



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

Professors

Emmanuelle Farhi:	efarhi@bu.edu
Elisabeth Montfort-Siewert:	siewert@bu.edu
Hanadi Sobh:	hsobh@bu.edu

EUSA staff

Jon Hutchinson:	jon.hutchinson@eusainternships.org
Nicolas Dubois:	nicolas.dubois@eusainternships.org
Charlotte Lepère:	charlotte.lepere@eusainternships.org
Kimberly Baudry:	kimberly.baudry@eusainternships.org

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
Written work submitted more than a week late will not receive credit (grade =F).

Grading conversion (out of 100)

FINAL GRADE (out of 100)	GRADES FOR INDIVIDUAL ASSIGNMENTS (letters)												
93-100 : A	77-79,5 : C+	A+	=	97	B+/A-	=	89,5	C+/B-	=	79,5	D+/ C-	=	69,5
90-92,5 : A-	73-76,5 : C	A/A+	=	96	B+	=	88	C+	=	78	D+	=	68
87-89,5 : B+	70-72,5 : C-	A	=	95	B/B+	=	86,5	C/C+	=	76,5	D/D+	=	66,5
83-86,5 : B	69-60 : D	A/A-	=	92,5	B/B-	=	82,5	C/C-	=	72,5	D/D-	=	62,5
80-82,5 : B-	59,5-0 : F	A-	=	91	B-	=	81	C-	=	71	D-	=	61
		A-/B+	=	89,5	B-/C+	=	79,5	C-/D+	=	69,5	F	=	0

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/>.

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

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

Interviews with prospective companies

Weeks 3-8

3. Group session	EUSA: MAKING THE MOST OF YOUR INTERNSHIP	Week 7
4. Group session	BU Paris: PRESENTATION OF THE INTERNSHIP ACADEMIC ASPECTS	Week 8

Begin Internship

Week 10

DURING INTERNSHIP

5. Workshop 1 at BU	ANALYZING EXPERIENCE FROM A PROFESSIONAL AND INTERCULTURAL POINT OF VIEW DEFINE A THEME FOR ANALYTICAL ESSAY Reading: <i>Au Contraire! Figuring out the French</i> Hand in: <u>Personal Presentation</u>	Week 11
6. Virtual session: by email	<u>Analytical Essay: subject validated by professor</u>	Week 11
7. Workshop 2 at BU	ANALYTICAL ESSAY: OUTLINE Hand in: <u>Inventory 1st draft</u>	Week 12
8. Virtual session: by email	EUSA: Midterm evaluation	Week 12
9. Virtual session: by email	<u>E-portfolio: 1st draft</u>	Week 13
10. Workshop 3 at BU	ANALYTICAL ESSAY: 1 ST DRAFT (individual meetings) Hand in: <u>Inventory & Professional Conclusions</u>	Week 14
11. Virtual session: by email	Send: <u>Analytical Essay (final version)</u>	Week 15
12. Group session at BU	RE-ENTRY SEMINAR GIVING VALUE TO YOUR EXPERIENCE	Week 15
13. Workshop 4 at BU	FINAL ORAL INTERVIEW: PREPARATION	Week 16

FINAL ORAL INTERVIEWS (+ evaluations)
End of Internship

Week 16