

BUSI 220: 2-MONTH INTERNSHIP & BUSI 222: 2-MONTH INTERNSHIP REPORT

1. WHAT IS BUSI 220 Internship & BUSI 222 Internship Report?

A 2-month training program to be carried out during the second term of the study abroad experience:

- ✓ 4 Academic credits for the internship
- ✓ 2 Academic credits for the report
- ✓ Professional **internship report**
- ✓ A one-on-one tutor
- ✓ Status accepted: Convention de stage

PURPOSE:

The internship is a full-time immersion into a company to get an introduction to how business is done in France. It is a managerial experience in which you will gain soft skills such as adaptability, autonomy, multi-cultural understanding and experience.

How does it work?

You will receive suggestions of internship placements according to your area of interest. Due to the short timeframe, placement opportunities will be according to what is available during the season. In order to be hired as an intern, students must adhere closely to all deadlines that will be communicated at the start of the term.

2. HOW DOES MY SCHOOL TUTOR HELP ME?

- Provide you support and on specific aspects of your job responsibilities
- Guides you through the development of your internship report
- Gives feedback on specific areas of interest within your report

3. WHEN AND HOW DO I CONTACT MY SCHOOL TUTOR?

You will be assigned a tutor once you have secured your internship contract. You will arrange to be in contact with your tutor on a regular basis (ex: monthly). You will share drafts of your report at regular intervals and get feedback for improvement and guidance about next steps.

4. SCHOOL VISIT TO THE COMPANY (Paris):

Mrs. Pascale GINET is the Career Development Manager at The American Business School of Paris: pginet@groupe-igs.fr. Mrs. Ginet may arrange to come to meet you and your company

tutor during your internship. Your School Tutor may also be present for this visit depending on his/her availability.

5. INTERNSHIP REPORT GUIDE:

The report should be typed and be between 20-30 pages, double spaced, and following the layout shared with you by your tutor. The goal is to produce a report illustrating your experiences and bringing your unique perspective and insights into the host business. The purpose is to give value to your experience: for yourself; for the company that hosted you; for the school; and for any company interested who might be interested in recruiting you in the future.

The content of the report should include:

- Cover page
- Executive Summary
- Company introduction and detail
- Your job description, assignments, responsibilities and goals
- Your insights and learnings based on your experience and perspective
- Acknowledgements & appendices

6. DEADLINE:

In all cases, deadlines must be respected. **A failure to meet deadlines will result in a failing grade.**

Final Internship Reports must be received by email to pginet@groupe-igs.fr no later than **15 days** after the last work day. LATE REPORTS WILL NOT BE ACCEPTED AND WILL RESULT IN A FAILING GRADE. The Internship Evaluation Sheet must be completed by the company and inserted into the report or emailed separately to Mrs. GINET within the same deadline.

YOUR SCHOOL CONTACT FOR YOUR INTERNSHIP AGREEMENT, LEGAL AND ADMINISTRATIVE MATTERS: Mrs. Pascale Ginet pginet@groupe-igs.fr