

## French 383-01 - Summer 2017 Summer Internship in a French Workplace



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### Course description:

The internship is a three-credit academic course based on independent inquiry guided by faculty direction. It allows students to gain insights into the workings of professional work environments in a French workspace. It allows students to combine practical work experience with academic analysis. The written work – based on research, analysis and critical reflection – makes the internship an intellectually challenging experience. Students will have a supervisor in the host organization but their learning experience depends very much on their own initiative and positive attitude. Students will learn to display maturity, independence and self-motivation. Attendance at internships is mandatory and is monitored. Unexcused absences from the internship will result in a lower grade, and if persistent, failure of the course. Non-submission of the required written work results in an automatic Fail. Students must meet a number of academic requirements to successfully complete the course.

Since they will be living in France, students will have enormous amounts of exposure to the French language and culture. The assignments will serve as a framework to organize their thoughts and stimulate careful evaluation.

**Pre-requisite:** To be allowed to register for **FREN383**, students have to take **FREN381** during which they will be prepared to the French workspace and professional practices.

### Course assignments:

- The internship is an 8-week program.
- Students will post weekly notes on our forum.
- **Assignment 1** (Objectives) (400-600 words). The purpose of this assignment is to prepare students for their internship and engage with their supervisor. It aims to get students thinking about their goals and to assess their success in achieving them at the end of the placement. It requires students to reflect upon their entire internship experience from start to finish and to understand that what is important is the totality of this unique experience. The assignment has four sections:
  - Reflect on what it is that students want to get out of the internship. This requires thought and self-reflection. Objectives can range from investigating how the professional field operates differently from or similarly to the same professional field at home, from building computer skills to improving social skills, from improving networking skills to team building skills, from shadowing a professional in their chosen field to dealing with clients, and from confirming a career choice to trying out something new career wise.
  - Identify strategies for achieving these goals. Again, this requires thought and initiative. While students will have a supervisor in the host organization, their learning experience depends very much on their own initiative and positive attitude. They will need to display maturity, independence and self-motivation.
  - Re-visit their goals and strategies after their internship is finished and to critically reflect on their experience in achieving their goals.
  - Identify and describe the transferrable skills and knowledge – both professional and academic – that they have acquired or improved on during their internship.
- **Assignment 2** (Study) (400-600 words). Students are required to write a paper on the professional field in which they are placed. They should use this exercise as a way to explore the professional field or to focus on a specific interest developed from their internship experience. They should talk to their supervisor about this paper – s/he may point you towards resources that may help students explore the field in greater detail. In consultation with

their supervisor, they could use down-time in their placement to conduct research for their paper using the resources that are available at their workplace, including interviews with key personnel. The paper may:

- Chart the evolution of or challenges faced by the host organization and / or its professional field
- Compare the host organization and / or professional field to international comparators
- Examine a topic that they were unfamiliar with before starting their placement

As most of their time is spent in the workplace, much of students’s research materials may be in-house. However, students should back up workplace-based materials with academic sources such as books, professional journals and periodicals. Interviews with their colleagues are also acceptable forms of research. It is imperative that they respect workplace/client confidentiality. They have to be sure to footnote and properly cite all sources, including interviews; a bibliography is also required. Topics for their paper will be discussed during the Internship.

- **Assignment 3 (SWOT Analysis) (500-600 words)** This assignment should:
  - Summarize the main work done by students at the host organization during the internship.
  - Compare the French workplace to its American counterpart, based on their experience or work in the field or at the university, e.g. differences in work practices, work ethic, etiquette, protocols, hierarchy, etc.
  - Outline and discuss their strengths and weaknesses and how this internship helped them to understand, improve or open their understanding of professional workspace and cultural difference. What opportunities and threats face the organization?
  
- **Presentation:** Students will be required to perform an oral presentation (3-4mn) related to their internship either during the internship or after they come back to Charleston.

**Grading Details:**

Grades on individual assignments reflect the quality of your work in terms of how it meets the respective goals for each project. Your final grade will be calculated to the following formula.

Attendance at your internship place (35 days)	350
Internship supervisor evaluation	150
Weekly note (8)	80
3 Essays	240
Presentation	100
Orientation	<u>80</u>
	<b>1000</b>

A 93 - 100	A - 90 -92	B + 87-89	B 83-86	B - 80 – 82	C + 77 - 79	C 73 - 76	C - 70 - 72	D + 69	D 67	D - 65	F 0 – 64
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**Attendance policy:** You may miss **three** classes or working day with no additional penalty other than having missed that day’s participation. After first three absences, each subsequent absence will result in a 1% deduction from your FINAL GRADE, unless students can a legitimate, documentable reason.

**College of Charleston Honor Code and Academic Integrity:**

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are clearly related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed by both the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information stored on a cell phone), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor. Students can find the complete Honor Code and all related processes in the *Student Handbook* at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

### **Disability Statement**

If a student has a documented disability and requires accommodations, he/she should contact the Center for Disability Services / SNAP for information on appropriate policies and procedures. Disabilities covered may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact the Center for Disability Services if they are not certain whether a medical condition/disability qualifies. Address: Center for Disability Services, Lightsey Center, Suite 104, 160 Calhoun Street, Charleston, SC 29401; Phone: 843.953.1431; Fax: 843.953.7731; E-mail: [SNAP@cofc.edu](mailto:SNAP@cofc.edu)

### **CofC Non-Discrimination Clause**

*It is the policy of the College of Charleston to promote and protect a learning and living environment where civil discourse, respect for the individual and appreciation for the diversity of human experiences are valued as compelling interests. Accordingly, it is a violation of the College's policy prohibiting discrimination and harassment, including sexual harassment and abuse, for any member of the campus to discriminate on the basis of race, religion, sex, national origin, age, handicap or other legally protected classification. This policy is in compliance with all federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 as amended. Inquiries should be directed to the Office of Human Relations and Minority Affairs, College of Charleston, Charleston, South Carolina 29424-0001.*

**CALENDAR SUMMER 2017**

15 Mon May	Orientation 1		12 Mon Jun	Internship day 12	
16 Tue May	Orientation 2		13 Tue Jun	Internship day 13	
17 Wed May	Full Day-class with Prof 1		14 Wed Jun	Internship day 14	
18 Thu May	Full Day-class with Prof 2		15 Thu Jun	Internship day 15	
19 Fri May	Full Day-class with Prof 3	First Paper	16 Fri Jun	Full Day-class with Prof 7	Report 3
20 Sat May			17 Sat Jun		
21 Sun May			18 Sun Jun		
22 Mon May	Internship day 1		19 Mon Jun	Internship day 16	
23 Tue May	Internship day 2		20 Tue Jun	Internship day 17	
24 Wed May	Internship day 3		21 Wed Jun	Internship day 18	
25 Thu May	National Day off		22 Thu Jun	Internship day 19	
26 Fri May	Full Day-class with Prof 4	Report 1	23 Fri Jun	Full Day-class with Prof 8	Report 4
27 Sat May			24 Sat Jun		
28 Sun May			25 Sun Jun		
29 Mon May	Internship day 4		26 Mon Jun	Internship day 20	
30 Tue May	Internship day 5		27 Tue Jun	Internship day 21	
31 Wed May	Internship day 6		28 Wed Jun	Internship day 22	
1 Thu Jun	Internship day 7		29 Thu Jun	Internship day 23	
2 Fri Jun	Full Day-class with Prof 5	Report 2	30 Fri Jun	Full Day-class with Prof 9	Report 5
3 Sat Jun			1 Sat Jul		
4 Sun Jun			2 Sun Jul		
5 Mon Jun	Internship day 8		3 Mon Jul	Internship day 24	
6 Tue Jun	Internship day 9		4 Tue Jul	Internship day 25	
7 Wed Jun	Internship day 10		5 Wed Jul	Internship day 26	
8 Thu Jun	Internship day 11	Second paper	6 Thu Jul	Internship day 27	
9 Fri Jun	Full Day-class with Prof 6		7 Fri Jul	Full Day-class with Prof 10	Final paper
10 Sat Jun			8 Sat Jul		
11 Sun Jun					

Final Presentation.