INTERNERSHIP 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 493/494 Internship in Film and Television
- COM JO 411 Internship in Journalism
- SHA HF 390 Internship in Hospitality Administration

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BUSA Official 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.
I. GENERAL GOALS

- **Give academic value to the internship**
  In order for students to receive academic credit, each internship must include an academic component, implying academic supervision, research, reflection, as well as written and oral assignments. This academic component will be related both to the internship placement itself (sector, professional and intercultural experience) and to the specific course each student chose to register for.

- **Add an analytical dimension to 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 about their company and sector, through a 6-10 page analytical essay, and about their own experience, perceptions, career goals, through more professional-oriented assignments. 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, and hence will become a significant professional asset.

- **Reinforce linguistic and methodological proficiency**
  As a part of cultural immersion, the French approach to methodology, essential to the French way of thinking, will be incorporated into all assignments. To enhance language skills, all academic assignments will be in French, but since the internship course itself is not about language acquisition, the French language component will represent a small percentage of the overall grade.

II. ACADEMIC WORK

- **Two assignments: punctual written papers**
  **PERSONAL PRESENTATION (100-200 words)**
  A short text summarizing academic and professional orientations and aspirations. Please note: the limited length of this assignment is deliberate, one of its goal being the ability to synthesize and stick to the essentials.

  **PROFESSIONAL CONCLUSIONS (3-5 pages)**
  These conclusions about the internship experience are not meant to be an extensive report. They must be:
  - **homogeneous** - choose a theme, an angle, a specific approach, which must appear explicitly in a well-chosen and appropriate title;
  - **structured** - an introduction, a body divided in several parts and a conclusion, highlighted by titles;
  - **thorough** - ideas must be stated explicitly, developed and illustrated with concrete examples.

- **Two projects: written papers elaborated throughout the internship phase**
  **ANALYTICAL ESSAY (6-10 pages)**
  This essay follows the French concept of “Problématique”, which implies formulating a question in the introduction, developing a structured argumentation and concluding with the answer to the initial question. Students will first define an analytical subject relevant to the company, its sector, its issues, then elaborate content supported with both concrete observations and theoretical research, and finally organize ideas in a rational way.

  **PROFESSIONAL INVENTORY**
  This inventory, listing the main aspects of the internship and detailing skills used or developed as well as cultural insights gained throughout this experience, will serve as a tool for students to better determine their professional strengths, evolution and aspirations, in the perspective of a future career or job application.
• An outcome statement: the final oral interview

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

• A final product: the e-portfolio

This online platform will serve as a formal presentation of the entire internship experience, including its academic and professional aspects. Final versions of all written works, as well as pertinent documents and links, will be organized under separate sections:
- personal presentation;
- presentation of the company/organization;
- analytical essay;
- professional conclusions.

All assignments will be completed in French and emailed in digital format (Word). Each assignment will be explained through four workshops, e-mail communication with professors and methodological handouts to be found on Blackboard. Please note: most of these assignments are due towards the end of the internship phase; it is the students’ responsibility to organize their time, in order to respect the imposed deadlines. Absences and late work will be penalized.

III. PROFESSIONAL AND ACADEMIC FOLLOW-UP

• A professional follow-up: EUSA sessions

EUSA will give students regular guidance before the internship, helping them refine their goals, training them for professional interviews, giving tips about how to behave in a professional way and to adjust to a French working environment, and will stay in regular contact with students during the internship. Students’ professionalism is essential during the entire process: attending EUSA’s collective sessions and individual meetings, answering e-mails on time and in a proper manner are part of being professional. Absences to EUSA sessions will be penalized; failure to respond in a professional way may impact the “Effort and Regularity” component of the grade.

• An academic follow-up: BU Paris sessions

In order to optimize reflection, students attend collective sessions and group workshops, designed to help organize and better understand the various stages of the academic work. Between these formal sessions, students will communicate with a French language professor, by email mostly, on an individual basis.

GROUP SESSIONS (at BU)
They are designed to present the general academic, professional and cultural process.

WORKSHOPS (at BU)
Students will attend four 90 minute workshops, in small groups, with one of the program’s French language professors. Each workshop, preparing for given assignments, will serve as an opportunity to share and information and ideas.

INDIVIDUAL VIRTUAL SESSIONS (by mail)
They serve as individual monitoring for each project.

A PROGRESSIVE PROCESS
The Analytical Essay, Professional Inventory and E-portfolio are evolving projects, to be elaborated through time. For each of these projects, the internship course planning sets steps in order to help students organize their work. For instance, the writing of the Analytical Essay will include: defining a subject, creating an efficient outline, writing a first draft, which will be reviewed in order to refine both ideas and research so as to obtain a better final essay.
IV. DETAILED GRADING (out of 100)

**Effort and regularity**  5 points
- Absence: minus 1 point
- Late work: minus 0.5 point per day

**Personal Presentation**  5 points

**Analytical Essay**  35 points
- Research and reflections: 20 points
- Structure and argumentative development: 10 points
- Effort in French: 5 points

**Professional Conclusions**  25 points
- Content: homogeneity and reflections: 15 points
- Form: structure and effort in French: 10 points

**Professional Inventory**  10 points

**Oral Interview**  20 points
- Reflection and ideas: 10 points
- Professionalism, expression, e-portfolio: 10 points

**Attendance Policy**
- 1 absence = -1 point on your final grade
- More than 3 unexcused* absences = F for the course
- Unsubmitted written work = F (0 points) for the assignment in question
- Absence for a presentation or exam = F (0 points) for the assignment in question
- Plagiarism = F (0 points) for the assignment in question

*Excused absences = absence for illness excused by the certificate of a French doctor or an internship obligation. Documentation to be submitted to Renée the day following the absence.

**Tardiness**
- The professor reserves the right to not admit a tardy student to class or to count a tardy arrival as either a half or whole unexcused absence. Late arrivals to class will impact the class participation grade.
- Late submission of written work will entail a penalty on the assignment grade

**Grading conversion (out of 100)**

<table>
<thead>
<tr>
<th>FINAL GRADE (out of 100)</th>
<th>GRADES FOR INDIVIDUAL ASSIGNMENTS (letters)</th>
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</thead>
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<tr>
<td>93-100 : A</td>
<td>B+/A- = 89,5 C+/B- = 79,5 D+/C- = 69,5</td>
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<tr>
<td>90-92,5 : A-</td>
<td>A+ = 97 B+ = 88 C+ = 78 D+ = 68</td>
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<tr>
<td>87-89,5 : B+</td>
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<td>83-86,5 : B</td>
<td>A = 95 B = 85 C = 75 D = 65</td>
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<td>80-82,5 : B-</td>
<td>A/A- = 92,5 B/B- = 82,5 C/C- = 72,5 D/D- = 62,5</td>
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<tr>
<td>73-76,5 : C</td>
<td>A-/B+ = 89,5 B-/C+ = 79,5 C-/D+ = 69,5 F = 0</td>
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</tbody>
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**Plagiarism (BU Policy)**
All students are responsible for having read the Boston University statement on plagiarism, which is available in the Academic Conduct Code. Students are advised that the penalty against students on a Boston University program for cheating on the examinations or for plagiarism may be ‘expulsion from the program or the University or such other penalty as may be recommended by the Committee on Student Academic Conduct, subject to approval by the dean.’ Read the full Academic Conduct Code online at [http://www.bu.edu/academics/policies/academic-conduct-code/](http://www.bu.edu/academics/policies/academic-conduct-code/).
V. PROCESS AND PLANNING

Attendance is mandatory for all sessions. Throughout the work process and according to students’ needs, these planned sessions and deadlines will be completed by an individual follow-up with workshop professor, upon professor’s or student’s request.

BEFORE INTERNSHIP

*Interviews with prospective companies*

1. **Group sessions**
   - **EUSA:** « YOUR INTERNSHIP IN PARIS »
   - **BU Paris:** TESTIMONIES BY ALUMNI INTERNS
   - **Week 1 (PIP Orientation) & Week 2**

2. **Group sessions**
   - **EUSA:** PROFESSIONAL INTERVIEW TRAINING

3. **Group session**
   - **EUSA:** MAKING THE MOST OF YOUR INTERNSHIP

4. **Group session**
   - **BU Paris:** PRESENTATION OF THE INTERNSHIP ACADEMIC ASPECTS

BEGIN INTERNSHIP

DURING INTERNSHIP

5. **Workshop 1 at BU**
   - ANALYZING EXPERIENCE FROM A PROFESSIONAL AND INTERCULTURAL POINT OF VIEW
   - DEFINE A THEME FOR ANALYTICAL ESSAY
   - **Reading:** *Au Contraire! Figuring out the French*
   - **Hand in:** Personal Presentation
   - **Week 3**

6. **Virtual session:** by email
   - **Analytical Essay:** subject validated by professor
   - **Week 3**

7. **Workshop 2 at BU**
   - **ANALYTICAL ESSAY:** OUTLINE
   - **Hand in:** Inventory 1st draft
   - **Week 4**

8. **Virtual session:** by email
   - **EUSA:** Midterm evaluation
   - **Week 4**

9. **Virtual session:** by email
   - **E-portfolio:** 1st draft
   - **Week 5**

10. **Workshop 3 at BU**
    - **ANALYTICAL ESSAY:** 1st DRAFT (individual meetings)
    - **Hand in:** Inventory & Professional Conclusions
    - **Week 6**

11. **Virtual session:** by email
    - **Send:** Analytical Essay (final version)
    - **Week 7**

12. **Group session at BU**
    - **RE-ENTRY SEMINAR**
    - **Giving Value to Your Experience**
    - **Week 7**

13. **Workshop 4 at BU**
    - **FINAL ORAL INTERVIEW:** PREPARATION
    - **Week 8**

**FINAL ORAL INTERVIEWS (+ evaluations)**

End of Internship

Week 8