



INTERNSHIP COURSE SYLLABUS

4 credits - applicable to the following courses:

CAS AH 505	Internship in Art/Architecture Abroad
CAS EC 497	Internship in Business/Economics Abroad
CAS IR 451	Internship in Politics Abroad
CAS IR 455	Internship in International Organization Abroad
CAS PO 401	Internship in Politics Abroad
CAS PO 403	Internship in Comparative Law Abroad
CAS PO 405	Internship in International Organization Abroad
CAS PS 495	Internship in Human/Health Services
COM CM 471	Internship in Advertising or Public Relations
COM FT 4932	Internship in Film and Television
COM JO 412	Internship in Journalism
SHA HF 390	Internship in Hospitality Administration

Non-credit Hub Unit*:

HUB SA 330	Study Abroad Internship
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** Students will be enrolled concurrently in the non-credit HUB SA 330 Study Abroad Internship unit through which they will, on successful completion of the concurrent 4-credit academic internship course, earn 1 Hub Unit in the area of 'The Individual in Community'. The course HUB SA 330 does not award credit, but modifies the learning outcomes to facilitate the goals of the Individual in Community unit. Students will see two entries on their transcripts*

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On-line resources

Course Material on One Drive

I. WORKLOAD AND LEARNING OUTCOMES

WORKLOAD

This course, conducted entirely either in French or in English, is comprised of several components:

- **EUSA preparatory sessions:** during the course phase, students will attend 3 mandatory one-hour sessions in order to prepare for the internship interview and experience.
- **Internship:** during the internship phase (last seven weeks of the program), students will be working at their internship placement around 35 hours a week, from Mondays to Thursdays.
- **Workshops:** during the internship phase, students will attend six 90-minute thematic workshops which will guide them in their reflection and methodology.
- **Written essay:** by the end of the internship phase, students will have written three formal analytical essays related to their experience (minimum 15 pages in English or 10 pages in French total), respectively focused on: 1. The Company – 2. The Intercultural Experience – 3. The Professional Experience.
- **Workshop preparatory work:** for each workshop, students will have to prepare a written handout as well as a short oral presentation, both related to the workshop theme.
- **Readings** (available in One Drive folder): students' reflection will be broadened through readings related to each general aspect of the internship experience (the internship experience as such, the company as an entity and a community, cross-cultural experience theories and specifics, professionalism and civic-mindedness).
- **Individual guidance:** aside from the workshops, students will communicate by mail with their professors in order to refine the writing of their essays.
- **Final mock interviews:** as a result of this reflection process, students will present themselves as job applicants in front of a jury during a mock professional interview.

LEARNING OUTCOMES

Internship Course Outcomes

- Gain an understanding of workplace dynamics, professional expectations, and the influence of culture on both.
- Build proficiency in a range of business or industry skills appropriate to the field of the internship placement, including professional and inter-cultural communication through written, verbal, and non-verbal means.
- Refine and clarify professional and career goals through critical analysis of the internship experience or research project.

Hub Area: The Individual in Community

1. Students will analyze at least one of the dimensions of experience—historical, racial, socio-economic, political, gender, linguistic, religious, or cultural—that inform their own worldviews and beliefs as well as those of other individuals and societies.
2. Students will participate respectfully in different communities such as campus, citywide, national and international groups, and recognize and reflect on the issues relevant to those communities.

By the end of this course, students will be able to articulate a reflection and draw personal insights related to their own beliefs and worldviews about individuals and society, based on the cultural and professional dimensions of their experience, namely:

- what makes their company succeed – or not – in its field, how it operates as a community and in the community, what main issues it has to face, both internally and on the market;
- what it takes to work in/with other cultures (and/or languages) and to adapt to an unfamiliar environment in order to be part or at the service of a new community, how to approach cultural differences in their daily experience and what they can learn from them, both about themselves and others – as individuals but also as part of a global world;
- what they can bring to a professional environment, how they can draw skills from experience and process challenges, how they can contribute to a company's project and community ;
- who they are as a result of this growing process, in terms of civic-mindedness, cultural awareness, professional goals, personal aspirations.

II. ACADEMIC GOALS

▪ Give academic value to the internship

Each internship must include an academic component consisting of research, reflection, written and oral assignments. This academic component will be related both to the internship (sector, professional and intercultural experiences) and to the specific internship credits. As for the final grade, it will almost exclusively be based on the internship course components, except for attendance which, aside from presence at BU Paris academic workshops and meeting deadlines for assignments, will also take into account presence (or absences) at the internship placement.

▪ Add an analytical dimension to the overall experience

This academic process encourages analysis about and beyond daily work, in order to broaden students' horizons intellectually, professionally and personally. It will enable students to reflect more thoroughly on their company and sector as well as on their own experience, perceptions, and career goals. The internship experience will be viewed as a means to gain knowledge, as an intercultural learning process, as a way for students to develop an awareness of their skills, and aspirations as well as to reflect upon the notion of community, including aspects such as society culture, company culture, work culture and their own ethics and values in terms of civic-mindedness; hence it will become a significant professional asset.

▪ Encourage a professional approach to academic work

Being professional means being reliable, responsible, and autonomous. Students must consider workshops at BU Paris and workdays as part of the same academic/professional experience. They must organize their work in order to meet specific deadlines. They must communicate in a proper way with their coworkers, as well as with their professors, and EUSA. They are responsible and are held responsible for their choices, including the consequences they imply, notably on their final grade through the following attendance policy.

Attendance Penalties for this course*

Please, see BU Paris General Attendance Policy on page 6

Unsubmitted written work*	=	F (0 points) for the assignment in question
Work handed in late	=	1 point off the assignment per day
Unsubmitted EUSA Midterm evaluation	=	1 points off the course final grade
Poorly filled out EUSA Midterm evaluation	=	0.5 point off the course final grade
Plagiarism	=	F (0 points) for the assignment in question

* Past Monday following Workshop 5, no written work will be accepted (grade for the assignment = 0).

For the internship course, students are divided between French-speaking and English-speaking groups, and have the choice of writing part or the totality of their assignments in French or in English.

The internship course may count towards a French Minor on two conditions: the internship placement and all internship course components (written and oral) have to be in French; students need approval/confirmation from their advisor in the U.S.

III. ACADEMIC WORK

WRITTEN WORK

Total length for all assignments combined: 10 pages in French / 15 pages in English

General goal

These written assignments will cover all aspects of the internship experience: the company, the intercultural experience, the individual professional development. The final result will be a comprehensive account of the experience and its impact. Each section must incorporate elements related to the student's internship credits.

Analytical Approach

The general idea for this course is to encourage students to truly reflect on the varied subjects it covers, and not merely state facts and observations. The first crucial step for this consists in raising the right questions. Investigation (within the company, through research, through self-questioning) follows, allowing to find nuanced answers or further questions.

Organized Outline

This writing process is the opportunity to put into practice the French method consisting in organizing ideas in a structured outline. The format includes visible titles and subparts with explicit titles for all sections.

Specific angles

The Company and its Sector

In this section, students must show an insider's understanding of the organization, through an article based on an interview with their internship supervisor. This interview requires to research the organization and its sector in order to define relevant questions and a homogeneous angle of interest for the students' professional/academic future.

The Intercultural Experience

In this section, students will account for their experience and understanding of cultural differences, both on a general scale, as a process of adjustment, and through specific examples related to human relationships, work environment and ethics, vision of life or society and issues related to the sector.

The Professional Experience

In this section, students will recount their internship experience in terms of missions and tasks, but also in terms of accomplishments, challenges, lessons, developed skills or competencies, contribution to the community.

Assignments will be emailed as Microsoft Word or pdf documents. Methodological handouts and readings are available in the Course Material One Drive folder. Please note: it is the students' responsibility to organize their time and respect deadlines.

FINAL ORAL INTERVIEW (20 minutes)

Students will be asked to highlight the professional value and benefits of their internship experience during individual 20-minute interviews staging students as job applicants and a EUSA-BU jury as a potential future employer.

BU Paris Attendance Policy

Our program is subject to French student visa laws where an active student status is mandatory. As the sponsor of your visa, Boston University has the legal obligation to ensure that you comply with visa requirements. If you do not attend classes or your internship as required, you will be considered to be in breach of your visa and can be deported. Any student who does not comply with this policy may be sent home from the program at the discretion of the program director, and may, as a result, forfeit credit and program costs for part or all of the semester.

Absences, tardiness and failure to complete assignments on time will impact your course participation grade.

ABSENCES

Please, be aware that this is an **intensive program** and that any absence means missing a substantial amount of a course, thus potentially penalizing your success in the course and impacting the course organization as a whole.

You are required to attend all your academic and professional obligations, which include:

- General Program sessions;
- Scheduled or rescheduled in-class sessions and mandatory outings;
- Internship workshops;
- EUSA meetings;
- Professional interviews and internship working hours.

If you cannot attend any of those,

- ✓ you should **notify buparis@bu.edu**, as well as your professor, EUSA and/or your internship supervisor **at the latest on the morning of your absence**.
- ✓ **you are fully responsible** for catching up on the information you missed, either by consulting online information, or by asking your classmates (*not your professors*).

ASSIGNMENTS

You are required to complete all assignments on time.

You will not get credit (grade for the assignment = o/F) for:

- **Unsubmitted** written work;
- **Absence** for an exam or an oral presentation*;
- Written work submitted **more than a week late**;
- Written work submitted **after final exams**;
- **Plagiarism**.

The penalty for late written assignment will be **1 point per day** (including weekends) on the assignment grade.

**We leave it to the professor's discretion to decide whether you may reschedule the exam or presentation or replace it with a written assignment to be completed no more than two days after the absence.*

TARDINESS

- Both **arriving late and leaving class** before it ends are considered as tardiness.
- The professor reserves the right to **not admit** a tardy student to class.

**There are no withdrawals from classes, the internship nor the internship course.
Students who do not complete a course on time will be given an F.**

V. FALL & SPRING INDICATIVE WEEKLY SCHEDULE*

Attendance is mandatory for all sessions.

Deadlines and specifics for each assignment will be given by each professor during Workshop 1

BEFORE INTERNSHIP

Group sessions	EUSA: « YOUR INTERNSHIP IN PARIS »	Week 1 (Orientation)
Group sessions	EUSA: PROFESSIONAL INTERVIEW TRAINING	Week 2
<i>Interviews with prospective companies</i>		<i>Weeks 3-8</i>
Group session	EUSA: MAKING THE MOST OF YOUR INTERNSHIP	Week 8

Begin Internship

Week 10

DURING INTERNSHIP

Workshop 1 at BU	<p><u>THE INTERNSHIP ACADEMIC ASPECTS: general principles</u></p> <p><u>THE COMPANY & THE SECTOR: raising questions</u></p> <p><u>Presentations & Handout</u> Interview project: define relevant angle <i>Readings specified on handout and available in OneDrive</i></p> <p><u>Confirm Internship credits</u></p>		Fri. Week 10
Workshop 2 at BU	<p><u>THE INTERCULTURAL EXPERIENCE: theoretical approach</u></p> <p><u>Formal Oral Presentations</u> Summary of a cultural dimension <i>Readings specified on handout and available in OneDrive</i></p>	Essay: hand in "Supervisor's interview"	Fri. Week 11 or 12*
Workshop 3 at BU	<p><u>THE INTERCULTURAL EXPERIENCE: practical approach</u></p> <p><u>Presentations & Handout</u> An intercultural "incident" and its implications <i>Readings specified on handout and available in OneDrive</i></p>		Fri. Week 12 or 13*
Week 12: EUSA - Mandatory midterm evaluation			
Workshop 4 at BU	<p><u>THE PROFESSIONAL EXPERIENCE: from experience to competency</u></p> <p><u>Presentations & Handout</u> Sharing different kinds of competencies <i>Readings specified on handout and available in OneDrive</i></p>	Essay: hand in "Cultural Experience"	Fri. Week 13 or 14*
Workshop 5 at BU	<p><u>FINAL ORAL INTERVIEW: preparation</u></p> <p><u>Presentations & Handout</u> How do I stand out as a professional <i>Readings specified on handout and available in OneDrive</i></p>	Essay: hand in "Professional Experience"	Fri. Week 15
Workshop 6 at BU	<p><u>RE-ENTRY SEMINAR</u> Giving value to your experience</p> <p><u>Fill out Intercultural questionnaire</u></p>		Fri. Week 15
Week 16: FINAL ORAL INTERVIEWS (+ evaluations)			

* Schedule will be adjusted, depending on French holidays.

V. SUMMER INDICATIVE WEEKLY SCHEDULE

Attendance is mandatory for all sessions.

Deadlines, readings and specifics for each assignment will be given by each professor during each Workshop.

BEFORE INTERNSHIP

Group sessions	EUSA: « YOUR INTERNSHIP IN PARIS »	Before Arrival
Group sessions	EUSA: PROFESSIONAL INTERVIEW TRAINING	Before Arrival

Interviews with prospective companies

Weeks 1-3

Group session	EUSA: MAKING THE MOST OF YOUR INTERNSHIP	Week 1
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Begin Internship

Week 3

DURING INTERNSHIP

Workshop 1 at BU	<p><u>THE INTERNSHIP ACADEMIC ASPECTS: general principles</u></p> <p><u>THE COMPANY & THE SECTOR: raising questions</u></p> <p><u>Presentations & Handout</u> Interview project: define relevant angle <i>Readings specified on handout and available in OneDrive</i></p> <p><u>Confirm Internship credits</u></p>		Fri. Week 3
Workshop 2 at BU	<p><u>THE INTERCULTURAL EXPERIENCE: theoretical approach</u></p> <p><u>Formal Oral Presentations</u> Summary of a cultural dimension <i>Readings specified on handout and available in OneDrive</i></p>	Essay: hand in "Supervisor's interview"	Fri. Week 4
Workshop 3 at BU	<p><u>THE INTERCULTURAL EXPERIENCE: practical approach</u></p> <p><u>Presentations & Handout</u> An intercultural "incident" and its implications <i>Readings specified on handout and available in OneDrive</i></p>		Fri. Week 5
Week 5: EUSA - Mandatory midterm evaluation			
Workshop 4 at BU	<p><u>THE PROFESSIONAL EXPERIENCE: from experience to competency</u></p> <p><u>Presentations & Handout</u> Sharing different kinds of competencies <i>Readings specified on handout and available in OneDrive</i></p>	Essay: hand in "Cultural Experience"	Fri. Week 6
Workshop 5 at BU	<p><u>FINAL ORAL INTERVIEW: preparation</u></p> <p><u>Presentations & Handout</u> How do I stand out as a professional <i>Readings specified on handout and available in OneDrive</i></p>	Essay: hand in "Professional Experience"	Fri. Week 7
Workshop 6 at BU	<p><u>RE-ENTRY SEMINAR</u> Giving value to your experience</p> <p><u>Fill out Intercultural questionnaire</u></p>		Fri. Week 7
Week 8: FINAL ORAL INTERVIEWS (+ evaluations)			
Week 9: Internship ends			