



# APPLICATION FORM

For admission to the Paris Field Study Program

## General Instructions

In addition to this form, you will be required to submit the following:

- The Language Assessment Form
- The General Recommendation Form
- The Placement Form
- The Housing Form (Optional)

As well as the following materials:

- CV in English
- CV in French
- An official transcript for each institution attended since high school
- A letter from a physician attesting to the applicants good health
- Proof of medical insurance valid in France
- A check for \$100 for non-refundable application fee

Please send originals of all application documents. Applicants are advised to:

- Keep a copy of all documents
- Notify ELI when sending documents

## Application Deadlines

Fall Semester: May 1

Spring Semester: November 1

## Contact Information

Please mail all documents to:

**Experiential Learning International (ELI)**

**1557 Ogden Street Ste. 5**

**Denver, CO 80218**

If you have questions, please feel free to contact us at:

Phone: 303-321-8278

Email: [info@eliabroad.org](mailto:info@eliabroad.org)



**I am applying for:**

**Name:**  
(last/first/middle)

**Date of Birth:**  
(dd/mm/yyyy)

**Nationality:**

**Passport Number:**

**Date and Place of Issue:**



**Current Address:**  
**Telephone Number:**

**Permanent Address:**  
**Telephone Number:**

**Emergency Contacts:**  
(name and relation)

**Address:**

**Home Telephone:**

**Work Telephone:**

**Academic Standing During Internship:**

1st Semester Junior  
1st Semester Senior  
Graduate Student

2nd Semester Junior  
Independent Post-B.A.  
Other

**Major(s):**

**How did you hear about us?**

# LANGUAGE ASSESSMENT FORM

For admission to the Paris Field Study Program

**To be completed by a professor who has taught the candidate in French.**

**Candidate's name:** \_\_\_\_\_

To the professor:

Internships in Francophone Europe is a not-for-profit organization registered in France as an "association loi 1901". IFE exists for the purpose of creating internships in French speaking Europe for students and graduates of North American universities, preparing these students for the experience and educating them about the social, economic and political structures of contemporary France. IFE admits students of all academic disciplines and actively seeks a student body diverse in talent, background and personality. Your student has applied to do a three-month internship in a governmental, international or other policy oriented institution in France. The emotional and organizational demands placed on a student by this experience are significant. Applicants are judged on the basis of their linguistic and overall academic merits. They are also selected for their discretion, seriousness of purpose and demonstrated commitment to their chosen fields. We ask you not to recommend students that have not yet achieved basic proficiency in the French language. You may learn more about the program in the descriptive literature that we have sent your student, or from our website. We appreciate your commenting in as much detail as possible on the following:

**The context in which you have known the candidate.**

**The candidate's work habits and sense of organization.**

**Your perception of the candidate in a group situation.**

**The candidate's ability to accomplish a major piece of independent research.**

**Please rate the candidate's overall abilities by using the following scale:**

- 5 Native proficiency
- 4+ Strong fluency/Strong idiomatic vocabulary
- 4 Fluency: syntax has been fully assimilated
- 3+ Strong proficiency
- 3 Basic proficiency/ At ease in general conversation
- 2 Good base, still needs significant work

**Please also rate numerically (using the above scale):**

- The candidate's ability to express himself orally in French.
- The candidate's written French.
- The candidate's ability to comprehend colloquial French spoken rapidly in a group situation.

**Please list four adjectives that describe the candidate to you:**

**In what percentile of your class group was the candidate?**

**Would you recommend the candidate?**

- Enthusiastically
- Without reserve
- With some hesitation

**We value all additional comments:**

Your Name: .....

Your Title/Department: .....

Your Institution: .....

You taught/supervised the candidate from ..... to .....

Your Signature:.....

## **RECORDED CONVERSATION IN FRENCH**

For diagnostic purposes, all applicants to IFE's Paris Field Study and Internship Program are asked to make an audio recording of a French language conversation with a French-speaking university professor. The purpose of this informal exercise is to provide IFE with a first-hand impression of your spoken French. Such an impression can play a useful role in the placement process as IFE works to match successful applicants with internships, as well as in preparation for the academic portion of the program. Note that admission decisions are NOT made on the basis of ranked French skills.

Please show this sheet to the person who has agreed to help you record this conversation. This should be a spontaneous conversation, with only general preparation ahead of time, and recorded without editing. A good sense of communication is more important than perfect grammar.

Total time: approximately 15 minutes

The conversation should cover two general subjects even though, as a conversation, there is no imposed form or structure.

### **I. PERSONAL INFORMATION**

Some indications: Talk about yourself, where you are from, your family, your family life, what regions of the US or the world you like, travel experiences you have had, what you like to do with free time, what you do when you are down in the dumps in order to feel better, etc. Or talk about experiences you have had adjusting to a different environment, different people, different ways, etc. Talk about why you want to come to France, your academic interests, your career goals, and so forth. Or talk about anything else you would like to talk about.

### **II. CURRENT EVENTS IN FRANCE, EUROPE AND THE WORLD**

Talk about whatever you would like on the subject of France or Europe today, or transatlantic relations, problems facing US society or French society or the world, any topic of current events, what kind of press coverage you see about what goes on in France and Europe, what sources of information you rely upon, or any other topics in this broad subject area. To the person who has agreed to carry on this conversation with the applicant:

Thank you for your cooperation with this important exercise, the results of which are useful to IFE in a number of ways. Your role is simply to help construct an interesting conversation, through questions, responses, and other ways to encourage the applicant to open up and talk freely in French. IFE's objective in breaking the conversation roughly into two parts is to be able to hear the applicant speak about themselves as well as about substantive, less personal matters. Of course, it does not serve a candidate's interest if the recorded conversation conveys an inaccurate impression of his or her level of linguistic competence.

# GENERAL RECOMMENDATION FORM

For admission to the Paris Field Study Program

**To be completed by a professor or employer.**

**Candidate's name:** \_\_\_\_\_

To the professor or employer:

Internships in Francophone Europe is a not-for-profit organization registered in France as an "association loi 1901". IFE exists for the purpose of creating internships in French speaking Europe for students and graduates of North American universities, preparing these students for the experience and educating them about the social, economic and political structures of contemporary France. IFE admits students of all academic disciplines and actively seeks a student body diverse in talent, background and personality. Your student has applied to do a three-month internship in a governmental, international or other policy oriented institution in France. The emotional and organizational demands placed on a student by this experience are significant. Applicants are judged on the basis of their linguistic and overall academic merits. They are also selected for their discretion, seriousness of purpose and demonstrated commitment to their chosen fields. We ask you not to recommend students that have not yet achieved basic proficiency in the French language. You may learn more about the program in the descriptive literature that we have sent your student, or from our website. We appreciate your commenting in as much detail as possible on the following:

**The context in which you have known the candidate.**

**The candidate's work habits and sense of organization.**

**Your perception of the candidate in a group situation.**

**The candidate's ability to accomplish a major piece of independent research.**

**The candidate's reaction to having some fundamental assumptions about his/her society drawn into question.**

**Please list four adjectives that describe the candidate to you:**

**Would you recommend the candidate?**

- Enthusiastically**
- Without reserve**
- With some hesitation**

**We value all additional comments.**

Your Name: .....

Your Title/Department : .....

Your Institution: .....

You taught/supervised the candidate from ..... to .....

Your Signature: .....

# PLACEMENT FORM

## For admission to the Paris Field Study Program

### Candidate's Name:

The information on this form will be used in the placement process for admitted candidates. Feel free to provide us with any other information as you feel necessary to give IFE a full and complete picture of your goals for the IFE semester. Specific career plans or specialist academic goals are not required for participation in IFE. Liberal arts majors with general education goals for the IFE semester are welcome. IFE is not a job-training program and was created to further liberal arts education. You should nevertheless express these objectives as clearly and as fully as possible.

### I. Introduction

The starting point for the IFE placement process is what you tell us about:

1. Your objectives for this experience.
2. Your academic and/or career plans and goals.
3. How you would like this internship to further those plans and goals.
4. What combination of your interests, skills, previous experiences, etc. you wish the IFE internship placement to draw upon. (Examples: French major with strong music interest; pre-med and economics; Russian language competence; previous work in a gallery; scientist but do NOT want a lab placement; etc.)

### II. Your overall area of interest

First of all, please indicate in which one of the following six general areas your own area of interest lies:

- International affairs including aid to developing areas
- Politics and political life
- Social issues, public policy
- Cultural affairs and policy, cultural institutions, public support for the arts
- Science, technology, engineering
- Economics, business, management
- Other

### III. Your work environment

In many cases the same subject can be approached in different professional environments. Please indicate which of the following types of environment would be most useful to you, if any. Feel free to indicate one or two choices.

- Parliament or political milieu
- Government ministry or agency
- Research or policy planning environment (research center, think tank, etc.)
- Cultural institution
- Media
- Not-for-profit organization (milieu associatif – “activist” environment, less formal)
- Private sector
- Other
- I have no particular preference.

### IV. Your background

Please highlight any of the elements of your curriculum vitae and/or university transcript that you would like IFE to take into account (previous work experience, major field(s), other languages, particular courses, extracurricular strengths, ethnic background, etc.). Anything mentioned here should figure somewhere on your CV or transcript, if possible. Also mention anything you do NOT want to build upon, for example if IFE represents a chance to take a different direction, explore a new field, etc.

### V. Your internship

In a paragraph, please develop in as much detail as you wish your academic goals, your career plans (if any) and how you wish the IFE semester to be relevant, or not, to those plans and goals. What would you like to learn on your internship and why? What are your goals for the IFE semester? (150-250 words)

## VII. Questions

Do you have any preference for the political environment in which you might be placed? (Name party, or specify left/right/center preference, if any)

Please list the French courses you have taken at the university level and another significant French speaking experience you have had.

Is there anything else we ought to know about you (i.e., special background, handicaps, needs)? Please specify.

IFE encourages additional letters of recommendation from professors and/or employers, besides the required recommendation and language forms included in the application.

## VI. Lettre de motivation

Drawing on the information you have provided above, write a letter IN FRENCH that would accompany your CV when sent to prospective host organizations. The letter should contain the following paragraphs:

1. A short description of who you are and your general reasons for enrolling in IFE and coming to France (2-4 sentences)
2. A description in some detail of your projet for IFE: what you wish to work on; why; what you bring to an internship in field X; how you plan to build on this experience in the future. Your goals may be purely academic/intellectual, and/or very much generalist in nature. Do not hesitate to state this. (3-5 sentences)
3. Some thoughts about what types of inquiry or what topics or issues excite you, in other words your intellectual passion, presented as a general background to your desire to enroll at IFE and work in some field or other. (2-4 sentences)
4. Conclusion, summary of the above, expression of your keenness for a learning experience in a work situation in the area of X. (2-3 sentences)

**N.B. You must save a copy of this letter, in computerized form, because if accepted you will be asked to send it to IFE again, via email, for use in the placement process. 400-500 words)**

# HOUSING FORM

## For admission to the Paris Field Study Program

There is no housing plan integral to the IFE program. IFE will, however:

- Arrange family housing for students who wish that type of housing, within the limits of available situations;
- Arrange housing in one of several independent student residences or foyers on behalf of students.
- Once arranged, this type of housing will not be changed by IFE, and any modifications except in the case of force majeure must be handled by the student, including any additional costs incurred;
- Help students who wish to rent a studio or apartment by furnishing internet sites and other resources for this search, and possibly contacting landlords on the student's behalf.

NB: In all cases it is the student and NOT IFE who conducts the search for rental housing.

Students may of course arrange their own housing. It may be possible for students to reserve a room in a foyer for one month while they look for housing.

### DESCRIPTION OF FAMILY HOUSING:

The family situations used by IFE for its students are generally not of the type where there are young children, a family meal every evening, and a busy family life requiring participation.

MEALS: Some offer meals, some do not, but IFE discourages a commitment to more than a couple of evening meals per week, in view of work and other demands on student-interns time.

IFE family housing is more like renting a room in a home, sometimes with separate entrance, kitchen access in all cases, and full freedom to come and go. Restrictions concerning guests exist for certain family situations.

Approximate prices for the entire semester for family housing without meals: 2200 €

### DESCRIPTION OF FOYERS:

The foyer (rhymes with loyer) is a common form of housing for young people beginning either their studies or professional life in Paris and whose home is not in the Paris area. There are also a few foyers that cater to American students in particular, which IFE does not use for linguistic/cultural reasons.

All foyers have certain things in common. There is a permanent presence at the reception desk, 24 hours per day, and there are a certain number of restrictions concerning hours and sex of visitors, and possibly other restrictions, with variations by foyer. There are common rooms for socializing, common kitchens by suite or floor for meal preparation, internet access, and various scheduled activities are proposed. Towels are not provided, but bed linen may be rented at a very modest rate.

MEALS: Some foyers offer a hot meal in the evening, some do not. Those that do generally require that students purchase 20 evening meal tickets during the first month of their stay, and 10 per month thereafter (minimum). There is a good deal of flexibility in this requirement, especially since the price of the meals and accommodations together is very reasonable. Students may still use the kitchen instead of taking the evening meal; the tickets may be used on any evening; and, for IFE student interns, 10 meals per month is about the right level of commitment. In addition meals are served in a common dining room which provides IFE students a chance to socialize. Foyers also differ according to whether they accommodate both sexes or only women. Mixed foyers are usually separate by floor or by wing.

Approximate prices for the entire semester (4.5 months) for housing in a foyer are: without meals (kitchen access): 1900-2100 € . with meals (20 meals first month, 10 meals/month thereafter): 2500 €

IFE offers these housing options for the sole purpose of serving students who wish IFE's help with housing. IFE has no financial interest in these housing options and reaps no financial gain from this service. Students should contact Séverine Choquet at [severine.choquet@ifeparis.org](mailto:severine.choquet@ifeparis.org) with any questions prior to filling out this form.

**Name:** .....

**Person(s) to be contacted in case of emergency:** .....  
(name and relation)

**Address:** .....

**Home Telephone:** ..... **Work Telephone:** .....

The choices offered below do not include choice of specific foyer or family. IFE works with several foyers and a certain number of families, corresponding to various criteria. IFE will take into account your requests in the housing placement and will contact you as soon as possible with the name and address of your lodger. Since the choices you make become permanent once IFE has arranged suitable housing, you should contact IFE without hesitation with any questions on any of these points.

**I request lodgings with a French family**  
(Students with special dietary preferences -e. g. vegetarian- should not choose to take meals with a family.)

With meals  Without meals (with kitchen access)  
Additional comments: (allergies, tobacco use, etc.)

**I request lodgings in a foyer**  
 Gender mixed  With meals  
 Women only  Without meals (with kitchen access)

**I will be arranging housing independently.**  
I agree that once IFE has arranged housing according to my request, I will be responsible for all modification I decide to make, including additional costs incurred.

**Date:** ..... **Signature:** .....