



CIEE Toulouse, France

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| Course title: | Internship |
| Course code: | INSH 3003 TOFR (ENG) |
| Programs offering course: | Toulouse Language and Culture, Business and Culture |
| Language of instruction: | English |
| U.S. semester credits: | 3 |
| Contact hours: | 45 |
| Term: | Spring 2020 |

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:

The goal of the internship is to offer students the possibility to gain intercultural competence by immersing themselves in the French professional work environment.

Course Prerequisites

None

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

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| 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 and Class Participation

Regular class and internship site attendance is required throughout the program. Students must notify Center Director and internship site reference beforehand if they will miss class/internship attendance for any reason. Students are responsible for any materials covered in class in their absence. Students who miss class/internship attendance for medical reasons must inform the internship site reference and the Center Director and provide appropriate documentation. An absence in a CIEE course will only be considered excused if:

- a doctor's note is provided
- a CIEE staff member verifies that the student was too ill to attend class
- evidence is provided of a family emergency

Students who miss class or internship site attendance for personal travel will be marked as absent and unexcused. No make-up or re-sit opportunity will be provided.

Persistent absenteeism (students exceeding 10% of total course/internship hours missed, or violations of the attendance policies in more than one class/internship time) will lead to a written warning from the Center Director, notification to the student's home school, and/or dismissal from the program in addition to reduction in class grade(s). Students with unexcused absences exceeding 20% of the total course/internship hours will fail the course.

- Late papers will be marked down 5% after the first day and 1% every day afterwards



- Being late is disruptive to the entire class/internship experience and will negatively affect a student's participation grade. Being 10 minutes late just once is still disruptive, but can happen to all. Being late more than once, however, will have consequences for the student's participation grade. Students arriving more than ten minutes late to the class/internship site will be considered absent for the session.

Attendance

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.

Readings: "Managers and Leaders: Are they Different?" Harvard Business Review, January 2004

Week 12

Class 12.0 Millenials in the Workplace

Readings: "Millenials 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.