

## Study Abroad in Lyon, France Summer Business Program

Depart Tuesday, June 4 - Arrive June 5 – End Saturday, July 13, 2019

### 1. Highlights

- A. Earn up to six credits in under six weeks by combining coursework and an internship.
- B. Gain invaluable professional experience interning abroad.
- C. Boost your self-confidence and intercultural acumen.
- D. Travel to Paris to see the “City of Lights.”
- E. Visit beautiful Provence, with its lavender fields, vineyards, and olive groves.
- F. Experience Lyon, not as a tourist, but as a “local,” living and working in this famed city.
- G. Benefit from the vibrant business culture that makes Lyon the second largest urban area in France while soaking in the culture of this millennial city.
- H. Known as the “gastronomic capital of the world,” Lyon boasts a large number of Michelin-starred restaurants as well as popular eateries known as *bouchons*.
- I. *Previous training in French not required but helpful.*
- J. Open to *ALL majors*.

### 2. General Requirements for Program Participation

- A. You must be 18 years or older.
- B. You must be in good academic standing and have no current disciplinary sanctions.
- C. You will need a passport that is valid for at least six months after your scheduled return date.
- D. You will be asked to sign a liability release form and a medical release form
- E. You will sign an internship contract with your internship sponsor.
- F. You must meet minimum health insurance requirements set by the university.
- G. You must attend all of the Trulaske College of Business’s pre-departure class meetings.
- H. You will be expected to fully complete the application and International Center safety and security orientation through MyStudyAbroad.
- I. Participants must agree to the terms expressed in the MU student conduct manual and the MU “Conditions of Participation and Program Acceptance” form and the Trulaske College of Business Student Behavioral Disciplinary Policies.
- J. There is a \$100 non-refundable application fee.

### 3. Program Details

This program is offered in partnership with the educational non-profit Ei<sup>2</sup>: <https://www.ei2intern.org/>

#### A. Program beginning and end

The program begins when you arrive at the hostel in Paris on June 5 and ends when you check out of your housing in Lyon before 9 am on July 13. You are responsible for arranging international air transportation to and from France as well as local transportation to and from our housing sites in Paris and Lyon at the beginning and end of the program.

#### B. Location

Courses will be conducted at Sciences-U, located at 53 Cours Albert Thomas in Lyon, France. Once the Roman capital of Gaul, Lyon was founded at the dawn of the modern era. It is currently the second largest metropolitan area in France with a population of approximately 2.3 million inhabitants. It boasts France’s

second largest economy after Paris. It is a hub for medical research, biotechnology, software development, and the video game industry. Major companies include: Arkane Studios; Ivory Tower; Eden Games; EA France, Groupe SEB, Sanofi Pasteur, Renault Trucks, Norbert Dentressangle, LCL S.A., Descours & Cabaud, Merial, Point S, BioMérieux, Iveco Bus, GL Events, April Group, Boiron, Feu Vert, Panzani, Babolat, Euronews, LVL Medical, and inter-governmental agencies such as Interpol.

### **C. Lodging and Meals**

During the Lyon program, you will have two options for housing:

- a. Family stay: You will live with a host family and enjoy the benefits of cultural immersion and the comforts of home: individual room, two daily meals (breakfast and dinner), free access to laundry facilities.
- b. Private apartment: Live in a furnished apartment in a student-housing complex located near the city center. Your apartment is furnished with a refrigerator, stove, utensils, and basic cookware. There is a full-service grocery store near the complex and dozens of eateries located within minutes of your door. As is common throughout Europe, your apartment will not have air-conditioning; however, fans are readily available for purchase in the neighborhood. With this option, food is not provided except when it is part of an excursion or group event.

### **D. Language and Culture**

The Rhône-Alpes region of France where Lyon is located is famed for its beauty and cultural history. From Roman vestiges and picturesque villages, to some of the world's most famous vineyards, and the French Alps; Lyon is ideally located in the beautiful Rhône valley. You are encouraged to take at least one semester of French before departing in order to gain maximum benefit from the cultural and professional opportunities that language acquisition affords.

### **E. Transportation**

Most on-site transportation is provided. The program will pay for group transportation from Paris to Lyon at the beginning of the program and on program-required weekend excursions. While in Lyon students will receive a metro card good for one month of unlimited transportation on the TCL system (public transportation network).

### **F. Excursions and Cultural Activities**

We have a full cultural calendar planned with many exciting excursions and events. To learn more visit: <https://www.ei2intern.org/the-program>

## **4. Internship, Course Offerings, and Prerequisites**

### **A. Internship**

This international internship program will help you gain valuable professional experience while being immersed in the vibrant culture of one of France's oldest cities. In addition to earning up to three academic credits for your internship, you will make professional connections and apply classroom knowledge in a real-world setting. You will improve your cross-cultural communication skills and gain the flexibility, confidence, and independence to navigate a foreign culture.

Most departments and majors have internship credits available. You are required to enroll in internship credits. You will devise a work schedule with your internship sponsor that meets the internship requirements established by your academic department. Check with your academic advisor to verify the number of credits for which you qualify. Many full-time internships will take place Monday–Thursday

during regular business hours; however, some internships, especially cultural and hospitality management internships may require a more flexible schedule.

Interested students must complete a program application in order to have access to internship postings, which includes paying the application fee of \$100. Students with completed applications will have access to a list of available internships. In order to apply for an internship send a resume and a short cover letter (in English or French) to Kimberly Herschbach [herschbachk@missouri.edu](mailto:herschbachk@missouri.edu). Some companies may require additional information such as a video resume or Skype interview. Once accepted to an internship, you will have two weeks to commit to the program. If you do not commit within two weeks, the internship will be made available to other students. Students will not be required to officially enroll in the program until the internship is secured.

You will enroll separately for internship credit in the academic unit of your choice. The Internships offered on this program are typically 5 weeks long and entail 150 hours of work experience. Trulaske students may use this internship experience to fulfill the requirements of:

- **BA 4500 – Professional Edge - Internship**
- **MGMT 4940 - Professional Management Internship**
- **FRENCH 4940 – Special Themes in French**
- **OR consult with your Academic Advisor for internships specific to your academic program.**

## **B. Coursework.**

Along with your internship, you will take one three-credit course in Lyon. You will choose one of these options:

### **MGMT 3975 / FREN 3004: “International Business in France” (3 cr.)**

This course provides a thorough grounding in a range of international business subjects. The objective of the course is to build knowledge and skills for successfully conducting business in France and the European Union. Students will develop an understanding of the specific business environment in France and the E.U. through lectures, case studies, and site visits. Students will learn about organizational and cultural differences between the U.S. and European businesses while gaining insight into common business practices. This course meets on Fridays.

### **MGMT Cross list / FREN 2310 "Introduction to French Civilization" (3 cr.)**

This course is intended to give students an overview of modern French civilization. It will serve as a general introduction to French history and culture. The course will cover a period roughly beginning with the French Revolution (1789) and will culminate with contemporary debates about migration and national identity. We will examine key cultural objects from art, literature, and popular culture as well as political and historical movements that have helped to shape French civilization. This course is ideal for students interested in engaging with issues, debates, and problems that have faced the French nation in the modern era. Its main goal is to help students understand, analyze, and communicate the complex interplay that exists between art and culture on one hand and society and politics on the other.

## **Pre-departure Classes at MU**

Prior to the start of the program, five mandatory pre-departure class sessions will be held in Cornell Hall, beginning in April. The purpose of these class meetings will be to provide lectures on the principles of international business, review information regarding internships and orientation to the host country, travel administration, and safety abroad.

This is a **non-credit course** for which you will be required to **register before the first day of the pre-departure class**, in order to go on the program. You will not be charged any educational fees for this “course.” When registering – search in “additional criteria” for the **Class Number only**.

**Undergrads - Class # 58467**  
**Grad- Class # 58468**

Class Schedule:

- **Tuesdays**
- **April 2 through April 30, 2019**
- **6:00-8:00 pm**
- **Room: Cornell 211**

**NOTE:** It is a requirement of this program that you attend all of the pre-departure class sessions to prepare for your program. You must attend all of the classes or you will not be allowed to participate in this program. Possible special circumstances may allow flexibility on this requirement but will have to be approved by the program director prior to missing the class. **If you are dropped from the program because of non-attendance – you will be subject to the penalties listed in section 10 of this document.**

## 5. Program Schedule:

Date	Day	Daily Schedule	Other Activities
4-Jun	Tue	Depart USA for Paris, France	
5-Jun	Wed	Noon: Arrival in Paris Check in with program director Establish phone service, purchase French SIM cards 5 p.m. Program orientation (Part I) 7 p.m. Boat tour on the Seine	
6-Jun	Thu	Welcome picnic. Program orientation (Part II)	Morning: Eiffel Tower Afternoon: Louvre Museum
7-Jun	Fri	Evening: Free time	Morning: Notre Dame de Paris Afternoon: Sainte-Chappelle
8-Jun	Sat	Depart Paris - Arrive in Lyon Check into housing Afternoon: Lyon orientation (Part I)	
9-Jun	Sun	Afternoon: Sightseeing tour of Lyon	
10-Jun	Mon	Internships begin	
11-Jun	Tue	Internship	
12-Jun	Wed	Internship	After work networking event
13-Jun	Thu	Internship	

14-Jun	Fri	Day: Coursework at Sciences-U	Evening: French wine tasting with Victor Masson
15-Jun	Sat	Free weekend	
16-Jun	Sun	Free weekend	
17-Jun	Mon	Internship	
18-Jun	Tue	Internship	Visit of the Vieux Lyon
19-Jun	Wed	Internship	
20-Jun	Thu	Internship	
21-Jun	Fri	Coursework at Sciences- U, Lyon	After work chez Dan Fête de la musique
22-Jun	Sat	Free weekend	
23-Jun	Sun	Free weekend	
24-Jun	Mon	Internship Midterm internship visits and evaluations	
25-Jun	Tue	Internship Midterm internship visits and evaluations	French cheese tasting
26-Jun	Wed	Internship Midterm internship visits and evaluations	
27-Jun	Thu	Internship Midterm internship visits and evaluations	
28-Jun	Fri	Coursework at Sciences- U, Lyon	
29-Jun	Sat	Provence Excursion	Provence excursion
30-Jun	Sun	Provence Excursion	Provence excursion
1-July	Mon	Internship	
2-July	Tue	Internship	Networking event
3-July	Wed	Internship	
4-July	Thu	Internship	
5-July	Fri	Coursework at Sciences- U, Lyon	After work picnic in the Parc de la tête d'or
6-July	Sat	Free	
7-July	Sun	Free	Afternoon: Boat excursion <b>(Optional)</b>

8-July	Mon	Internship	
9-July	Tue	Internship	Museum visit and chocolate tasting
10-July	Wed	Internship	
11-July	Thu	Internship	
12-July	Fri	Coursework at Sciences- U, Lyon	Farewell Dinner
13-July	Sat	<b>PROGRAM ENDS</b> <b>Check-out at 9 a.m. Bon Voyage!</b>	

\*\*\*This proposed itinerary and schedule are subject to change.

**6. Weekend Travel**

Your program fee includes excursions and cultural activities throughout your time in France. In order to accommodate students who may wish to plan travel on their own, we have included three free weekends. Travel outside of our planned cultural calendar is at your own expense and discretion. Class attendance policies will remain in effect. For those who opt not to travel we will offer optional activities in Lyon.

**7. Travel to program site from the U.S.**

**The program fee does not include the cost of roundtrip airfare from the U.S. to France.** You will travel on your own or with classmates by arranging your flight itineraries and reservations. You should coordinate your flight plans to arrive in Paris on the morning of Jun 5. Most international flights arrive at the Charles de Gaulle – Roissy Airport (CDG). During the spring class meetings, you will be assisted with information on how to book flights with classmates as well as on how to travel from the Parisian airports to our housing in Paris. **Failure to provide a paid ticket itinerary by May 1 may result in being dropped from the program.**

**8. Estimated Budget**

The following budget may be used for planning purposes

Student Planning Budget	Tuition & Fees Paid to MU	Program Fee paid to MU	Airfare to program site	Total MU cost
Transportation to program. <i>Estimate based on average fares from the previous summer.</i>			\$1300	\$1300
MU Tuition ( <i>estimated for 6 credit hours</i> ) * Non-MU Students will pay Stephens College tuition	\$1709			\$1709
TCoB Professional Fee	\$567			\$567
Technology Fee	\$83			\$83
International Center fee		\$125		\$125
Program fee (see cost section for inclusions.)		\$6100		\$6100
<b>Estimated Student Cost</b>	<b>\$2359</b>	<b>\$6225</b>	<b>\$1300</b>	<b>\$9884</b>

Note: Tuition is **estimated as UGR Resident fees** and is approximate until the Board of Curators of the University of Missouri sets the new fees in April during the spring semester prior to departure. **Non-resident students pay their**

**usual additional non-resident fees.** Provided you are taking courses necessary for graduation, this simply shifts tuition costs from one term to another. The costs presented above in the student-planning budget are best estimates within five percent.

## Cost

The program fee quoted above (**billed to your student account sometime in May**) includes the following:

- Travel Medical and International Health Insurance - GeoBlue
- Pre-departure and on-site orientation as well as team-building activities in Paris and Lyon
- Housing, entrance fees, guided sightseeing in Paris
- Transportation from Paris to Lyon
- Housing in Lyon
- Full-time, on-site director
- Internship placement and oversight
- One-month unlimited metro pass in Lyon
- Cultural activities and Excursions (see <https://www.ei2intern.org/the-program> for more information)

Expenses NOT included in the program fee are:

- Airfare and personal travel
- Spending money
- Passport and other related fees (if applicable)
- Most meals (unless you choose the family stay option)
- Tuition and fees for internship credit
- Tuition and fees for the three credit course in Lyon

## 9. Schedule of Payments

Description	Date	Amount Billed
<b>Program Fee</b> - Billed to your student account.	<b>Approx. May 1</b>	\$6100
<b>Educational Fees</b> 6 credit hours of MU summer courses. (Estimated cost for MU students ) Billed to student account.	<b>Approx. May 15</b>	\$1709
<b>International Center fee</b> - Billed to your student account.	<b>Approx. May 15</b>	\$125

## 10. Withdrawal from Program - Student must contact the Student Services Coordinator directly by e-mail at TCoBStudyAbroad.missouri.edu documenting any withdrawals from the intended study abroad program.

Withdrawal date will be determined to be the date shown on the e-mail that is sent to the Student Services Coordinator in 213 Cornell Hall stating intent to withdraw from the program.

Amount	Withdrawal After
\$100 Deposit	After Date of Application – <b>no exceptions.</b>
\$600 will be billed	March 1
\$2,000 will be billed	April 2
Total Program Fee Billed	May 1

\*\*\*Depending on the date that you withdraw from the program, the study abroad department may or may not be able to get a

*refund from the vendor. Your refund will be relative to the costs that can be recovered. If you have not been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.*

## 11. Visas and Travel Documents

- All students will need a valid US passport or appropriate passport/documentation from their country of citizenship valid for at least 6 months after your return date.
- **Non-US citizen students at Mizzou** will need to check online regarding visa requirements for program sites for their particular country of citizenship.
- **Copy of all program participant passports due to Study Abroad Office by April 2 to remain on the program. If you are concerned about timing – have it expedited.**

## 12. APPLICATION Deadlines

- **The regular application deadline is Friday, March 15, 2019.** Students who have met the regular deadline and who are admitted to the program are more likely to receive an internship that is tailored to their skill-set and field of study.
- **The final deadline for the program is Tuesday, April 2, 2019.** Our internship team will have less time to work on “final deadline” internship requests; nonetheless, we will make every effort to help place applicants in internships that are related to their skill-set and field of study.
- This program does not use a competitive selection process; however your participation is dependent on applying for one of the internship opportunities that we make available. As applicants commit to the program in myStudyAbroad, a time stamp is issued and used for determining the final order of acceptance. Students who register after 25 students have submitted their registration forms will be placed on a waiting list and accepted as space permits.

**\*\*Application process and procedures: (Students must start the process on the selected program’s webpage which is reached via [TCoBStudyAbroad.missouri.edu](http://TCoBStudyAbroad.missouri.edu).)**

- Go the web page for the program of interest.
- Click on ***Details and Information*** link which will take you to that program’s information document.
- **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties. See section 11 of the information document.**
- Once you have decided on which program you would like to attend – click on the “*start application*” link in the upper right corner of the page.
- When you begin the application – you will show up in the database as “**Pending**”.
- You must hit the “**Submit**” button to be accepted to the program.
- You will then receive an e-mail from the *myStudyAbroad* database alerting you that you have been “Accepted”. (That email will explain the consequences for not following the instructions given in the email. **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties.**)
- If you are “Accepted” - you will be placed on a **HOLD LIST**.
- To move to the **ACTIVE ROSTER**, go back into your on-line application and change your status from “Accepted” to “**Committed.**” Be sure you are ready to commit as penalties will begin to apply, subject to Section 11 of the program document.
  - All programs have a maximum number of participants who can attend the program, so delays could affect your participation in the program.
  - As others on the HOLD LIST commit to the program, they will move ahead of you onto the ACTIVE ROSTER.

- Those on the **hold list** will be notified as spaces become available after the program's max has been reached.
- Once you have changed your status to **“Committed,”** you must return to the on-line application and complete the entire application. **Failure to comply could affect your participation in the program.**
- If at any point **you decide to withdraw from the program** – you must notify the Student Services Coordinator via [TCobStudyAbroad@missouri.edu](mailto:TCobStudyAbroad@missouri.edu) AND return to your on-line app and change your status to “WITHDRAWAL: Declined.” **Penalties are determined by the date that you complete these 2 steps.**

**IMPORTANT:** If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (<http://disabilityservices.missouri.edu>). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations.

### 13. Student Financial Aid

This Program qualifies for student financial aid because the six hours of courses are MU summer session credits. Please check with the financial aid office in 11 Jesse Hall for complete financial aid details. **You should secure your finances as soon as possible to avoid having to withdraw from the program and incur a penalty.**

### 14. Scholarships

The International Center website, <http://international.missouri.edu/study-outside-the-us/getting-started/financing/mu-scholarships.php> has a list of available scholarships for studying abroad.

In addition, our educational partner, E=i<sup>2</sup>, has scholarships available specifically for this program: <https://www.ei2intern.org/scholarships>

The College of Arts and Science also offers a generous study abroad scholarship program worth up to \$4500 for this program: <https://coas.missouri.edu/students/study-abroad-program?q=students/study-abroad-scholarships>

***Disclaimer:*** *The costs and schedules presented in this document are best estimates performed in good faith and do not represent any kind of fixed contract. The nature of dealing with foreign partners makes it difficult to plan exactly how this study abroad program will be finalized.*

### Program Cancellation Policy for Student Financial Liability

I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on enrollment, health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri;
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University's partner program. If I have not been billed the program fee at the time of my withdrawal, I understand that I will be billed for any cancellation fees charged to the program.

To obtain more information visit:

**Trulaske College of Business International Programs Web Page:**

**<http://TCoBStudyAbroad.missouri.edu>**

**Course and Program Information: Gay Albright, Tel: 573-882-2403,**

**E-mail: [albrightj@missouri.edu](mailto:albrightj@missouri.edu)**

**Questions regarding Registration Forms, Passport and Visa:**

**Kim Herschbach, Cornell 213, Tel: 573-884-5312, e-mail: [TCoBStudyAbroad@missouri.edu](mailto:TCoBStudyAbroad@missouri.edu)**