# 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**
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**EUSA staff**
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**On-line resources**
- E-portfolio: https://bu.digication.com
- Blackboard: https://learn.bu.edu

**Course: “Mon stage à Paris (automne 2016)”**

**Course: “Paris Internship Program (fall 2016)”**

**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 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 course chosen.

- **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 about their company and sector through a 6-10 page analytical essay, and about their own experience, perceptions, and career goals through more professional-oriented assignments. The internship experience will be viewed as a means to gain knowledge, as an intercultural learning process, and as a way for students to develop an awareness of their skills and aspirations; hence it will become a significant professional asset.

- **Reinforce linguistic and methodological proficiency**
  The French approach to methodology, essential to the French culture and way of thinking, will be incorporated into all assignments. Students will have the choice of writing part or all their assignments in French or in English. If they want to improve (or not lose) their French language skills, it is strongly recommended that they write at least one of their assignments in French.

II. ACADEMIC WORK

- **Assignments**
  **PRÉSENTATION PERSONNELLE (250 words maximum)**
  A short text summarizing academic and professional experience and aspirations. Please note: the limited length of this assignment is deliberate, so that students develop the ability to synthesize the essentials.

  **CONCLUSIONS PROFESSIONNELLES (3-5 pages)**
  These observations about the internship experience are not meant to be an extensive report. They must be:
  - **focused** - 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 - all highlighted by titles;
  - **thorough** - ideas must be stated explicitly, developed, and illustrated with concrete examples.

- **Project**
  **ANALYSE (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 their own topic relevant to the company, its sector, its issues, then support their arguments with both concrete observations and theoretical research.
- Presentations

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

**E-PORTFOLIO**
This online platform will serve as a formal presentation of the overall 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 experience.

All assignments will be emailed as Microsoft Word documents. Each assignment will be explained through four workshops, e-mail communication with professors, and methodological handouts available 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 and respect deadlines. Absences and late work will be penalized.

### III. PROFESSIONAL AND ACADEMIC SUPPORT

- **Professional support: EUSA sessions**
EUSA will give students regular guidance before and during the internship, help them refine their goals, train them for professional interviews, give tips about how to behave in a professional way and how to adjust to a French working environment. Professionalism is essential during the entire process: students are expected to attend EUSA’s group sessions and individual meetings, and to answer e-mails in a timely and appropriate manner. Absences to EUSA sessions will be penalized; failure to respond in a professional way may impact the “Participation and Professionalism” component of the grade.

- **Academic support: BU Paris sessions**
Students will attend group sessions and workshops, designed to help them stay organized and better understand the various stages of their academic work. In addition to these formal sessions, students will be in regular contact with a French language professor on an individual basis.

**GROUP SESSIONS (at BU)**
These sessions are designed to address general academic, professional and cultural aspects of the internship.

**WORKSHOPS (at BU)**
Students will attend four 90-minute workshops in small groups with a French language professor. Each workshop will serve as an opportunity to share information and ideas, and will help students prepare for each assignment.

**INDIVIDUAL SESSIONS (by email)**
Individual academic support will be provided through regular contact with a professor.

**A PROGRESSIVE PROCESS**
The Analyse and E-portfolio are evolving projects, to be worked on throughout the internship phase. For each of these projects, the internship course schedule 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, and handing in a final revised version.
IV. DETAILED GRADING (out of 100)

Participation and professionalism 10 points
Absence minus 1 point
Late work minus 0.5 point per day

Présentation Personnelle 10 points

Analyse
Research and reflections 20 points
Structure and argumentative development 10 points
Written expression 5 points

Conclusions Professionnelles
Content: homogeneity and reflections 10 points
Form: structure and written expression 10 points

Final Interview 25 points
Reflection and ideas 12.5 points
Professionalism, expression, e-portfolio 12.5 points

Attendance Policy
1 absence = 1 point off 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 with a note from a French doctor
absence for internship obligation.
Documentation must 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 late 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)

<table>
<thead>
<tr>
<th>FINAL GRADE (out of 100)</th>
<th>GRADES FOR INDIVIDUAL ASSIGNMENTS (letters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100 : A</td>
<td>77-79.5 : C+</td>
</tr>
<tr>
<td>90-92,5 : A-</td>
<td>73-76.5 : C</td>
</tr>
<tr>
<td>87-89,5 : B+</td>
<td>70-72,5 : C-</td>
</tr>
<tr>
<td>83-86,5 : B</td>
<td>69-60 : D</td>
</tr>
<tr>
<td>80-82,5 : B-</td>
<td>59,5-0 : F</td>
</tr>
<tr>
<td>A-/B+ = 89,5  B-/C+ = 79,5  C-/D+ = 69,5  F = 0</td>
<td></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 reminded that the penalty against students on a Boston University program for cheating on 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. WEEKLY SCHEDULE

**Attendance is mandatory for all sessions.**

According to students’ needs, these planned sessions and deadlines will be complemented by individual support from EUSA and the workshop professors.

#### 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

| 4. Group session | EUSA: MAKING THE MOST OF YOUR INTERNSHIP | Week 8 |

**Begin Internship**

Week 10

#### DURING INTERNSHIP

| 5. Workshop 1 at BU | **Présentation personnelle**: hand in
|                    | **Analyse**: define a subject
|                    | **Reading**: *Au Contraire! Figuring out the French* | Week 11 |
| 6. Virtual session: by email | **Analyse**: subject approved by professor | Week 11 |
| 7. Workshop 2 at BU | **Analyse**: outline
|                    | **E-portfolio**: 1st two sections
|                    | (personal presentation & internship organization) | Week 12 |
| 8. Virtual session: by email | **Analyse**: 1st draft
|                    | (individual meetings) | Week 13 |
| 9. Virtual session: by email | **EUSA**: Midterm evaluation | Week 13 |
| 10. Virtual session: by email | **Analyse**: send final version
|                    | **Conclusions professionnelles**: send first draft | Week 14 |
| 11. Workshop 4 at BU | **Conclusions professionnelles**: hand in final version
|                    | **Final oral interview**: preparation | Week 15 |
| 12. Workshop 5 at BU | **Re-entry seminar**
|                    | Giving value to your experience | Week 15 |
| 13. Virtual session: by email | **E-portfolio**: last two sections
|                    | (analyse & professional experience) | Week 16 |

**FINAL ORAL INTERVIEWS (+ evaluations)**

End of Internship

Week 16