



Deauville Internship Application

Application Materials

The completed application packet should contain the following:

- ☐ Deauville Internship Application (attached)
- ☐ Statement of Purpose (In a one page essay describe your goals for your summer in Deauville and reasons why you should be considered for this internship)
- ☐ **Two** letters of recommendation.
- ☐ Evaluation of French Language Proficiency Form (attached)
- ☐ Cover Letter (one in French, one in English)
- ☐ Resume (one in French, one in English)
 - Please include a current picture with or attached to your resume.
- ☐ Check for \$150 deposit to be made to Lexington Sister Cities

Deadline: January 14, 2020

The application and all supporting documents must be mailed, handed in or emailed to the address below:

**Alexandra Brewsaugh
Lexington Sister Cities Commission
200 East Main Street
Lexington, KY 40507**

abrewsaugh@lexingtonky.gov

For questions, contact Alexandra Brewsaugh at:
(859) 258-3137 or
abrewsaugh@lexingtonky.gov

Deauville Internship Program

Purpose:

The purpose of the Deauville Internship Program is to provide the opportunity for professional experience abroad and improvement in linguistic knowledge by offering students from Lexington an internship in France.

Requirements:

- You must be 18 years of age or older
- You must have completed at least one year of college
- You must have a good knowledge of the French language
- You must be available to complete a minimum internship period of 2 months
- You must attend an interview conducted in both French and English by Lexington Sister Cities Committee
- Upon selection, you are required to:
 - Submit a \$150 deposit for the program.
 - Attend two mandatory orientations: one after acceptance and one after being assigned a job site.
 - Sign an agreement between Lexington Sister Cities, the Deauville Jumelage, your home institution, and your jobsite. This agreement will state that you will adhere to your agreed upon internship, duration of stay, and commitment to the program.

Provided:

Lexington Sister Cities and/or the Deauville Jumelage will:

- Locate an internship site (internship may be paid or unpaid)
- Locate living arrangements (provided by internship or located by Deauville Jumelage)
- **Internship will either be paid OR housing will be provided (not both).**
- Provide a pre-departure orientation for you in Lexington

Your Responsibilities:

You are responsible for:

- \$150 deposit to Lexington Sister Cities, to be returned upon completion of program
 - Should you cancel after acceptance into the program, this \$150 is non-refundable.
 - Additionally, this will serve as your cleaning and damages deposit (accommodations will be inspected before departure to determine if deposit should be returned to you).
- Roundtrip airfare to France
- Transportation from Paris to city of internship (bus or train)
- Reflection essay to be submitted to Lexington Sister Cities upon completion of program
- Thank you letter to job site and Deauville Jumelage upon completion of program

Deauville Internship Application

Insert picture here.

Personal Information:

Name: _____
(First, Middle, Last)

Address: _____

City, State, Zip: _____

Phone: _____

School email: _____

Personal email: _____

Date of birth (Month/Date/Year): _____

Education:

School: _____

Address: _____

City, State, Zip: _____

Major: _____ Minor or 2nd Major: _____

Major Department Chair: _____

Phone: _____ Email: _____

Advisor (if different than Department Chair): _____

Phone: _____ Email: _____

List relevant college level language courses you have taken:

<u>Course #</u>	<u>Title</u>	<u>Grade</u>	<u>Semester</u>

List relevant college level language courses you are taking/plan to take before attending the internship:

<u>Course #</u>	<u>Title</u>	<u>Grade</u>	<u>Semester</u>

Years of French completed before college: _____

Do you speak any languages other than French? ☐ Yes ☐ No

If yes, specify:

☐ German ☐ Spanish ☐ Italian ☐ Other (specify) _____

How long have you been learning French?

How would you describe your level of French?

Have you ever been abroad? ☐ Yes ☐ No

If so, for what type of travel?

- ☐ School trip
- ☐ Tourism
- ☐ Training/Internship period
- ☐ Study Abroad
- ☐ Other: _____

If yes, where, when and how long?

Internship Details:

What months are you available for your internship placement?

How many weeks long is your ideal internship placement?

What field of employment would you like to work in? (Please list minimum of three.)

What skills/strengths can you bring to your internship?

Additional Information:

How would you describe yourself?

What are some of the hobbies and activities you like to do in your spare time?

Please provide any other relevant information about your desire to participate in the Deauville Internship Program.

How did you find out about our program?

- ☐ Your teacher
 - Name of teacher: _____
- ☐ Previous participant
 - Name of previous participant: _____
- ☐ Word of mouth
- ☐ Study Abroad website
- ☐ Other _____

Are you applying for any other programs this summer? ☐ Yes ☐ No

If yes, what programs? _____

Evaluation of French Language Proficiency

Applicant Name (First, Middle, Last) _____

Evaluation by French Language Teacher or French Advisor

To the Evaluator: Your frank appraisal of this student's competence in French and the ability to cope in French during the initial transition period abroad will be of use to the student and will help the Deauville Internship Committee make the best possible selections for this year's internship.

Students are evaluated based on:

- Their motivation for travel and participation in the program
- Flexibility in handling new or difficult situations
- Spoken French ability
- Ability to serve as a good ambassador for city, country and school.
- Character
- Leadership; Community & School Involvement
- Maturity
- Interest in cultural diversity

French Evaluation:

<u>Language Skill</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Ability to speak French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand spoken French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to read French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to write French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach an additional page with any additional comments that you might have.

Name of Evaluator: _____

School: _____

Subject Taught: _____ Years you have known this student: _____

Signature: _____ Date: _____

Language evaluations are due by January 14, 2020 to Lexington Sister Cities Office.

Send or email to:

Alexandra Brewsaugh
abrewsaugh@lexingtonky.gov

Lexington Sister Cities Commission
ATTN: Alexandra Brewsaugh
200 East Main Street
Lexington, KY 40507

*Thank you for your insight and support of our program.
Your assistance helps us create a program that helps to benefit university students in Lexington seeking job
experience in France.*

Guidelines for Letter of Recommendation

Student Name (*First, Middle, Last*)

To the recommender: This student is applying for the Deauville Internship Program. This a 2-3 month placement in Deauville, France during the summer. The applicants must have a good understanding of the French language, be motivated to improve their French language skills, and capable of functioning as a positive co-worker while in France. Your candid appraisal of the student's ability to have a successful academic experience abroad is an important part of the application.

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- ☐ Character
- ☐ Leadership; community & school involvement
- ☐ Maturity

Please attach this form to your letter of recommendation.

Name of recommender: _____

Title: _____

Signature: _____ Date: _____

Letters of recommendation are due by January 14, 2020.

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