This outlines the arrangement for the Burgundy School of Business to take a business intern from the Pamplin College of Business at Virginia Tech. The Burgundy School of Business is a highly reputable business school in eastern France. Dijon is the capital of the Burgundy region of France, and is a lovely old, smaller city with much history. Paris is 1 ½ hours away by train.

1. **Qualifications**
   a. Rising junior or senior at Pamplin College of Business, any major
   b. Strong interpersonal skills
   c. Significant knowledge of French is required
   d. Understanding and appreciation of cultural differences, flexible, independent

2. **Application Process**
   a. Applications, including a CV and motivation letter in French should be submitted to Nathalie Cureau, International Relations Manager (nathalie.cureau@escdijon.eu) with a copy to Reed Kennedy, Director of International Programs, Pamplin, via email, to kennedyr@vt.edu. A Skype interview of candidates would then be organized with the host department.
   b. Applications are due by **February 1st**.
   c. Burgundy School of Business will select a candidate no later than **February 15**.

3. **Internship Description**

Work in the Corporate Relations Department and Career Center of Burgundy School of Business, assisting with projects and other assignments.

The primary duties are:

- Translation and editing of certain categories from the Corporate Relations website targeting international students
- Managing the website and promoting it via emails / social networks to announce the launch of the English part of the website
- Occasional participation in the department activities (help during the entrance exams ...)
- She/he must speak French and have developed relationship skills

Internship will start in mid-May, and last for 10 weeks

This is a very interesting position as it could involve quite a bit of contacts with companies representatives and alumni during the entrance examination if the candidate is outgoing and has a good level of French.
4. **Room and Board Arrangements**
   a. Intern will be housed in an individual dorm type room or in a private home
   b. Intern can eat in the School cafeteria. Lunch during the work week will be provided.

5. **Costs**, based on a 6-week internship
   - Lodging: $600
   - Airfare: $1200
   - Food: $400 (meals available at school cafeteria)
   - Insurance: $30
   - Transportation: $200
   - Personal expenses: $600
   - Passport: $135
   - **TOTAL**: $3,165

6. **Course Credit**: Intern may receive 3 hours of course credit if they discuss with Ms. Lorraine Borny in the Management Department prior to the internship and enroll in Field Study.

7. **Website**: Website for the school is [http://www.bsbu.eu/](http://www.bsbu.eu/)