



# French TRU-Internship Application

## Description of the Position

The French program is seeking ways to expand the transformative experience of its students in order to complement their professional preparation and is offering an on-campus internship for one semester in Spring 2019.

The intern's work will involve creating a summer internship program in France that will be maintained by the French Program. They will work 10 hours per week for \$9 an hour to complete the following tasks.

First, the intern will contact the Chamber of Commerce of Toulouse (France) to negotiate and identify potential businesses that are seeking interns in Toulouse. After the initial collaboration with the Chamber of Commerce, the intern will contact individual companies that specialize in a variety of professional areas (communication, arts, education, science, technology, etc.). The intern will consult with each company to define the tasks and responsibilities, the schedule, and compensation of student interns from Truman who will potentially work for them in the future. The intern will assist the French companies in defining the requirements that future interns must meet and will create ads and applications for the internships. The intern will then post the ads and application form on the CML website in collaboration with IT services.

In conjunction with the French faculty supervisor (Dr. Audrey Viguiet), the intern will work on an advertising campaign for the internships by creating flyers, posters, blog posts. The intern will also establish the procedures that the summer student interns will follow. This includes the process for securing housing, communicating with their sponsor in France, obtaining travel documents (passport, visa), and making travel arrangements. The intern will work with the French Consulate of Chicago as well as the office of foreign workers in Toulouse.

The intern who is selected for this position must be a French major (or minor, but priority will be given to the French majors) and have advanced French skills (B1) or above. They must be willing to be challenged linguistically and thrive from this rich, professional experience.

## How to Apply

- Provide a cover letter written in French explaining how this internship will contribute to your transformative experience at Truman.
- Provide a resume written in French
- Provide a copy of your transcript

Please send application electronically to Classical and Modern Languages secretary Joyce Schmitz at [jschmitz@truman.edu](mailto:jschmitz@truman.edu).

Please make the subject of your email

**Last Name /French Internship Application**

**Application Deadline January 4th, 2019, at Midnight**

For more information about the internship or the application process please contact Dr. Audrey Viguiet at [aviguiet@truman.edu](mailto:aviguiet@truman.edu)