



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 studying 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
- Dynamic observation opportunities at organizations, U.S. companies, and non-profit organizations
- Supportive network of faculty, advisors, and staff
- Use of full campus resources
- Opportunity for academic study in many areas of interest

"The IBP Program is the starting point to get into the translation industry. My career became more realistic. I can see what I want to do more clearly; I have a lot of chances. Through the IBP Program I had many chances to think about my goals and my life. It was a big chance and a good experience for me."

Atsuko Mori
IBP Student



TRACKS

There are two tracks or options in the IBP Program depending on English proficiency. **Track A** is for students without TOEFL (iBT = 61) or IELTS (overall band score = 6.0 with all sub-scores = 5.5), which is a Bellevue College requirement. The IBP Program provides two paper-based TOEFL tests in Quarter 1. **Track B** includes college level classes taken with native English speaking, American students.

QUARTER 1

Oral Business Communication

Students learn business presentation skills, telephone business etiquette, and how to participate effectively in business meetings

Exploring Contemporary Issues

Students participate in team driven projects that develop research skills and analytical and critical thinking to produce presentations on important contemporary issues in American society.

Written Business Communication

Students study and master format, tone, style, and language of professional American business communication using successful and standard business letters, e-mails, inner office memos, newsletters, and brochures.

TRACK A

Introduction to Business

Students explore business through real-life scenarios to develop critical thinking, decision-making and communication skills

TRACK B

College Level Class

Students choose one 5-credit hour class from a wide range subjects to support their own skills and interests. For example, Business, English, Marketing, Photography, Interior Design, etc.

QUARTER 2

Observation Preparation

Emphasis is placed on learning and applying strategies for accessing resources to identify and pursue students' fields of interest. The production of career and educational resumes, cover letters, e-mail inquiries, and the articulation of learning objectives create professional portfolios that help find a suitable observational internship position.

TRACK A

International Business

Students explore consumer markets and learn how international businesses use marketing strategies to gain market share and stay competitive.

ESL Writing

Students work to improve their grammar, academic reading, and writing skills.

TRACK B

Approved 5-Credit Business Course

Examples: Accounting, Business related, Computer related, Digital Media Arts, Information Technology, Interior Design, Marketing Management, Technical Support, Translation & Interpretation, etc.

Academic Classes

Students can choose three to eight credit hours of college level classes to support their individual skills and goals.

CLASSES

IBP and ESL classes are determined by the IBP Program. These classes strengthen a student's overall communication skills. College level classes are chosen by students after IBP Advising Meetings, one-on-one advising appointments, and a student's individual research. There are many college level class subjects to choose. Bellevue College class descriptions are online at <http://www.bellevuecollege.edu/classes/All>.

QUARTER 3

Observation Placement

Students are guided by faculty advisors through a search for an observational internship placement for their fourth quarter. Best professional practices are supported for successful self presentation, clear and effective communication, and the fostering of business networking techniques.

TRACK A

IBP and ESL Courses

Students take two ESL classes focused on writing and a class of their choice (Speaking/Listening, TOEFL Preparation, Pronunciation, etc.), and another IBP class centered on academic and vocational interests.

TRACK B

Academic Classes

Students can choose 10 to 16 credit hours of college level classes to support their interests, skills, and goals.

QUARTER 4

Workplace Support

Students are closely mentored through their observation period through team supported problem solving, field specific terminology, and class blogging workplace journals. Students showcase their skills and experience through presentations about their observation companies and organizations.

Observation (Internship)

Each student obtains practical experience in an American business through an unpaid, ten week observation period. Placements are made according to the students' training, prior work experience, interests, English proficiency, and career goals. Mentorship, communication, and support is maintained throughout their placement with faculty advisors.

The IBP Program Gives You:

- ✓ A 220 hour observational internship in an English speaking environment
- ✓ A Certificate award document
- ✓ 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



Resources:

Bellevue College supports international students with:

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



"Each year it's truly exciting to see the transformation of our students into confident, dynamic, and skilled professionals prepared to succeed in the international workplace."

Cynthia Weintraub
Lead Faculty, IBP



The IBP Program @ Bellevue College

Students can draw from a growing and active network of prominent businesses or seek our 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 and applications. 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.

Observation Sites

- Seattle Art Museum
- Jubilee Reach
- Expeditors International
- Gobo Enterprises
- International Rescue Committee
- Global Trade International
- Seattle Symphony
- The Mariners
- 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 - Global Training
Technology & Support Expeditors

"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/isp or contact Deron Dahlke, Assistant Director
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