INTERNSHIP COURSE SYLLABUS

THE INTERNSHIP

ACADÉMIC ASPECTS

Summer
I. GENERAL PRINCIPLES

The academic process related to your internship fulfils three main functions:

- **Gives an academic value to your internship.**
  The internship experience in itself is not an academic justification. It is integrated to a course, in the same way as independent research, but is not an academic work per se. In order for your internship to count as a course, it must be completed by university work, through written and oral assignments.

- **Adds an analytical dimension to your experience.**
  This academic process aims to encourage you to envision your experience in an analytical way beyond your daily work, to broaden your horizons, to conduct a more thorough reflection about your company, your sector and your own perceptions.

- **Works on linguistic and methodological aspects.**
  Your academic assignments, both written and oral, will be in French, in order to help you improve your language skills. However, since your course title is generally not related to French studies, the language criteria will represent a small percentage of your global grade. Still, in the process of your cultural immersion, the French approach to methodology (outline), although essential to the French way of thinking, often remains unexplored. This is why this dimension will be stressed in the intellectual design of your assignments.

This process includes

- **A written dimension:** the « Dossier Académique »
  Throughout your internship, you will be asked to write several papers. Most important, the “Dossier Analytique”, a 5 page paper in French, related to your experience. In order to write this, you will have first to define an analytical subject, relevant to your company, its sector, its issues, then to elaborate a case study based both on your observations and theoretical research, and finally to organize your ideas in a rational way (introduction, development in several parts, conclusion). To this analytical work will be added shorter papers (2 pages) directly related to your experience: an interview with one of your colleagues and a personal evaluation of your experience. These two papers must also include an analytical dimension, in the sense that they must be designed according to a certain angle and structured.

- **An oral dimension:** the Oral defense
  At the very end of your internship, you will have to present the most important and interesting aspects of your professional and intellectual experience in front of a jury. This oral defense will include a formal presentation, followed by informal questions from the jury.

- **An academic follow-up:** collective workshops and individual monitoring
  In order to optimize your reflections, you will attend collective workshops, designed to help you organize and better understand the various stages of your work. Between these workshops, you will communicate with your professor, by mail mostly, on an individual basis.
II. THE « DOSSIER ACADÉMIQUE »

PRINCIPLE
At the end of your internship, during the oral defense, you will present an academic portfolio, reflecting both your analytical reflections and your professional experience.

This Dossier Académique will be comprised of two parts:
- a Dossier Analytique (a case study written in French)
- a Dossier Professionnel (professional reflections and documents about your experience)

CONTENT

Cover page
Table of contents
DOSSIER ANALYTIQUE
Structured case study related to your experience (5 pages / 1000-1500 words)
Bibliography
Importants articles
DOSSIER PROFESSIONNEL
French resume
Interview of a colleague (2 pages / 400-500 words)
Professional experience (2 pages / 400-500 words)
Official documents about your company
Examples of your work as an intern

III. THE WORKSHOPS

In order to prepare you to this academic work, you will attend, on Tuesdays, three 90 minute workshops, in groups of 6-7 students, with one of the program’s French language professors.

Each workshop will serve as an opportunity to share information and ideas about your experience, your company, your sector.

The assignments due for or between these workshops are not drafts (even if they are corrected twice) but final papers, written on computer.

Absences and late work will be penalized.

IV. DETAILED GRADING (out of 100)

DOSSIER ANALYTIQUE 50 points
Graded by workshop professors
Research and reflections ............................................................ 30 points
Structure ............................................................................... 15 points
Effort in French ................................................................. 5 points

DOSSIER PROFESSIONNEL AND ATTENDANCE 25 points
Graded by workshop professors and including interview and personal experience
Interview of a colleague ........................................................... 12.5 points
Professional experience ......................................................... 12.5 points
Absence ........................................................................ minus 1 point
Late work ........................................................................ minus 0.5 point per day

ORAL DEFENSE 25 points
Grades by one of the program’s French language professors (other than your workshop professor)
a professional jury (namely a member of EUSA, our internship provider)
Analysis and structure ........................................................... 12.5 points
Professionalism & expression in French ..................................... 12.5 points
V. PROCESS AND PLANNING

Please, note the deadlines for each assignment and plan your work in advance
Throughout your work and according to your needs, these planned sessions and deadlines will be completed by an individual follow-up with you workshop professor, upon her/his or your request.

Week 1 at BU
- EUSA : « Your internship in Paris » & “Preparing for an interview in French”

Week 1 at BU
- Presentation of the internship academic aspects

For Week 4:
- Find a theme and a person for the Interview with a colleague.
- Find a theme for the Dossier Analytique

Week 4 at BU: Workshop 1
- Bring official documents from your company
  THINK YOUR EXPERIENCE IN A CRITICAL MANNER
  DEFINE YOUR SUBJECT FOR YOUR DOSSIER ANALYTIQUE
  DESIGN YOUR INTERVIEW WITH A COLLEAGUE AND YOUR PERSONAL EXPERIENCE

For Week 5:
- Design a project for your Dossier Analytique (subject and outline).
- Write your Interview with a colleague.

Week 5, at BU: Workshop 2
- Hand in your Interview with a colleague
  INDIVIDUAL VALIDATION OF YOUR PROJECT FOR THE DOSSIER ANALYTIQUE

For Week 6:
- Write your Dossier Analytique.

Week 6 (by mail - before 10 am)
- Send your Dossier Analytique by mail to your workshop professor

For Week 7:
- Write your Professional experience.

Week 7 (by mail - before 10 am)
- Send your Professional Experience by mail to your workshop professor

Week 8, at BU: Workshop 3
- PREPARATION FOR THE ORAL DEFENSE

For the Oral Defense:
- Print your Dossier Académique (Internship Portfolio): correct and format your Dossier Analytique, correct your assignments for the Dossier Professionnel and add relevant documents

Week 9: Oral Defense