



CIEE Toulouse, France

Course title:	Internship
Course code:	INSH 3003 TOFR (ENG)
Programs offering course:	Business and Culture, Toulouse Language and Culture
Language of instruction:	English
U.S. semester credits:	3.00
Contact hours:	45.00
Term:	Fall 2023

Course Description

The Internship Seminar will prepare students for French working environment. It will explain what the expectations and goals are for their respective placements. Students will learn how to observe, interact with co-workers, recognize cultural differences, compare teamwork and interpersonal interactions in different cultures, apply academic knowledge in a business setting and identify opportunities to create value within the company.

Learning Objectives

By completing this course, students will:

- Become familiar with French working environment
- Improve professional French language skills
- Develop transferable intercultural skills at work
- Add value within the organization

Course Prerequisites

Requires two+ semesters of college French, or equivalent

Methods of Instruction

The Internship seminar will be mostly based on group discussion, supported by readings on French working environment and work ethics as well as cultural differences in dealing with work tasks, negotiations and communication at large. Feedback from internships placements will also illustrate and complement class discussions.

Assessment and Final Grade

1.	Seminar Assignments	10%
2.	Final Paper	25%
3.	Oral Presentation	25%
4.	On-the-job Performance	30%
5.	Class Participation	10%
	TOTAL	100%

Course Requirements

Seminar Assignments

Over the course of the seminar, students will submit entries from a professional journal for review by the instructor. There will be a total of five journal entries. Students are expected to do the readings mentioned in the weekly schedule. Suggested readings have been provided as an opportunity for in-depth learning.

Final Paper

Oral Presentation

On week 3 they will be required to present their final paper topics, along with a rough outline.

During the last week of the seminar, students will, give an oral 15-20-minute presentation of their internship and hand in their final papers. The presentation will provide an overview of the company they interned with; a description of the tasks they were asked to perform as well as a cultural analysis of what the experience has taught them in terms of work ethics and values. They can compare and contrast with their US working experience to highlight the main differences they have encountered.

Final papers will be between 15 and 20 pages (double spaced, Times New Roman, 12 font, Chicago style citation)

On-the-job Performance

The instructor will be in constant contact with students' company supervisors to assess participation, adaptation and improvement to determine internship performance grade and evaluation.

Class Participation

Students are expected to participate actively in this class by referring to their internship experience to feed in class discussion on main work concepts and values.

Attendance

To encourage engaged learning, regular class attendance is required throughout the program. This includes any required co-curricular class excursion or event, as well as internship, service-learning, or other required field placement.

An excused absence in a CIEE course will only be considered if approved by a CIEE Center Director/Academic Director (not the Instructor), and:

- it is a self-certified absence for illness (only once per course, requires formal request before or within 24 hours, cannot miss assessment worth more than 5% of final course grade)
- a doctor's note from a local medical professional is provided
- evidence of a family emergency is provided
- it is a pre-approved observance of religious holiday

Unexcused absences include personal travel and/or travel delays, as well as missing more than 25% of a single class period (including tardiness and early departure). Assessments missed due to unexcused absences will be marked as zero. Students with over 10% unexcused absences will be contacted by CIEE staff. Students with over 20% unexcused absences will be contacted by CIEE staff, receive a formal warning letter (shared with their home institution) and lose 10% of the final course point total (e.g., a final A grade of 93% will be lowered to a B grade of 83%).

For more detail, please consult your CIEE Academic Manual.

Academic Integrity

Academic integrity is essential to a positive and inclusive teaching and learning environment. All students are expected to complete coursework responsibilities with fairness, respect, and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own can result in grade penalties or disciplinary action. See the CIEE Student Academic Manual for further information on academic integrity.

N.B. Course schedule and co-curriculars are subject to change. The final duration and distribution of content and assignments will be determined and presented to students at the onset of the course.

Weekly Schedule

Week 1

Class: 1.0 Course Introduction

Presentation of the course, course requirements and the evaluation system (professional journal, final paper and presentation). Clarification of learning goals and writing formats.

Week 2

Class: 2.0 Working in France

Reading: "The French work less than the British and Germans, but an attack on 35-hour working week has split left and angered traditionalists" The Independent, 30 August 2015

Assignment: Complete first journal entry

Week 3

Class: 3.0 Translating your story

Presenting your professional and academic experience in France

(CVs, cover letters and interviews in France)

Reading: "What is your story?" Harvard Business Review, Jan 2005

Week 4

Class: 4.0 Documenting your internship: Final Paper/ Presentation Overview

Explanation of the Final Paper: Outline, Gathering Information

Week 5

Class: 5.0 The Role of Culture in the Workplace

Overview of cultural challenges in the global workplace and approaches to overcome them.

Reading: "Navigating the Cultural Mindfield?" Harvard Business Review, May 2004

Assignment: Complete second journal entry

Week 6

Class: 6.0 France versus the U.S.: Dualing Business Cultures? Part 1

Reading: "Case Study: Disney in France"

Week 7

Class: 7.0 France versus the U.S.: Dualing Business Cultures? Part 2

Readings: "France Says it Opposes G.E.'s Bid for Alstom" New York Times, 5 May 2014

"G.E. Wins Alstom Energy Bid..." Bloomberg News, 22 June 2014

Assignment: Complete third journal entry

Week 8

Class: 8.0 The French Labor Market Part 1

Readings: "Au Revoir, Entrepreneurs" New York Times, 22 March 2014

Week 9

Class: 9.0 The French Labor Market Part 2

Readings: "How's Life in France?" OECD Better Life Initiative, May 2014

Week 10

Class: 10.0 Diversity in the Workplace

Readings: "France Seeks Path to Workplace Diversity" Wall Street Journal, 3 January 2007

Assignment: Complete fourth journal entry

Week 11

Class: 11.0 Leadership & Managing Up

Exploring leadership styles and expectations.

Week 12

Class: 12.0 Millennials in the Workplace

Readings: "Millennials Readied for Leadership Roles" The National, 23 November 2014

Assignment: Complete fifth journal entry

Week 13

Class: 13.0 Conducting an International Internship & Job search

Presentation of job search strategies and resources.

Week 14

Class: 14.0 Lessons Learned from Internship

- Student Presentations
- Submission of final paper
- Submission of Professional Journal

Course Materials

Readings

Suggested

Meyer, Erin. The Culture Map: Breaking Through the Invisible Boundaries of Global Business. New York: Public Affairs, 2014.

"The American-Western European Values Gap" Attitudes Pew Research Center Global Project, 29 February 2012. <http://www.pewglobal.org/2011/11/17/the-american-western-european-values-gap/>.

Salacuse, Jeswald. "The Top Ten Ways that Culture can Affect International Negotiations." Ivey Business Journal. Mar/April 2005.

"Doing Business in France" HSBC Bank France, March 2013.

https://globalconnections.hsbc.com/downloads/country_guide-fr-march-2013.pdf.