

UNIVERSITY OF HOUSTON

DEPARTMENT OF MODERN AND CLASSICAL LANGUAGES

French Program Internships

Internship Course Credit

All approved unpaid internships are available for three hours of academic credit at the 3000 or 4000 levels.

Students interested in internships must apply before the beginning of each semester. In all cases the intern must obtain an approved internship no later than the 12th class day of the semester. Students who do not have an approved internship by the 12th class day will be dropped from the course.

No more than two internships will be awarded per semester.

Requirements:

- Must be a full-time student.
- Minimum GPA in French: 3.00, Minimum GPA overall: 2.5.
- Minimum level of French expected: 2302 and above.
- Internships at the 4000 level will only be attributed to Majors who have completed at least 6 hours of upper-level French courses.
- Good organizational skills and working knowledge of Microsoft Office.
- Applicants must provide the application form, a one page written statement, their CV, and a copy of their current transcript (non official accepted).

Supervision, Evaluation and Grading:

The intern will be directly supervised at the host organization by a designated supervisor. The internship coordinator (a full time faculty in the French program) will be in regular contact with this individual. Students' projects will be provided by the host organization before the beginning of the internship, and must be approved by the faculty coordinator. The student's schedule will also be established before the first day of classes. At the conclusion of the internship the host supervisor will submit a written evaluation of the intern to the internship coordinator. The final grade will be based on the evaluation of the intern's work by the host organization supervisor and the faculty coordinator.

Fall 2012
Internships at the French-American Chamber of Commerce (FACC)
100 Timmons Lane, suite 350B
Houston TX 77027

Sponsoring company supervisor: Christian Escudié, President of the FACC
Faculty coordinator: Dr. Claudine Giacchetti, Director, French program, MCL

This unpaid internship will be rotational or project based and must be completed between the week of Aug 27 and the week of Dec 2nd, 2012. The intern must complete 150 clock hours at the FACC. A final report, in French, of 8-10 pages will be completed by the intern and submitted to the faculty supervisor. The site supervisor will complete an employer evaluation form at the completion of the internship. Final grade will be based on his/her recommendation and the faculty's evaluation of work accomplished.

At least 75% of the intern's time will be spent on French language and culture-related activities.

The intern will be responsible for assisting the Director of Operations in various tasks such as:

- **Commercial relationships development:** Support exchanges between the FACC and its members, develop new relationships with Greater Houston Area's economic actors.
- **Promotion of Houston-Nice partnership:** Strengthen exchanges with Houston's French twin town, Nice (France).
- **Marketing:** Conceive and spread various advertising media about FACC's services.
- **Event management:** Plan, organize and follow FACC events, conferences, FACC's annual gala evening, business luncheons, etc...
- **FACC's representation:** Promote FACC's activities while participating in events organized throughout the Houston area.

NOTE: The intern(s) will receive a full year free membership to the FACC *Young Professional Network*, which helps members build a professional and social network and increases international opportunities and resources.

For more information, contact Dr. Giacchetti, Giacchetti@uh.edu