PRE-PLACEMENT MEETING
PRESENTATION
BOSTON UNIVERSITY

PARIS
SUMMER 2018

EUSA
ACADEMIC INTERNSHIP EXPERTS
THE PARIS TEAM

- Jon Hutchinson, Director
- Kim Baudry, Placement Manager
- Camille Hanuise, Placement Manager

- Starting with your initial Skype or in person meeting with us we are here to support you throughout the placement process.
SUMMER 2018

May
- 16 May  Arrive in Paris
- May     Orientation
- 28 May  Internship begins (4 days per week)

June
- June    Midterm review with EUSA

July
- 12      Internship ends
- 14      Au revoir, Paris!
ORIENTATION AGENDA

Paris

- Living in
- Studying in
- Working in
- Questions
GETTING AROUND IN PARIS

- Carte Navigo
STUDYING IN PARIS

- Talk to your university advisor about how to receive credit.
WORKING IN PARIS
THE PLACEMENT

• Short term, unpaid professional work experience
• Practical application of academic courses
• Exposure to European working styles
• An opportunity to experience industry from the inside
PREPARING FOR YOUR CONSULTATION

• EUSA’s online student gateway:
  https://www.eusagateway.org

Make sure you fill out all segments of internship preference section with as many details as possible.
THE PLACEMENT PROCESS

**PILOT** - Personalized Learning Objective Toolkit

- An overview of PILOT: What is it? What for?
- PILOT During the program: Interview, Orientation, Midterm review and final Review and Reflect and Learning Statement.
- PILOT During your pre-placement interview.
Before you have your pre-placement consultation with us, here are a few things to consider:

1) Why are you interested in working in a different language and culture? What do you hope to gain from Paris professionally and personally?

2) What is your level of French? 
   *Keep in mind that your level will be a very important factor in determining the type of placement possible for you and the range of duties and responsibilities you will undertake.*

3) In which field(s) are you thinking of doing your internship? What experience do you have? What academic courses have you taken in the related field?

4) What is your main goal for the internship?

5) What are your future career goals and how does this internship relate to them?

6) What kind of credits do you need for this internship?
THE PLACEMENT PROCESS

• The placement interview

• After reviewing your PILOT goals and competencies we will assess each of your priorities and placement preferences in an individual meeting.

• We will establish three options for the internship based on your interests, based on your language skills and prior academic and professional experience.

• After the consultation we will send you a follow-up email summarizing our pre-placement conversation.

• The placement search
  Our Placement Team finds an appropriate sponsoring organization for you based on our initial conversation.

How do we do this? We take into account:
• Your previous work experience
• Your academic credentials
• Your academic requirements
• Your language and IT skills
• The specific requirements of employers
INDUSTRY SECTORS

Business & Economics
Marketing
Communication
Consulting (need near fluent French)

Communications
Public relations / marketing
Communication
Marketing or PR departments
Internet advertising/marketing firms

Media & Journalism
Online magazines
Social media
Film and media

Art & Culture
Art galleries
Online magazines
Architecture

Healthcare, Psychology & Social Services
Hospitals (only observations)
Drug/AIDS awareness
Social work
Community center
Women’s rights
Homeless shelters

Politics, Law & NGOs
Peace movements
Non-profit organizations
Advocacy groups & non-governmental organizations
Embassies (limited)
Environmental organizations

Education
Primary schools
Language schools
Educational policy organizations
Children’s cultural centers
Study Abroad
School Administration

Hospitality Administration
Travel & tourism offices
Special events organizations
Hotels

E USA
ACADEMIC INTERNSHIP EXPERTS
Research your 3 different industry sectors, including looking into internship opportunities in Paris online, to have an idea of the realities of the sectors' trends before speaking with us.

Update your CV to provide the most recent and relevant job information. Please provide this document in Word Format.
THE PLACEMENT PROCESS

- Once you have had your pre-placement consultation with us, a provisional placement will be made to you individually via email.

- Details will include organization name, website, job description, hours, dress and previous student evaluations if available. We will provide all the information we can, but it remains part of the interview process to research the company yourselves through internet, past internship reports, material relevant to the sector etc.

- The placement process can take many weeks so it is perfectly normal not to hear back from us immediately after your pre-placement consultation.

- An on-site interview will be conducted at the organization’s office (in some cases a Skype interview may be required)

- The placement is provisional at this point because it is contingent upon the success of the onsite interview with the organization

- Confirmation of your placement will depend on how well your interview goes.
KEEP AN OPEN MIND

The job description provided is an example to what students have done in the past in that specific internship, often the supervisor will adapt your projects to your capabilities and interests.

‘I have been responsible for a variety of tasks and no day is the same.’

‘My tasks were truly diversified ranging between doing translations to organizing, setting up, and attending events. A lot of random tasks like finding information on partners. I also was responsible for uploading much of the material on line giving me direct access to their website.’

‘I liked the fact that I was able to do such a wide variety of tasks.’

‘It was hard for me to do the work at first, and I had to figure it out. I learned a lot about myself and improved my language skills. I had to take a lot of initiative and become my own teacher but I appreciate that. I dealt with failure and embarrassment but I have a better sense of myself and what I want to do with my life, which is priceless.’
REALITIES OF PLACEMENTS  OPPORTUNITIES OF PLACEMENTS

- You might start with less glamorous, administrative work regardless of previous experience.
- This is a short-term, unpaid experience.
- Office environment may be more casual than you’d expect.
- Your supervisor will expect you to be independent and proactive.
- You might not get your own desk or personal computer.
- Expect to commute an average of 45 minutes

- You will get a perspective on the company from within. By proving you can handle the small tasks, other doors will open!
- You get to test drive a job to see if it’s what you’d like to do in the future….or not!
- Everyone may sit in one open-plan room which will allow you to interact with many!
- You’ll learn more through your own initiative. Push yourself to learn!
- By sharing a workstation, you’ll get more social interaction.
- This will give you a chance to explore new areas of Paris!
HOW TO SUCCEED

- Good attitude, flexibility and willingness to jump into work - regardless of the task!
- Set realistic expectations for yourself, you are not there to manage the company. This is your time in a short-term professional job in Paris. The transferable skills you will learn in Paris will be invaluable for future job searches.
- Remember...everyone has to start somewhere!
- Find out more at www.eusainternships.org
WHAT CAN YOU EXPECT FROM EUSA?

- To receive ongoing, individual support from the EUSA internship team throughout the placement period.
- A practical, professional experience in an organization.
- Timely responses from the experienced internship team.
- Preparation for your on-site interviews and work environments.
- WHAT WE EXPECT OF OUR STUDENTS
- THE EUSA STUDENT AGREEMENT
PREPARING FOR THE INTERNSHIP

- Start reading French news and listening to French radio as much as possible
- Practice your French as much as possible from now until your internship
- Keep up to date with what’s happening in France and the US in your sectors of interest.
PRE-DEPARTURE EMAILS, BE ON THE LOOKOUT FOR...

• Emails
• Update from the Internship Team
EUSA Website

WWW.EUSAINTERNSHIPS.ORG

- Read our pre-departure handbook
- Find links to other websites to help plan your time abroad
- Download useful documents
- Find out more information about Paris
EUSA PARIS CONTACT DETAILS

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