the world. Engage in and report on volunteer activities.

QUARTER 2

International Business: Analyze how differing cultural, legal, technological, and economic environments impact the operation of international business in the global marketplace.

Observation Preparation: Identify career goals to build targeted research strategies, create professional resumes, cover letters, and email communication. Develop interview and telephone skills.

ESL Writing: Use a variety of reading materials to improve grammar and writing skills.

QUARTER 3

Observation Placement: Apply skills from Observation Preparation to secure an internship for Quarter 4 with guidance from instructors. Placements are made according to the students' training, prior work experience, interests, English proficiency, and career goals. Learn professional practices and clear, effective communication for U.S. business culture.

ESL Writing, Speaking, Reading: Use a variety of materials to improve grammar, writing, reading, and speaking skills.

QUARTER 4

Workplace Support: Demonstrate proactivity to increase responsibility, contribute to an organization, navigate workplace issues, and build a professional network.

Observation (Internship): Use Workplace Support knowledge through practical experience in an American organization and complete an unpaid 10-week observational internship. Faculty advisors maintain mentorship, communication, and support throughout the internship experience.

TRACK B

Increase knowledge in credit level classes and learn about business, technology, computers, and more!

TRACK B is for students who want to explore and deepen their knowledge of their chosen academic subjects. **TRACK B** students take credit level classes alongside American students.

Increasing skills and knowledge provides students with the foundation for their internships and future careers.

QUARTER 1

Academic Class: Students choose one academic class to support their interests and skills. For example, common classes are Accounting, Business, Computer Software, Information Technology, and Marketing.

Oral Business Communication: Learn business presentation skills, telephone etiquette, and how to effectively prepare for and participate in business meetings.

Written Business Communication: Develop format, tone, style, and language of English business communication (letters, emails, webpages, and brochures) through real workplace scenarios.

Exploring Contemporary Issues: Participate in group projects to develop research skills and critical thinking to produce presentations on contemporary issues in the world. Engage in and report on volunteer activities.

QUARTER 2

Academic Classes: Students choose 5 to 13 credit hours of classes to support their individual skills and goals. For example, common classes are Accounting, Business, Computer Software, Information Technology, and Marketing.

Observation Preparation: Identify career goals to build targeted research strategies, create professional resumes, cover, letters, and email communication. Develop interview and telephone skills.

QUARTER 3

Academic Classes: Students choose 10 to 16 credit hours of classes to support their individual skills and goals. For example, common classes are Accounting, Business, Computer Software, Information Technology, and Marketing.

Observation Placement: Apply skills from Observation Preparation to secure an internship for Quarter 4 with guidance from instructors. Placements are made according to the students' training, prior work experience, interests, English proficiency, and career goals. Learn professional practices and clear, effective communication for U.S. business culture.

QUARTER 4

Workplace Support: Demonstrate proactivity to increase responsibility, contribute to an organization, navigate workplace issues, and build a professional network.

Observation (Internship): Use Workplace Support knowledge through practical experience in an American organization and complete an unpaid 10-week observational internship. Faculty advisors maintain mentorship, communication, and support throughout the internship experience.