



# **INTERNSHIP HANDBOOK**

## ***Paris***

**EUSA**  
**Internship Placement Office**  
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# WHAT'S INSIDE

- **Internship placement disclosure**
- **Internship Agreement**
- **EUSA Introduction**
- **Placement Process**
- **Writing your résumé in French**
- **Sample résumé in French**
- **Self-Assessing**
- **Reality Checklist**
- **Thinking about Your Internship**
- **Sectors**
  - Art & Architecture**
  - Education**
  - Journalism**
  - Advertising & Public Relations**
  - Business & Economics**
  - Politics Abroad**
  - Health and Human Services**
  - Hospitality Administration**
- **Interview Hints**
- **Working in Paris: What to Expect**
- **Appendix**
  - French: The Most Productive People In The World**
  - The dangers of Facebook**

# Internship placement disclosure

*The location where internship possibilities will be carried out is under the control of the internship provider- the company, agency, or organization to which you will be assigned. Many factors may affect the suitability of the assignment location. Since the program does not control the conditions relating to transportation to or the actual conditions at the particular internship site, each student is encouraged to review the conditions relating to safety. If you require an accommodation at or for getting to the internship relating to a disability, you should speak with the Resident Director about your concerns and needs. Where appropriate, adjustments at the work-site or changes in internship location may be arranged.*

## **Internship Agreement**

### **Placement Process**

Placements are dependent on prevailing economic conditions, opportunities available at the time of placement, language skills and the previous experience and qualifications of each student.

I understand that the Placement Office may not be able to guarantee my first choice, but that every effort will be made to place me in my desired field.

I understand that if I wish to change my internship field, I must consult with staff in Paris. The process of obtaining an internship may take longer & fewer options available or perhaps none at all in the new field selected. In this case, I will need to accept placement in another field altogether or remain in the original one.

I understand that standards of acceptable appearance and demeanor vary dramatically from country to country, and even from business to business. I understand that some personal choices of dress, hairstyle/color, body ornamentation, etc., that are acceptable on campus in the United States may make internship placement in a foreign country difficult, if not impossible. By enrolling in the program, I agree to make every effort to adapt my personal appearance to the generally accepted norms of the business community of the host country and understand that failure to do so may make placement impossible and result in a failing grade for the internship. I understand that where dress, hairstyle, and body ornamentation are dictated by my religion, race, national origin, or ethnicity, every effort will be made to accommodate those needs consistent with my status as a guest in a foreign country.

I understand that I must keep the Placement office in Paris informed of the outcome of any placement interview. If I do not report back, my placement may not be confirmed.

I understand that I must report any problems or issues with my placement immediately. Quitting or walking out of a placement is not acceptable and may affect my internship credit with my University.

### **Work Schedule**

I must respect the internship contract and schedule decided upon with my supervisor. I will work on a fixed schedule from the first day to the last day of the internship. I will observe only those holidays that are free days for the entire office or organization.

Absence from work, except for illness or accident, is strictly prohibited. I must inform the internship supervisor & the placement office in case of illness or accident and if for any reason I arrive late for work. Under no circumstances am I permitted to ask the supervisors for days off, change my work schedule or end my internship prior to the schedule date. Visits from parents or extended weekends for tourism purposes are not valid reasons for taking time away from work.

### **Academic Work**

I am required to attend all of the scheduled workshops that have been organized for me to help me complete my internship report. My internship supervisors will be notified of these absences. Even if I will not receive credit for the internship from my home-University, EUSA is required to issue a grade for my internship course. Not finishing the report or quitting my internship will result in a failing grade of F.

**Observations** I will not make personal telephone calls from the office phone or from my cell phone during working hours. Text messaging from cell phones during work hours along with checking personal email, chatting or going on social networks (such as twitter, facebook...), being too familiar with your employer are also unacceptable. Free time at work should be used for writing my internship report and not for surfing the web.

*"PIP, specifically my internship, was what initially led me to my interest in human rights and children. While researching for my internship position, I read a lot about child soldiers in West Africa and became interested in working in communities that had experienced ethnic cleansing. Through further studies and work experiences, I began to focus specifically on children and ethnic cleansing."*

Paris Internship Program Participant

# Introduction

This handbook contains all the essentials you need to prepare for a successful internship experience in Paris! We aim to make your French experience as rich and positive as possible, and work closely with you to monitor your progress throughout the semester and deal with any issues that may arise.

**Please make sure you read this handbook in its entirety, print it, and have it in Paris as a reference. *Bienvenue à Paris et bonne chance!***

## **EUSA Paris**

EUSA is the placement agency responsible for obtaining the optimal internships for you and preparing you for your professional experience. **Julie Bitaud** and **Kimberly Baudry** are your internship advisors and are available by appointment at their offices in Paris.

You can contact them by email:

Julie: Julie.bitaud@eusa-edu.com

Kimberly: kimberly.baudry@eusa-edu.com

## **EUSA Paris**

Reid Hall, 4 rue de Chevreuse, 75006 Paris France. **Métro:** Vavin (line 4)

Phone: 01 40 47 92 71

NOTE: It is very important that you **check your e-mail and your mail files everyday**, as these are our main means of communication.

## **Placement Process**

Before starting your internship in Paris, you will be interviewed (in person or by phone) by the EUSA Paris team to identify your professional sector and interests.

You will then have an interview with the prospective internship supervisor to make sure the placement is agreeable to both parties.

Do not be concerned if you have more than one interview: this process takes time and patience. However, 85% of students are placed after one interview. You can be assured that we work very hard to find the best placement for you!

You won't be in competition with other students from the program but we cannot guarantee that you will be the only one to apply for this position. French students have to do an internship to validate their degree and can ask for six month internships. Most of the internships offered in France are for students able to intern for 6 to 9 month.

Remember, the types of internships can change every term and they try to fit the internships to your interests, not vice versa. By the same token, please do not contact possible internship assignments on your own...protocol must be followed! French companies and organizations are not used to brash, self-confident twenty-year-old students who are ready to take on the world.

It is important that you be available for all interviews that the internship team sets up on your behalf. ***Under no circumstances should you expect to be sent to five or six interviews and then decide which placement you would like to take***

*If you have your own internship contact(s), please tell us before you make any commitments.* For example, if you have a relative who knows the Executive Vice President of XYZ Société and your internship is "assured," please tell us first, as sometimes there are complications on the French end of the business, of which your contact may not be aware, and this might not work out.

## **PREPARATION OF CURRICULUM VITAE (CV) – GENERAL INSTRUCTIONS**

The curriculum vitae, or cv as it is commonly called, is the European equivalent of a résumé. You will note that it includes some information which is typically omitted from U.S. résumés, such as date of birth. It is a very important part of your internship placement process. Your credentials will be reviewed, not only by the placement advisor, but by your potential internship supervisor.

It is mandatory to provide **your draft résumé in French and follow the French format.** Below is an outline, which will guide you in writing your résumé in French. Never more than one page!

**Prénom, Nom** Maria WINSTON

*(first name, family name in all capitals)*

**Né(e)** le 12 mars 1989 à Saint Louis (Missouri, Etats-Unis)

*(date: le "day", "month" , "year" à "city of birth" then in brackets , "state", "country")*

**Nationalité** américaine

*(nationality; always small case & feminine)*

**Etat civil** célibataire (or marié/e)

*(marital status, single or married -masculine or feminine-)*

**Adresse** Reid hall, 4 rue de Chevreuse, 75006 Paris

*(leave the office address until you know your address in Paris)*

**Téléphone** 01 40 47 92 71

*(leave the office phone number until you know your phone number in France)*

**E-mail** xxxxxxxx@wwwwww.com

*(indicate your e-mail address)*

**Formation et diplômes** (Education)

*dates & schools attended (use the English name of the school, any degrees received, the most current first)*

**Expérience professionnelle** (Work Experience)

*Indicate dates of service (the most current first), name of company, positions*

Important vocabulary (examples):

animatrice = group leader

bénévole = volunteer

entraîneur = coach

stagiaire = intern

tuteur/tutrice = tutor

**Langues** (Languages)

*Indicate: debutant, intermédiaire, avancé, bilingue, langue maternelle*

**Informatique** (Computer Skills)

*list type of computer you've used & software you know ex. Macintosh or PC; Microsoft Word, Windows*

**Centres d'intérêt et loisirs** (interests and hobbies)

*do not use articles before sports*

# SAMPLE IN FRENCH

## Louisa ARMANA

EUSA, Reid Hall, 4 rue de Chevreuse  
75006 Paris  
01 40 47 92 71  
louisaa@sorbonne.edu  
Née à Istanbul, Turquie le 12 mars 1988, 21 ans  
Nationalité américaine

### Formation et diplômes

2009 Harvard University à Paris  
(printemps) Session d'études et de stage en entreprise

2008 Harvard University à Genève  
(automne) Session d'études et de stage en relations internationales

2006-2010 Harvard University, Massachusetts, Etats-Unis  
Préparation d'une Licence en économie et relations internationales

### Expérience professionnelle

2008 **Comprehensive Dialogue Among Civilizations**, Genève, Suisse  
(automne) Assistante de recherche sur la sécurité internationale

2007 **HSBC Banque Siège Social**, Istanbul, Turquie  
(été) Agent de change

2005-2006 **Fondation de TEMA**, Istanbul, Turquie  
Conférencière pour les lycéens sur l'érosion et la terre arable en Turquie

2005 **Plate-forme de Philosophie**, Istanbul, Turquie  
Secrétaire-Générale: organisations de conférences, publications sur la politique internationale

### Langues

Turc	langue maternelle
Anglais	bilingue
Français	avancé
Espagnol	débutant

### Informatique

Reuters, Microsoft Word, Excel, PowerPoint, Adobe Illustrator, Photoshop

### Centre d'intérêt et loisirs

Premier violon, Orchestre symphonique de Harvard University  
Meneuse, Equipe de basket ASEB  
Membre de l'Association des amateurs des films français à l'Alliance Française à Harvard

# SELF-ASSESSING

## **Be Honest with Yourself (Not easy, we know)**

Honest self-assessment is the first step. Think carefully about your personal, academic and career interests. You may want to visit your campus career center and take one or more of the standardized tests such as the Myers-Briggs Type Indicator. Keep in mind that you are rating yourself (and are thus likely to be biased!), and that these are only **tools** to help you understand yourself better. Answer as honestly as possible.

## **Think Strategically when Goal-Setting**

There are many avenues to a great internship experience. If you don't have the grades, course background, past experiences or language skills to qualify for the internship you believe you want at a major corporation, consider getting the experience you seek in a parallel, but lower profile, operation.

For example: if you aren't yet qualified to work at Lehman Brothers, what about one of the areas that feed into this sector? This will develop some of the skills that investment bankers need, such as analyzing corporate and economic data, reading and interpreting balance sheets, reviewing and critiquing annual reports, doing on-site investigation of companies, and researching industry sectors.

Or if you are journalism major, instead of setting your sights on one of Paris's largest magazines or newspapers, why not consider producing a newsletter for a non-profit association? There you might be asked to research, write, layout and proofread the newsletter, then get bids from printers and distributors, thus learning about the entire production process.

*These thoughts apply to all sectors.*

Important items to consider when thinking about your goals and objectives for your internship placement (from *The Experienced Hand: A Student Manual for Making the Most of an Internship* by T. Stanton and K. Ali; sponsored by the National Society for Internships and Experiential Education, 1994).

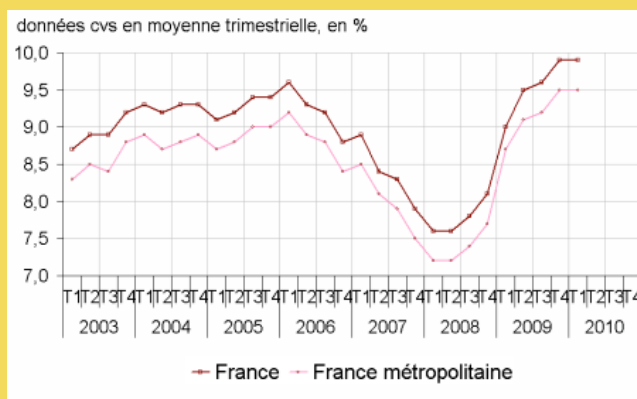
- List and evaluate your personal and academic interests. What do you enjoy doing in your spare time?  
Why did you choose your major? What courses have you enjoyed taking?
- Reflect on your career goals. How will the internship fit into your academic and career plans?
- Make a checklist of personal criteria for the organization in which you wish to work. What type of experience do you want? What kind of organization are you looking for? A large corporation? A small company? A non-profit organization?

- Focus on your work values. Do you like working as part of a team or on your own? Are you self-directed or do you work better in a more supervised environment?

- Decide what you have to offer. Even if you have no formal work experience, you have acquired a number of skills; research and writing skills from term papers, and perhaps public relations, marketing, or management skills from student jobs. Be careful not to discard skills that appear useless. For example, having a friendly, outgoing attitude is useful in an internship that requires a lot of person-to-person contact. Sizing up your personal attributes is a great starting point.

### REALITY CHECKLIST

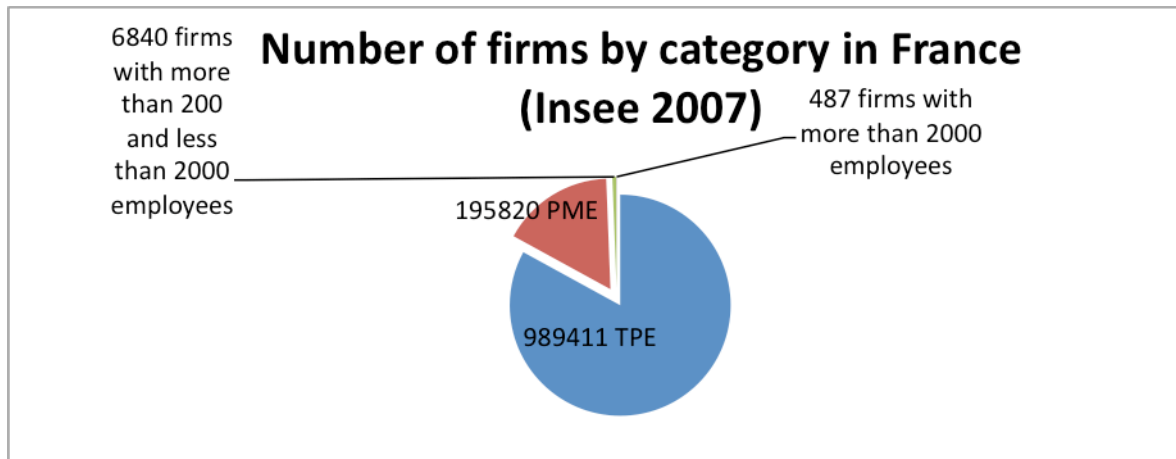
- An internship in France is called a "stage," and stages in France are common, as they are mandated within the state educational system. *Every student in France must do at least one internship to complete his/her studies* and students, universities and employers are very familiar with this practice.
- Obviously fluent in French, French students also speak English quite well, are as computer-literate as American students, and can commit to internships for six months or more. As they are your competition, it is important to think broadly and creatively about your own internship.
- The French economy is flat, and unemployment is high. This has a real impact on placements. 9.9 % of the active population is unemployed. The number of students wanting to intern in order to increase their chance of finding a job increased consequently.



Unemployment rate in France (Insee)

- Companies may need interns anywhere from six to eight months; your time constraints might be too short for what they are looking for.
- Evaluate the difference between what your abilities and credentials are and what you wish they were. What appears on your CV may not be considered an adequate credential by a prospective internship provider, no matter how important it seems to you.
- Some expectations about your Paris internship may be difficult to meet because you just don't know what it's like to work in France.
- Remain open-minded about your options in diverse fields. Don't miss out on an opportunity on the basis of your limited knowledge or experience.
- Getting an internship is a two-way transaction, *emphasizing the firm's willingness to accept you*, not the other way around.
- Some sectors are more demanding than others. Can you write an article in French for a daily newspaper? Can you perform financial analysis in French for a French bank? Be honest.
- In some cases, one interview will suffice to secure your internship; in other cases, two or more may be required. It's about answering a company's needs.
- Internships are non-paid. Sometimes companies provide restaurant vouchers or metro tickets but this is not an obligation.
- Work is not always as glamorous as TV shows make it out to be!
- You will have a direct supervisor responsible for you for the entire duration of your placement. This is the person you will go to when you need help, have concerns, or simply need a new assignment. If you have a problem, you should speak first to your direct supervisor. If you cannot get any answer from him, you should speak to a member of the Placement Team as we may be able to provide assistance or another point of contact in the company.

- Most of the internships' environments are small with a team ranging between 2 to 10 people. Don't expect to intern for Chanel or big names as these kinds of big structures will hire long term interns. It is normal in France to work for small structures as they are the most frequently found. Have a look at the diagram :



- In France you call a TPE (Très Petite Entreprise) a structure between 1 and 10 employees. Then come the PME (Petites et Moyennes Entreprises) between 10 and 250 employees.

## THINKING ABOUT YOUR INTERNSHIP SECTOR

On the following pages, you'll find various internship sectors that have been offered in the past. Not all of them are currently available, but many are frequently open to our candidates. We are constantly negotiating new internships.

### Placements

*The list of past internship placements is only that: a list.* It's **not** a shopping catalogue where you can pick out the internship that you want, because placements depend upon several factors. Your linguistic abilities and your relevant experiences are only a part – albeit a large part – of the picture. Internships are market-driven and the company simply may not have a project for an intern at that time. Or if they do, they might need an intern for a longer period of time than you'd be available. You're also in direct competition with French students, many of whom speak English well and are available for internships lasting for at least six months! These factors and others all count...see the preceding **Reality Checklist** for more details.

As you begin the placement process, please keep in mind it comes down to the following: a company must have an opening and the potential intern must have skills needed to be of service. Please be flexible and think hard about the type of work you wish to do. Even if you have researched extensively the firms that operate in the area you wish to intern, it is unlikely you will know what firms offer the best opportunity.

Small companies with small staffs are likely to give you more responsibility than the big name companies, and the more effort you put in, the more responsibility you are likely to get. Think concept rather than specific companies or institutions. Individual placements are very tricky, since just as in the "real world," competition for specific placements does exist.

Please be patient with the EUSA Paris Team while placements are finalized. The placement process takes a lot of time for a reason – we want to ensure that the internship corresponds well to each student!

*No matter the placement, your internship will be a valuable and challenging experience which will offer you many new things to discover...most importantly, the French professional and social cultures!*

### Extra: Portfolios

Students in media fields, such as print journalism and advertising, should bring their portfolios to Paris regardless of whether their work is in English or French, as should students in other fields that may require portfolios, such as architecture, interior design, art, etc.

# Art & Architecture

Art and architecture internships may include art galleries, auction houses, and other institutions and organizations that display, sell, design, preserve, restore or help promote art in its various forms. These internships offer great insight into the rich Parisian art culture.

## Different possibilities

**Contemporary art galleries:** It is always interesting to intern with an art gallery. You might get to see how an exhibit is mounted, learn how works are chosen, assist at a *vernissage* (art opening), as well as greet and inform clients. You'll learn a ton about the art world and the tasks behind it... but there could be days where not a soul sets foot in the gallery and your only co-worker is your supervisor. Tasks may include hanging paintings and designing lighting for exhibition openings, translating catalog texts and compiling press dossiers. You may also be asked to work Saturdays (Tuesday through Saturday for example) as most galleries are closed on Mondays.

**Museums:** There are not many possibilities within the big name museums because they are staffed with civil servants. You might consider a children's museum or a lesser-known museum. Tasks could include preparing for an upcoming exhibition, working in the communications department doing translations or working in the archives. The work can be repetitive and single tasked in big museums.

**Auction house:** You'll learn the business of art: how art is promoted and sold internationally. Tasks include researching clients online and with reference materials, updating information on client system, and general administrative tasks. For students who have already taken classes in the art business, art economy.

**Architecture/Interior Design:** For those interested in architecture and/or interior design, this is a difficult sector because most firms are looking for interns with past, practical experience. This means that they would like to see a portfolio of some sort. If you are selected, be prepared to be given projects where brainstorming, computer graphics and deadlines are part of a day's work.

*"Working with a gallery was an absolute invaluable experience. There is always something for you to do, so you learn a lot about managing time and large workloads. You are constantly in communication with your supervisor, clients and artists. Many of the clients and artists will speak to you in English, but I have learned a large amount of business and formal French through writing letters, translating texts, and creating e-mails. My supervisor also allowed me to give him feedback of business decisions and opinions on art, which I did and he even used my ideas when they were different than his. You really feel wanted and needed. Basically, every skill that will be utilized in a future career in the arts or business is enhanced through this internship...get ready to be busy, work and learn!"*

A student with an art gallery

# Education

Education internships may include schools, study abroad programs, community centers. Depending on the sector majoring in education will be required.

## **Different possibilities**

**Schools:** Interning in nursery schools and kindergarten can be a possibility if you study in the field of education and have had some experience in the past. Note however that elementary and high schools are very difficult to get into. You must be aware that schools follow the public vacations system and you won't be interning during the breaks. You might also be asked to accompany children on field trips for a couple of days. There are also some possibilities in International schools. If you are interested in teaching French to foreigners you might also consider interning in a language center.

**International cultural exchanges:** We have placed students in study abroad organizations and exchange programs for students or young professionals. Some of the tasks might include helping organize orientation workshops, help with the administrative and communication tasks, register and inform newcomers....

**Social and cultural centers:** If you are interested in children and education this might be a good fit. You might be asked to look after children or teenagers and help organize after school activities, outings, help with the homework, with artistic or culinary workshops, organize English workshops ...

**Special education:** Students in psychology and education might consider interning in schools with special programs to help children with disabilities and learning difficulties or with outside specialists that work with children. It is however a difficult sector.

"I loved working with the kids, helping them with their homework. It was also a great way for me to improve my French because you have a lot of contact with people and are not just sitting at a desk all day entering data. I learned a lot about the social situation in France, and it was very interesting to see it play out at the center, a place where people of many diverse backgrounds come together."

A student in a community center

# Journalism

Journalism in a native language is challenging, so approaching the journalism sector in a foreign language is daunting, even with experience. This is the toughest sector to place students due to the language barrier. Even French students majoring in journalism find that most known newspapers and magazines close their doors to them, since they usually only take interns from the two most prestigious French journalism schools. NOTE: it's important to have your portfolio of articles with you in Paris.

## **Different possibilities**

**English-language magazines and newspapers:** There are very few magazines and newspapers in English that have offices in Paris. They can be looking for native-English speakers with good levels of French to help them out. The staff is usually bilingual, and tasks may include conducting research in French and writing articles in English. Again big newspapers will be looking for 6 month minimum interns.

**Newspaper Associations:** In Paris there is an international federation within the newspaper industry that represents publications throughout the world. The association aims to promote press freedom and the economic independence of newspapers. Tasks include research, mailings, website management, as well as writing and editing articles...a great chance to learn about the newspaper industry as a whole.

**Attaché de Presse:** Working in the press liaison department of an agency or company puts you in constant contact with other journalists as you try to convince them to write an article about your company or monitor their blog. Other tasks include writing press reports, doing press cuttings, translations and general office duties. Being fluent in French is a must as the students need to call the press in French.

**Publishing Houses:** These are often difficult to access because of the language barrier, but possible if you have a strong level in French, past experience, and if they are currently looking for help with certain projects.

**Photography:** There are not many photographers, especially photojournalists, who want an intern following them around all day. In the past, we've been lucky to find a few studio photographers who agreed to take an intern but the activities tended to be limited to observational tasks. Other past internships have included working at magazines and assisting at photo shoots, as well as working and archiving historical photos.

*"I write about three articles a day. Sometimes I'm asked to do other tasks, like call newspapers around the world for information. I enjoy how productive I have been. I just got offered another internship in writing and I believe this internship has helped a lot in creating a portfolio that the reviewers could look at."*

A student with an association of newspapers

# Communications, Advertising & Public Relations

This is a sector where you mustn't have any qualms with working overtime, and know that a lot can be asked of you even if you are the unpaid intern! For the experience, it's worth it. More and more companies are looking for interns who major in advertising and PR, especially those who have previous experience. Some ask for a six month minimum internship. *NOTE: Please bring your portfolio.*

## Different possibilities

**Corporate Communication/Accounts:** One thing you might be in charge of is following up on different client accounts. This means creating press books filled with articles and ads on your client's product or services. Research can also become a large part of your routine: summarizing marketing studies, analyzing status reports, surveying competitors' campaigns. You'll most likely be in the best position to observe first-hand the steps involved in a successful communications campaign.

**PR Firm:** If you are interested in working for a public relations firm, you should decide which sector of activity interests you. Some PR firms specialize in one sector while others have accounts from a variety of sectors. Tasks include press clippings, press reports, and media relations duties.

**PR department within a corporation/organization:** If you choose to work in PR within a company you should also decide which sector of activity interests you. Most companies (from big to small) have communication departments working on projects like press releases, receptions, conferences, and maintaining contacts. Some PR firms expect students to be bilingual to write press releases or communicate over the phone in French.

**Creative Department:** A lot of students come to France dreaming of creating ads, thinking up new campaign ideas and/or designing but unfortunately internships in this department are rare and very difficult to obtain. As you'll quickly learn, advertising varies dramatically from country to country. Students' experiences are usually insufficient to fully understand consumer's needs and/or reactions, especially in a different country. Students need to have had a first experience.

*"I was in charge of the development of the new international website. Any texts that had to be changed, pictures added, I was responsible for. This also included contacting partners (English speaking partners) to write a page summarizing their partnership with the company and the benefits they provided to our clients. The purpose of this was to place this on the website. I also did many public relations and marketing tasks, such as advertisements, and letters to journalists. I feel very lucky to be part of such a great work atmosphere which is casual and formal at the same time. I like working with such a small company because you get to know each individual and it is great!"*

# Business & Economics

Of all the internship sectors, business and economics internships are the most difficult to find, especially considering the current economic crisis. You are in direct competition with French students, and businesses often look for students available for at least three months.

## **Different possibilities**

**Marketing:** An area where interns are needed, as many firms or companies need help either actually conducting surveys in person or by phone (telemarketing). Others need interns to input and analyze data. Organizing conferences, mailings and press packets are common duties in this area. A big plus? You also gain knowledge in the sector to which the product(s) belong, which may include the real estate, IT and accounting worlds. Web-marketing is also an interesting sector for those with a good practice of social networks and interested in brand visibility.

**Accounting/Finance:** Keep in mind that you are in direct competition with French students (who apply a year in advance) and the larger financial companies often close off these internships to American students...stay flexible! However, there are opportunities to gain experience in accounting and finance for international business. For example, interning within an accounting or real estate firm.

**Chambers of Commerce:** This is a good place to learn about the economy of a certain country and the relations of that country with others. Typical tasks include helping to plan and prepare for events, writing letters to members, contacting prospective members, updating databases and general administration. The work environment can be very small and English speaking.

**Tech/Computer industry:** More and more companies look for interns with good IT skills. You need to be a good programmer and be very familiar with different software. The internship could encompass Internet work, evaluating software, market research on competitors and creation of Web pages.

*"I enjoy the overall experience of getting to practice my French while learning so much about marketing and all of the different processes involved in the field. I've learned a lot about the process of marketing a product and distributing another company's product, and all of the legal issues and other problems and decisions that come along with that. All in all, a great experience."*

A student with a small cosmetic company

# International Politics

If you are an international relations or political major or if you want to learn more about the political and administrative scene in the areas below, this is a great sector to explore.

## Different possibilities

**Labor Unions:** This is a great way to understand the political, economic and social foundations of French society. Although mostly observational in nature, an internship with a union gives you a solid understanding of how the French think about life and work.

**Think Tanks/Research Centers:** Putting your knowledge of international relations to use. You'll usually work on a research project concerning a certain area of the globe. For students ready to work on their own.

**Embassies:** This is one of the most difficult places to work, as most embassies require processing a student at least 3 or 4 months in advance of their internship, due to security measures and other protocol. Government institutions and public services will only take interns for at least six months.

**NGO:** Most NGO organizations are not-for-profit and therefore welcome English-speaking interns. Some however, such as the big names (Greenpeace, Amnesty International, Médecins du Monde) have too many volunteers and therefore take on those who can stay for longer periods of time. Every IR major dreams of working at UNESCO, but this is a highly bureaucratic organization with long waits for pre-approval and you need to have finished your fourth year of university.

Tasks often include general administration duties, and some internships may be in an organizations' marketing and communications department, distributing awareness materials, translating, fundraising, etc.

**Sectors: Human rights, humanitarian and health, environmental, woman's issues, children, animals...**

*"Everyone is very friendly and quite open to chat and laugh while working. It is very relaxed and small which are two things I also really like about the foundation. The people here couldn't be nicer or more helpful, especially with the translations. Their willingness to further explain themselves is very helpful to me. At the beginning, I was a bit worried about working at an organization with such different ideas as mine about very delicate feminist issues; however it has really turned out to be a good experience. I have been exposed to opinions and views I would have otherwise never been exposed to. I am very thankful for this eye-opening experience."*

A student with an organization which works on the eradication of human trafficking

# Health and Human Services

There are many different ways to approach this sector: many students interested in attending medical school have opted to intern in a hospital. We've also had physical and occupational therapy internships, while other students (often psychology majors) have opted to work with different social work-type associations.

## **Different possibilities**

**Medical:** We have been lucky so far in regards to medical internships because in France (at least for the moment) they seem to be less strict as to whom they allow to intern in a hospital. As you might know, in the United States you have to at least be in first year med school to observe doctor/patient consultations.

- **Observation:** Students who opt for observational internships have been assigned to different departments of a hospital. They have been allowed to follow doctors and nurses in their day-to-day routines. Other tasks included translations and administrative duties. Your French medical vocabulary will skyrocket!
- **Research:** Research internships include tasks in a laboratory setting but also could include analyzing statistics on different studies conducted in hospitals. For students in biology, chemistry, science...

**Social work:** Sitting in on doctor/patient consultations is rare, but students interested in this sector have been able to witness firsthand the workings of different social work associations, as well as observe within centers of psychiatry. In social work internships, students often work more on the administrative side of the association. Some examples of areas of social work:

- **AIDS:** Patient care in this area can be difficult because of the training involved.
- **Battered women:** Because of the delicacy of the subject, not all associations/nor victims are open to intern observations.
- **Child care:** After-school programs such as community centers, art studios and theatres, which target this public, have been more approachable.

*"I attend courses with the externes if there are any scheduled for that day. For the rest of the day, I participate in the consultation/examination of patients. Perfect placement for me--the perfect combination of hands-on clinical experience, immersion in an aspect of French life, and a chance to continue improving my communication skills in French. Everyone I've met (doctors, internes, externes, nurses) is so willing to explain things to me, to teach me something new, and to include me in the service. I am learning so much!"*

A student with a French Hospital (in the Pediatrics emergency room)

# Hospitality Administration

Hospitality is a tough sector to break into, as companies often demand at least six month commitments, and fluency in at least two or three languages. This sector demands flexibility – you might have to work nights or weekends. And as with all internships in France, there is a strong hierarchy, and interns are often found at the bottom.

## **Different possibilities**

**Hotels/Concierge Service:** You can expect a wide variety of tasks including reception, assisting with check in/check outs, serving breakfast, washing dishes, daily errands, responding to emails and sending confirmations, making reservations (taxis, theater, etc.), and cleaning rooms. The student should expect varied working hours (start early and/or finish late). The better your French and your background in this field (i.e. if you are a hospitality major with past experience), the more interesting the projects. You need to be neat and well-groomed.

**Tourism/Culture:** One internship placement option is within tourism offices, a good place to learn about other cultures as well as how tourism can impact an economy. There are also companies specializing in the public and business tourism and cultural sector, including relocation agencies, educational institutions, inbound tour operators, tour guides, business tourism and wellness centers (spas, sports clubs). Typical tasks might include researching and analyzing competitors' websites (marketing) as well as doing press clippings and reports.

**Event Planning:** A field offering plenty of hands-on experience organizing various events (business conferences, cultural events). Typical tasks might include helping with marketing, communications, translations, event participation and reception, and other event logistics: selecting and reserving the event site, acquiring permits, and coordinating transportation and parking. Maturity and a good level of French is highly recommended.

*"I enjoy practicing my French. I also like researching hotels and activities for groups and learning more about the different cities of France. Also, even though it is challenging, I like the fact that I often make phone calls in French."*

*A student in a company dealing with tourism and business travels*

# INTERVIEW HINTS

Below are some questions you should be asking yourself. Different placements require different attitudes and experience, and we strongly recommend that you heed our advice. EUSA has considerable experience, built over a number of years, of placing students in internships. Be realistic about what can be achieved during a short-term or part-time internship placement.

## **Your interview with a member of the placement team (EUSA)**

- What kind of experience are you hoping to gain from your placement?
- Do you require a lot of supervision or do you prefer to work independently?
- Do you want to be given a specific project or do you enjoy being involved in a variety of tasks?
- What experience do you have and is it relevant to the kind of placements you have in mind?
- Is previous practical experience required for your placement? Be practical.

## **Your placement interview with your potential supervisor or *maître de stage***

- Find out about the organization in advance of your interview. Read the last internship report, review its website thoroughly, and try to memorize the necessary vocabulary terms for your sector. You should be able to know exactly what the organization does and why you would be the perfect candidate for them. Think about questions you can ask during the interview.
- Arrive early so that you are more relaxed for the interview. Do not be late. Missing your interview appointment is unacceptable. Confirm arrangements with the Paris staff about the time, place, and person who is going to interview you.
- Be neat and well-groomed. Appropriate attire varies depending on the sector in which you are interested, but it is always best to dress-up for an interview (unless we advise otherwise). For business type placements, a suit is always preferable. Take off any piercings.
- Greet the interviewer by his/her surname and shake hands firmly. Wait until you are offered a chair before sitting. Don't slouch: sit upright and look alert and interested at all times. Be a good listener as well as a good talker. Look the interviewer in the eye. Don't smoke even if the interviewer smokes and offers you a cigarette. *Do not chew gum.*
- Each interview is different. Remember that you are trying to convince the maître de stage that s/he should accept you... not the opposite!
- Collect your thoughts about your interests, skills, training, and work experience.

- Most importantly, ask questions: about the organization, its purpose and activities, the number of people working there, and what your potential duties and responsibilities might be.
- Express and discuss your interest in particular projects or tasks. Let the interviewer know what you would be interested in doing as an intern and how it would benefit the organization.
- Don't answer questions with a simple "yes" or "no" if you can expand. At the same time, don't needlessly talk about irrelevant matters.

### **Points About You to Communicate**

- Why is this particular internship of interest to you. Communicate your enthusiasm!
- How the internship relates to your college work, career plans, and other interests.
- How does your volunteer or work experience relate to the internship; how you can contribute.
- Special concerns or questions about the internship.

# WORKING IN PARIS: WHAT TO EXPECT

Your experience in Paris will undoubtedly be different from any working experience you may have already had in the US - we hope this is one of your reasons for choosing to work abroad! Here are a few key things you should know about the French workplace...

## THE FRENCH PROFESSIONAL CULTURE

1. The French carefully analyze every detail of a proposal and prefer that a lot of people see the project and give their opinion before making any conclusions. **Conducting business can be slow!**
2. The French often appear extremely direct because they are not afraid of asking probing questions. They like to use **rational arguments to support or challenge an idea**, by breaking down a problem and laying out the pros and cons so that all facets are taken into account before coming to a conclusion.
3. Meetings are to **discuss issues**, not to make decisions. If you need to have a serious or difficult discussion with someone, you'll invite them for lunch and business lunches are an important part of corporate communication.
4. The French do not like clear procedures: they want to maintain **"grey areas"** and do not believe that it is right to always use the same way of doing the same things; organizational charts and objectives are not clear. **It's important to understand what ISN'T being said** (*le non-dit*).
5. The French generally compartmentalize their business and personal lives, it's important to respect this privacy. They are less constrained by social codes.
6. There exists a **strong, vertical hierarchy** in French business culture. French bosses generally take a dictatorial and authoritative approach, and only the highest authority can make the final decision.
7. The French usually keep the doors closed, are reluctant to work in a team and information is often distributed selectively. It doesn't mean that you cannot discuss with your colleagues, you just have to knock on their door.
8. Arriving for business appointments 10-15 minutes after the scheduled time is not considered late and is therefore acceptable in France. **It is not, however, acceptable for an intern!**
9. **Written communication is formal**: make sure all your e-mails have an introduction and closing.
10. As far as your dress code goes, watch how your colleagues are dressed and adapt yourselves. French people tend to dress relatively formally all the time (never shorts, miniskirts, baggy pants, sneakers nor sweatsuits).

## THE FRENCH SOCIAL BUSINESS CULTURE

1. Don't be surprised if it takes a little while for the French in your office to warm up to you. The French take their time before they decide with whom they want to socialize. Building up a network therefore takes time and is more difficult than in the U.S.
2. Generally speaking, office hours in Paris are **9am-6pm, with an hour for lunch**, generally taken between 1 to 2 p.m. The standard French **working week is 35 hours** but most employees in France stay until the job is finished. It is difficult to generalize - you will work whatever hours are asked of you, and this will be vastly different depending on the sectors.
3. **Lunches are an important part of corporate communication**, and a great occasion to build up relationship. "Brown bag" lunches are unknown in France. Typical discussion subjects are culture, food, vacation, politics, family, office gossip - not money! Be prepared for intense discussion about political issues, current events in France, and your country's political situation, foreign policy.
4. Don't be surprised if a physical greeting of some kind, either *la bise* (a kiss on both cheeks) or a handshake, becomes routine in your workplace.
5. The choice of *vous* and *tu* to say "you" in French is confusing, and sometimes very subtle. But a simple rule is that the more intimate "*tu*" is only employed amongst family and friends. It is common for work colleagues to say "*tu*", but **wait until someone else asks you to do so**.
6. In France, businesses generally run in a slightly more casual manner, with **more emphasis placed on individual initiative and motivation**. You will most likely be given projects and be expected to complete them with your own resourcefulness. **Your supervisors will assume you will ASK for help if you need it**. In the French culture, if you give too specific and clear directions, it means that you do not acknowledge the professionalism of the staff.

## TYPICAL WORK TASKS

### Intern Realities

- Once you begin your internship, keep in mind that you will be responsible for yourself. In many work environments, the staff is extremely busy and overworked. **Keep being proactive!**
- As an intern, you may fall through the cracks if you don't assert yourself. You'll also need to be comfortable working in a non-structured work environment. If there is no specific assignment for you to work on at the moment, take the opportunity to learn more about the organization. **Generally, supervisors not only appreciate your asking questions, but they expect it.** Your employer may never have hosted an intern before, or they may be used to one type of intern. Take the time to get to know your supervisor and find out what is expected.

**Communication is the most important tool to succeed your internship. You should feel free to ask any questions necessary not only if you have not understood the requirements but also if you encounter any difficulties with the task. If you feel that something is not going well, tensions, misunderstandings, you should ask your advisor to take some time for you in order to clarify the problem. This is how it works in any organization and the best way to communicate and have peaceful relations.**

- When you first get to your internship, **be flexible.** Your supervisor may use the first week or so to test you and find out what you're all about. If you are given a "slack" assignment (i.e., something which makes you think "I did not come all the way to Paris to do this!" or "I'm better than this!"), do the assignment cheerfully and with as much effort as you would for one that is challenging. Your supervisor may have given you the assignment, not because that's all he/she feels you can do, but rather to see how you will handle it.
- Once you've been at your internship for a while, *ask for more challenging assignments.* Do this only after you've gotten a feel for the place, and after you have "proven" yourself with other previously assigned tasks. Be prepared for **slow days**; just as with any job, not every day is going to be frenetic and challenging. Get to know the people you work with, as you can cultivate some long-lasting relationships with them. It's a lot more fun if you get along with the people you work with. If they aren't your age, don't worry; there are a lot of things you can learn from them if you try.

**NOTE: If you encounter problems with your placement which you are unable to resolve after discussing them with your supervisor, please discuss your concerns with EUSA – they are here to help!**

# APPENDIX

## **French: The Most Productive People In The World**

John Carney and Vincent Fernando, CFA | Aug. 20, 2009, 1:01 PM | 251,147 |

<http://www.businessinsider.com/are-the-french-the-most-productive-people-in-the-world-2009-8> - comments

A new survey from UBS has shown that the French continue to work the least amount of hours per year in the world. Once again, the French have blown away the competition.

People work an average of 1,902 hours per year in the surveyed cities but they work much longer in Asian and Middle Eastern cities... People in Lyon and Paris, by contrast, spend the least amount of time at work according to the global comparison: 1,582 and 1,594 hours per year respectively.

Upon seeing this data, some might criticize the French for being lazy, but that misses the point completely. The real message here is that the French are likely some of the most productive people in the entire world.

Think about it. Nationmaster ranks France as #18 in terms of GDP per capita, at \$36,500 per person, yet France works much less than most developed nations. They achieve their high standard of living while working 16% less hours than the average world citizen, and almost 25% than their Asian peers as per UBS. Plus, if you visit France you'll also realize that their actual standard of living is probably much higher than GDP numbers would indicate.

Thus, if one were to divide France's GDP per capita by actual hours worked, you'd probably find that the French are achieving some of the highest returns on work-hours invested. Labor Alpha, if you will.

We can actually calculate this Labor Alpha using statistics from Nation Master.

France has \$36,500 GDP/Capita and works 1,453 hours per year. This equates to a GDP/Capita/Hour of \$25.10. Americans, on the other hand, have \$44,150 GDP/Capita but work 1,792 hours per year. Thus Americans only achieve \$24.60 of GDP/Capita/Hour.

This puts the French Labor Alpha at about \$0.50 GDP/Capita/Hour over the US. It may sound small at first, but add that up across millions of people, and a few decades. Now you've built a lesson for the rest of the world to learn.

Winning is not about working hard. It's about working smart... and less. As the French know well.

*Additional reporting by Kamelia Angelova.*

## **"L'employeur peut licencier un salarié en s'appuyant sur des photos ou des textes diffusés sur Facebook"**

La Tribune.fr - 24/02/2009

Kevin Colvin est la première victime sociale de Facebook. Ce jeune britannique s'est absenté de son bureau et a donné à son employeur, l'Anglo Irish Bank, un faux motif d'absence, une urgence familiale. Las, une photo, publiée sur son profil Facebook, le montre, déguisé en fée à une soirée Halloween. Et cette photo est admirée par son patron. La supercherie, dévoilée, trouve sa sanction : Kevin est licencié. Une telle histoire peut-elle se dérouler en France ? Réponse par Me Christophe Noël, avocat au barreau de Paris, spécialiste en droit du travail.

### **Latribune.fr : Quels sont les droits des salariés sur Internet ?**

**Christophe Noël :** Les écrits et les photos diffusés sur les réseaux sociaux du Web relèvent de la protection de la vie privée du salarié, qui constitue une liberté fondamentale. Cette protection impose, en principe, à l'employeur de ne prendre aucune sanction contre un salarié pour une cause tirée de sa vie privée.

### **Cette liberté fondamentale du salarié n'a-t-elle pas des limites ?**

Il y a deux grands principes, à savoir la protection de la vie privée (l'article 9 du code civil) et la protection de la correspondance privée. Mais il y a deux exceptions. Cette protection s'arrête lorsque les propos d'un salarié causent un trouble manifeste à l'entreprise et lorsque la correspondance n'est plus privée, car elle est diffusée.

### **Et c'est là le danger potentiel des réseaux sociaux ?**

Les réseaux sociaux tels Facebook sont un lieu privé ouvert au public. Car l'accès aux informations personnelles des participants est en principe restreint. Les écrits diffusés sur un réseau communautaire sont à mon sens, privés s'ils visent des personnes liées entre elles par une telle communauté d'intérêts. Mais toutes les informations qui vous concernent peuvent être utilisées et diffusées à votre insu par vos contacts et vos amis d'amis.

## **Quels textes de loi vont s'appliquer en cas de propos injurieux sur son profil Facebook ?**

Le droit de l'information s'appliquera, avec la répression civile et pénale habituelle de la diffamation, de l'injure, de l'atteinte au respect du droit à la vie privée, ou encore de la contrefaçon. Le droit du travail s'applique aussi si les propos diffusés sont de nature à créer, compte tenu de la nature des fonctions des salariés et de la finalité propre de l'entreprise, un trouble objectif caractérisé au sein de l'entreprise. Le pouvoir de sanction de l'employeur est alors légitime.

## **Deux droits s'affrontent alors ?**

Deux droits s'affrontent, celui du salarié qui a le droit de s'exprimer et celui de l'employeur qui a le droit de sanctionner. Les salariés bénéficient d'un droit de s'exprimer "sur le contenu, les conditions d'exercice et l'organisation de leur travail" en vertu de l'article L. 2281-1 du code du travail. Ce droit d'expression peut parfaitement s'exercer en dehors de l'entreprise, sur un réseau communautaire par exemple.

## **Dans quel cas l'employeur peut sanctionner ?**

L'employeur pourrait se servir de la correspondance privée d'un salarié pour le licencier, si le contenu du message a été révélé par l'un des destinataires qui s'en est plaint à l'employeur et qu'il y a trouble manifeste pour l'entreprise.

## **Y a-t-il des cas de jurisprudence en France avec Facebook ?**

Il n'existe pas de jugement définitif pour les réseaux sociaux, contrairement aux blogs et aux forums. Le phénomène de Facebook est récent en France. Le cas de l'anglais Kevin Colvin est à mon sens très discutable, car l'employeur a porté atteinte à la vie privée du jeune homme. Certes, le salarié a menti à son employeur, mais pour le droit français, il n'a pas créé de « trouble manifeste » au sein de son entreprise.

## **Jusqu'où pourrait aller l'employeur ?**

Il n'existe pas de texte spécifique en droit du travail qui encadre la surveillance des salariés. C'est la jurisprudence qui fixe les règles à respecter, en rappelant que l'employeur a le droit de surveiller ses salariés dans l'entreprise à la condition de ne jamais porter atteinte à leur vie personnelle.

Propos recueillis par Clarisse Burger