



# INTERNSHIP EXPERIENCE

## WHO IS IT FOR ?

Company internships are mainly intended for students of at least 18 years old and young graduates having either previous experience in the world of work or a diploma which corresponds to the internship sought.

## LEVELS

From B1 acquired.

## WHAT ?

AFTER A COURSE OF A MINIMUM 3 WEEKS

In most business sectors: Hotel and Tourism industry, sales, administration, marketing and communication. But also, when possible, in more specific fields (Accounting, Human resources).

## WHY ?

Practise French while enriching your work experience

As a supplement to French courses, l'Institut Européen de Français proposes internships varying from a few weeks to several months in a company or in an association.

The company internship is, at the same time, a good way to acquire new skills for your future career and an unprecedented opportunity to test your capacity to achieve certain tasks and to revalue your CV.

Besides the work experience, the internship is also an excellent means to improve your language skills and also to get acquainted with French culture.

The company internship concentrates on the application of your previous knowledge acquired during your school years but also allows you to acquire new skills and new work experience, (and from this perspective it is generally unpaid)

## WHEN ?

After a course of a minimum three weeks in option 1 (you can of course choose another option).

Registration minimum 8 weeks before the beginning of the internship, after acceptance of your application

### How to participate?

The internship application procedure in 4 steps:

#### Step 1:

If doing an internship in France interests you, contact us by email at the following address:

[Info@institut-europeen.com](mailto:Info@institut-europeen.com)

#### Step 2:

You will receive an email in reply from us, with:

- Information on IEF as well as our conditions
- The application form to be completed beforehand including the following information:
  - Date at which you would like to begin your internship
  - Desired duration of the internship
  - Sector, or domain of specialization in which you would like to do your internship ( 3 wishes)
  - Your skills and know-how

## INSTITUT EUROPÉEN DE FRANÇAIS

Société Nouvelle Institut Européen de Français | Siège social : 34, rue St-Guilhem - CS49047 - 34967 Montpellier Cedex 2  
Tél. +33 (0)4 67 91 70 00 | Fax. +33 (0)4 67 91 70 01 | E-mail : [info@institut-europeen.com](mailto:info@institut-europeen.com) | [www.institut-europeen.com](http://www.institut-europeen.com)





**Step 3:**

Complete the file and send it back to us. After examination of the file and subject to acceptance from us, we shall ask you for a 200 euro deposit to begin our researches.

You will receive at a maximum of 8 weeks before the beginning of your internship confirmation of company internship corresponding to one of your 3 wishes.

A telephone interview (if required by the company) could be requested to finalize the placement. You will be informed about this if necessary.

**Refund Conditions:**

- If in eight weeks we do not find an internship corresponding to your profile 100 % of your deposit will be refunded.
- If in eight weeks we find an internship corresponding to your profile, you will have one week to retract, in which case we shall refund your deposit. After this period 100 % of the deposit will be retained.

**Step 4:**

After reception of this confirmation, you can enrol in the course and organize your stay. On your arrival at IEF, you will sign an agreement of internship established between the host company, the Institute and you. This agreement will define your functions, your work time and working schedules within the company as well as the rights and duties of each party.

## DATES

**Start dates for beginner sessions:** Monday, February 5<sup>th</sup> - Monday, March 19<sup>th</sup> - Monday, May 7<sup>th</sup> - Monday, July 30<sup>th</sup> - Monday, September 3<sup>rd</sup> - Monday, October 15<sup>th</sup> 2018.

If you are not able to participate in these sessions, we propose one-to-one lessons until you can join a group.

**National Holidays:** Monday, April 2<sup>nd</sup> - Tuesday, May 1<sup>st</sup> - Tuesday, May 8<sup>th</sup> - Monday, May 21<sup>st</sup> - Wednesday, August 15<sup>th</sup> - Thursday, November 1<sup>st</sup> 2018.

There are no lessons on national holidays.. The oral practice lessons and one-to-one lessons are made up in the week.

**Christmas holidays 2018:** from Saturday, December 22<sup>nd</sup> 2018 to Sunday, January 6<sup>th</sup> 2019.

## PRICES\*

+ 80 € registration fees

Internship Experience Registration	3 weeks Genereal French course (minimale option)	Total
590	720	1310

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