Predeparture Information

Congratulations on your decision to intern this summer! We have no doubt that it will be a life-changing adventure. We’re glad to have you with us.

Here you will find more details about your program and find out what you need to do next. You should also begin filling out your online predeparture forms that are accessible in your MyIESabroad account.

Feeling lost? Your IES Internships Advisor is here to help. Just call 800.995.2300 or email internships@IESabroad.org.

How will this experience redefine you? We can’t wait to find out!
# Table Of Contents

**Getting Started** ................................................................. 3  
**Plan Travel** ........................................................................ 5  
  Passport & Visa ........................................................................ 5  
  Travel Dates ........................................................................ 7  
  Arrival .................................................................................. 10  
**My Program** ........................................................................ 13  
  Packing .................................................................................... 13  
  Housing ................................................................................. 15  
  Academics ............................................................................... 23  
  Tuition & Financial Aid .......................................................... 27  
  Field Trips ............................................................................... 32  
  Health & Safety ........................................................................ 33  
**Daily Life** ............................................................................. 38  
  Center ...................................................................................... 38  
  Communications ........................................................................ 41  
  Life in your City ....................................................................... 46  
  Diversity .................................................................................. 53  
  Student Conduct ....................................................................... 55  
**Contact Us** ........................................................................... 57
Getting Started

WHAT YOU NEED TO DO

Confirm your Place in the Program
Submit the Confirmation Form.

Check, Renew, or Apply for your Passport
If you do not have a valid passport, renew or apply for one immediately.

Read Your Predeparture Information and Student Handbook
Navigate through this Predeparture Information using the tabs above.

Submit your Online Forms
Pro tip: Keep this window open to refer to the detailed Predeparture Information while you complete your forms. Be sure you meet the forms deadlines!

Register for the required Internship Seminar
Submit the Internship Seminar Registration Form to select the required 3- or 6-credit Seminar as soon as you have received more detailed instructions from us. Be sure to meet with your home school advisor to get courses approved.

Plan a Budget

- Understand how to pay your bill by reading the "Tuition & Financial Aid" section under the Your Program tab above and talking to your home school study abroad office. Be sure to check out IES Internships' scholarship and aid options.
- To plan for additional expenses, please be sure to find and read the On-site Expenses chart in the "City" section under the Daily Life tab.

WHAT YOU CAN EXPECT TO RECEIVE FROM US

Housing Assignments
If you submit your Housing Form and Medical Report on time, you will receive your housing assignment and the program participants list at least three weeks before the program begins.

Final Email with Arrival Information
Before you go, you'll receive an email from us that will include emergency contact information and final arrival instructions.

HOW TO CONNECT WITH OTHER STUDENTS
Like our Paris Facebook Page and our main IES Abroad page.
Follow us on Twitter at @IESinternships

Read student blogs.

Contact a past participant.
Plan Travel

We recommend reading this section of your Predeparture Information first to make sure you know right away:

- How to obtain any necessary travel documents
- Which dates to use when booking your flights
- What to do once you land in your host city, and who to call if you run into bumps along the way

Passport & Visa

Passport

If you have not already done so and plan to attend an international program, apply for your passport immediately!

You must have a valid passport before you can apply for any other required travel documents. Your passport must be valid for at least six months beyond the end date of your program.

The U.S. Passport Application Process

The current passport application process requires:

- A passport application
- A true certified copy of your birth certificate
- Two identical passport photos
- An application fee
- A personal ID
- A photocopy of your ID

Processing your passport application can take up to six weeks. You can expedite this process by paying an additional fee.

For further instructions on obtaining a passport, visit travel.state.gov or call the National Passport Information Center at 877.487.2778. You can also call your local post office to locate passport agencies in your area.

Passports for Non-U.S. Citizens

If you are a non-U.S. citizen, follow your government’s procedures for obtaining a passport. If you are not currently in your home country and you need to renew your passport, contact your country’s nearest
To obtain consulate phone numbers, please refer to www.state.gov/s/cpr/rls/fco.

Caring for your Passport

- Sign your passport as soon as you receive it.
- Keep a photocopy of your passport with you at all times, preferably in a money belt or similar carrier that can be concealed underneath your clothing.
- Leave copies of the identification page of your passport and any other governmental travel documents with a responsible third party or saved online in case your documents are lost or stolen.
- Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.

Entry Documents

The visa is an official authorization affixed to your passport, which gives proof that you have the permission of the French government to enter France and study for the allotted time.

U.S. AND EU CITIZENS

U.S. and EU citizens are not required to have a visa to study on the IES Abroad Summer programs in France. A visa may be required, however, if you plan on extending your stay in France beyond 90 days. Check the visa requirements with your Consulate if this applies to you.

NON-U.S. AND NON-EU CITIZENS

If you will enter France on a non-U.S. or non-EU passport, you may be required to obtain a visa prior to your arrival France. You should begin determining your specific visa requirements as soon as possible by getting in touch with your French Embassy or Consulate directly. Also, if you plan on traveling to other countries while you are abroad, you may need an additional visa. Please contact the embassy for the country to which you intend to go.

PARIS INTERNSHIP PROGRAM

U.S. citizens are not required to have a visa participate in the Paris Internship program. Once in France, you will receive a Convention de Stage, an agreement signed by you, IES Abroad, and the internship host, and stamped by the Office of French Labour.
Non-U.S. citizens (except EU citizens) may be required to obtain a visa prior to your arrival in France and so should contact your French Embassy or Consulate to determine the visa requirements as soon as possible. In order to obtain this visa, you may need a *Convention de Stage* signed prior to your arrival in France. Please contact your IES Internships Advisor with questions regarding the *Convention de Stage*.

IES Abroad advises students on visa procedures for travel requirements of the IES Abroad program only. IES Abroad is not responsible for advising students on visa issues should they wish to travel early, stay late, or visit other countries not required by the program.

**Travel Dates**

Book your flight according to these official program dates:
Consult your IES Pre-departure guide in IES Portal

*Arrive at the airport before 2:00 p.m.*

*Please keep time differences in mind when booking your flight. For example, if you are leaving from the United States, you will typically depart the day before the arrival date in order to arrive on time.*

**Program Calendar**

As soon as a preliminary program calendar is available (at least a few
weeks before the program starts), it will appear above. However, this
calendar is subject to change. Please do not make independent travel
arrangements (including visits from family or friends) before you arrive
on-site, receive any calendar updates from the IES Abroad Center staff
during orientation, and finalize your course registration. Remember that
you will not be excused from academic obligations, including final exams
or required IES Abroad events nor from your internship placement, in
order to travel independently. You can easily make personal travel plans
once on-site!

**Booking your Flight**

These discount student travel websites may offer tickets with flexible
return dates, usually for a fee:

- www.STAtravel.com
- www.StudentUniverse.com

Here are a few other travel websites that may have competitive fares:

- www.Kayak.com
- www.Expedia.com
- www.Orbitz.com
- www.Travelocity.com

IES Abroad does not endorse and cannot be held liable for any of these
travel companies.

**Early Arrival Policy**

You may not move in to your IES Abroad housing early. If you arrive
before the official arrival date, you are responsible for your
accommodations until you move in to your IES Abroad housing on the
first day of the program.

If you plan to arrive early or stay beyond the program end date in an
international location, we recommend that you purchase additional
health insurance coverage through Cultural Insurance Services
International (CISI), your IES Abroad health insurance provider during
the duration of your program. See the IES Abroad *Student Handbook* for
more information.
If you arrive in Paris before the official arrival date,

- Please make sure to arrange for lodging at a hotel or hostel for the time before the program begins
- Be sure to contact your host before your departure to make arrangements to arrive at your housing location on the official arrival date.
- Plan to arrive at your housing by 4 p.m. in order to call the IES Abroad Center and check-in during business hours.

**Late Arrival Policy**

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host city, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

If you are delayed after you leave your home country, call the IES Abroad Paris emergency phone number to notify them and receive arrival instructions.

**Early Departure Policy**

Early departures are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

It is not possible to reschedule a final exam or paper deadline or miss time at your internship placement in order to accommodate early departure for personal travel, including plans to attend events back home like a friend or relative’s wedding, a family reunion, or a graduation
Arrival

Arrival Instructions
All students should go directly to their housing upon arrival. You must arrive at your housing no later than 4 p.m. on the arrival day in order to have time to call the IES Abroad Center during office hours to let the staff know that you have arrived safely at your housing.

We encourage you to reserve a flight that has a mid-morning arrival, in order to have enough time to go through customs and immigration, travel to your housing, and call the IES Abroad Center to check in before 4 p.m.

You will receive the address and phone number of your housing placement approximately three weeks before your departure.

You must contact them directly to:

- Arrange for the best time for your arrival
- Receive directions
- Acquire the building entrance code

You can go directly to your housing either by taxi or by public transportation (see the following section for more information on getting to Paris from the airport). If you are unable to reach your host in advance, please contact your IES Internships Program Advisor.

Getting to Paris from the Airport
Paris is served by two major airports—Roissy/Charles de Gaulle (CDG) and Orly. Below are several options for traveling to Paris from these airports.

Taxi
Taking a taxi directly to your housing is the easiest option and is strongly recommended. Escalators and elevators are uncommon in the Paris métro/RER and public transportation can be extremely frustrating and tiring with luggage. Rates vary greatly depending on traffic and your
housing location. Taxi fare will cost around €40-€50 from Orly and about €60-€80 from CDG to the center of Paris, plus about €4 per suitcase or bag.

**Beware of people inside the terminal offering you a taxi--these are not licensed taxi drivers!**

**Always take your taxi from the official taxi stands even if there is a line of people waiting.** Follow the taxi signs in the airport. They lead toward the official taxi stands just outside the terminals.

**Public Transportation**

If you decide not to take a taxi directly to your housing, please consult with your host or RA to determine your route via public transport.

**Buses from CDG Airport to Paris**

There are two Air France bus lines that travel from CDG to Paris. These buses into the city are open to any passenger, regardless of airline. You will need to either take a taxi or public transportation to your housing from where the bus drops you off. Transit time from CDG is approximately 60 minutes; the Air France bus departs every 30 minutes. For more information, consult www.cars-airfrance.com.

- **Line 2:** Aéroport Charles de Gaulle—Porte Maillot—Arc de Triomphe: A one-way ticket costs approximately €18.
- **Line 4:** Aéroport Charles de Gaulle—Gare de Lyon—Gare Montparnasse: A one-way ticket costs approximately €18.

You also have the option of taking the RATP Roissybus, which departs every 15 minutes. Transit time is approximately 40 to 60 minutes from CDG. The bus will drop you off not far from the Opéra métro station (lines 3, 7, or 8). A one-way ticket costs approximately €10. For more information, consult www.ratp.fr.

**Bus from Orly Airport to Paris**

The following Air France bus line travels from Orly Airport into Paris:

- **Line 1:** Aéroport d’Orly-Montparnasse-Invalides: A one-way ticket costs approximately €13.

Transit time is approximately 40 minutes, and the Air France bus departs every 15 minutes. For more information, consult www.cars-airfrance.com.
Orientation

The IES Internships orientation program begins the day after arrival with introductory activities and both small-group and large-group information sessions on living, studying, and working in Paris.

Getting to the IES Abroad Center from your Housing

Our center is located in the 14th arrondissement on a bustling market street in Montparnasse and is within walking distance of the Latin Quarter.

Ask your host family how to get to the nearest métro station. The métro stop for IES Abroad is either Gaîté, on métro line 13, or Denfert-Rochereau on métro lines 4 or 6 and RER line B. Do not hesitate to ask your hosts for detailed directions, write the directions down to bring with you and ask them to repeat if you do not understand.

To take the métro, buy a pack of ten tickets, called a carnet, inside the station. A carnet will cost about €12. You can also ask for a métro map (un plan de métro)--it’s free. Find the station you are in on the map, and then look at the lower part of the map, in the center, for the stations Gaîté and Denfert-Rochereau. Determine where your line has a transfer to either the line 4, 6, or 13. If you need help, ask at the ticket window. IES Abroad staff will explain how to purchase weekly or monthly public transportation passes during orientation.

Métro lines are named by numbers and by the terminal stations in either direction. For instance, the line 4 runs from Porte de Clignancourt in the north part of the city to Mairie de Montrouge in the south part of the city. If you are going north, take “ligne 4, Porte de Clignancourt”. The directions--that is, the terminal stations-- are posted in the stations and on the platforms of the métro, along with the line number. Be sure to check the direction you are going by looking on the map at the name of the last station on your line. To access maps of your neighborhood, visit www.mappy.fr.
My Program

In this section of your Predeparture Information, it’s time to dive into the nitty-gritty. There’s a lot to do to get ready, and this section will guide you through:

- Packing—with suggestions from IES Abroad & Internships alumni
- Learning about and requesting housing
- Requesting courses from the specific academic offerings at your Center
- Calculating your program fee, learning about payment options, and making a personal budget
- Exploring the optional field trips offered at your Center and whether you need to sign up in advance or pay an additional fee
- Completing your IES Abroad Medical Report, learning about health insurance coverage abroad, and planning for things like vaccinations and prescriptions

Each page contains a lot of useful information, so be sure to read them thoroughly! You’ll be glad you did.

Packing

Packing and Luggage

- Pack light! Students rarely complain about taking too little, but many have said that they packed too much.
- Bring clothes you can mix and match.
- Leave room for additional possessions you acquire while on your program.
- Prepare for closets and storage spaces which are generally much smaller than they might be at home.
- Be able to carry your luggage up a flight of stairs on your own.
- Make sure your luggage will fit inside the trunk of a small taxi.
- Be aware of airlines’ limits to the weight and number of bags.
- Do not pack your passport or travel documents in your checked luggage. You will need it when you embark and disembark.
- In case your checked luggage is lost or delayed, bring a carry-on bag that includes bare essentials like toiletries, any necessary medications, and a change of clothes.
• Take your laptop on the plane with you as carry-on luggage to avoid damage and customs fees.

Packing Tips
Check out these packing tips from former IES Abroad students.


The climate of Paris in the summer is fairly similar to that of the northern Midwest and New England states, ranging from the 70s - high 80s. Remember that your host family’s housing may not include an air conditioning unit. For current weather conditions in Paris, visit www.meteofrance.com.

It rains quite often during the summer in Paris so plan accordingly. A light jacket is practical for occasionally cool temperatures. Most students find that wash and wear clothing is very practical, particularly when traveling. Consider comfortable walking shoes for daily life in Paris.

Be sure to bring sufficient appropriate business attire for your internship.

Shipping & Storing Luggage
Please do not ship luggage to the IES Abroad Center. A customs fee needs to be paid upon receipt, and the Center will not sign or pay for shipped luggage.

Due to space constraints, students may not store their luggage at the IES Abroad Center.

Short-term luggage storage is available at Charles de Gaulle airport, at
the Terminal 2 Gare TGV station. Storage is offered through a company called Bagages du Monde. They are open from 6 a.m. to 9:30 p.m., seven days per week. For more information, visit www.bagagesdumonde.com.

Voltage and Adapters

Most French electricity operates at 220 volts (as opposed to 110 volts in the United States), which means you will need a transformer in order to use major electrical appliances from the United States. Past students advise keeping appliances to a minimum; a dual-voltage hair dryer and a battery operated alarm clock should be all you need to bring. If you live in a homestay, an iron can usually be borrowed from your host.

You will need an adapter to plug dual-voltage appliances into wall sockets in France; adapters can be purchased in some hardware stores or a travel store. We urge you to conduct some research on adapters, converters, and transformers for France to find out what you need before you leave.

Housing

How to Request Housing

- Check with your study abroad coordinator at your home school for requirements related to your housing placement abroad before you submit your Housing Form. We are not responsible for administering your home school’s policy on housing placements abroad.
- Submit the Housing Form, Form of Agreement and Waiver, and IES Abroad Medical Report in your MyIESabroad account as early as possible.
- We must receive all three documents before we can finalize housing arrangements on your behalf and release your housing assignment to you.
- It is in your best interest to be honest in filling out these documents.
Please be aware that some housing options carry an additional housing fee that will be billed after you arrive at your program location. Be certain to review all costs associated with your housing in advance of making your request.

We will try to meet your preference(s), but cannot guarantee that you will receive your first choice of housing or a housing assignment that meets all of your preferences.

Your specific housing assignment will be sent to you via email approximately three weeks before the program start date, provided you have submitted all three forms.

**Housing Expectations**
We find housing for our students that reflects typical student accommodations in the host city. You will have the best housing experience if you are open to adapting to your accommodations and trying to understand and respect the cultural context in which you are living.

**Changing Your Housing On-Site**
To give you time to adjust to your housing, we will not relocate you into a different housing assignment during the first two weeks of the program.

After two weeks, requests to be relocated will be reviewed by the on-site housing coordinator based on availability and valid reason for change.

You should be aware that substantial financial costs can be encumbered by requesting different housing.

**Homestays**

Homestays are located in private apartments and homes in and around the city of Paris.

Living in a French household can provide great insights into French culture and often offer camaraderie and support, which will make your stay unforgettable. It represents an opportunity for you to greatly improve your language skills and create lifelong friendships.

**Hosts**
Hosts can be quite diverse. They may be:
- “Traditional” families
- Older couples with grown children
- Single parents
- Older women

During the first week or so, you may be making a greater effort to adjust than your host. To carry you through the rough times and make the good times even better, we highly encourage:
- Patience
- Politeness
- A sense of humor
- Curiosity and interest in French culture
- A courageous sense of adventure
- A commitment to benefit and learn from both the inconveniences and the delights

Your level of integration into your homestay will depend upon the family and upon your initiative and willingness to adapt to the French way of life.

Location
The city of Paris is divided into twenty arrondissements, and many Parisian families live in the nearby neighborhoods bordering the arrondissements of Paris. If you are placed in one of the surrounding neighborhoods, you will still have a very authentic Parisian homestay experience, and may actually be closer to the center than some of the placements within Paris. When making housing placements, IES Abroad considers student safety its top priority and places students in homes where the students have good access to public transportation.

Housemates
Some homestays have two IES Abroad students, but each has his or her own room. You can indicate whether you prefer (or don't) to have a housemate on the Housing Form.

Chambre de Bonne
Some homestays offer what is called a chambre de bonne or maid’s quarters where students have a separate room, generally on the top floor of their host’s apartment building, but not attached to the host’s home. Indicating on your Housing Form that you would accept a placement in a chambre de bonne will not guarantee you a placement in
one. Rather, it will let us know that this is part of your preference and it will be considered when we make your housing placement. It is important to note that a *chambre de bonne* is a room, not a full apartment.

**Bathroom Facilities**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilet</td>
<td>Likely shared on the same floor as the room.</td>
</tr>
<tr>
<td>Shower</td>
<td>Either shared on the same or a different floor, located in the host's home, or ensuite</td>
</tr>
<tr>
<td>Sink</td>
<td>Most have a sink in the room</td>
</tr>
</tbody>
</table>

**Appliances***

Chambres de bonne may have:

- an electric tea kettle
- microwave
- a small refrigerator

*These appliances are not guaranteed

**Meals**

If you are placed in a *chambre de bonne*, you will have access to the kitchen of the host’s home, and share some meals with your host family as other homestay students do.

**Pros and Cons**

The *chambre de bonne* is ideal for a student who wants the benefits and resources of having a host family, but who would like a separate living space. Please note that students who live in *chambres de bonne* must be proactive about interacting with their host. It is important to note that a *chambre de bonne* is a room, not a full apartment.

**Homestay Etiquette**

It takes time and good will to develop lasting ties with your homestay family, so give yourself and your host time for adjustment. Remember that you should not arrive expecting a home away from home and that you are a paying guest. However, you will be well-received by your hosts!

Some hosts are very quiet, and students will have to work at starting a
conversation. Other hosts talk more frequently. Both types have their advantages. After all, you will be living in someone else's house in a different country, so some things will be done differently than what you're used to at home. To put it in perspective, imagine a foreign student coming to live with your family, and consider how you would wish him/her to interact with your family and what differences they may experience with you.

Part of living in a homestay is adjusting to a new way of life. The following list gives examples of how to respect your hosts; these items will be discussed in more detail during orientation.

- Overall, communication with your hosts is KEY! If something is bothering you or you have a question about something, please talk with your hosts. If they know that you are willing to be open and honest, they will be the same with you and your time together will be much more comfortable.
- No overnight guests are permitted as is compliant with IES Abroad's housing policy.
- You should not invite anyone to your homestay unless you have checked with your hosts first—this is just being polite! Remember to get your host’s permission before entertaining.
- Always greet your host—they’ll be happy to see you and hear about what you’re learning daily!
- Always turn off all lights when you leave a room, as electricity is very expensive.
- Do not take long showers. Gas (used to heat water) is also very expensive. A lot of apartments in Paris have individual water heaters which limits the quantity of hot water available daily.
- Be careful with the keys you are given to the apartment; if they are lost or stolen, you will be responsible for replacing all of the locks at a cost of several hundred dollars.
- Ask permission before using your host’s telephone, and you will be expected to pay for all calls placed.
- Keep your room tidy and clean—this will help you feel more comfortable in their home, too.
- Let your hosts know if you will be out late or will not make it home for a meal. Your hosts will feel responsible for your safety, so please help them not to worry about you!

Remember, you are a guest in your host's home. Considerations such as keeping your room clean will be very much appreciated and will result in a more successful and enjoyable adaptation to life in France.
Meals & Cuisine
Breakfast is provided daily. Typically this means bread with jam, marmalade, or butter, and tea, coffee or cocoa.

Dinner is provided three times per week. It will be up to you and your host to select convenient days for meals according to both of your schedules.

Kitchen
Kitchen access in homestays is permitted. It is necessary that you:

- Respect the host’s schedule
- Leave the kitchen and utensils clean after each use.

Dietary Restrictions

If you are a vegetarian or have any specific dietary restrictions, please indicate this on your Housing Form.

We will try our best to accommodate your needs, but please note that vegetarianism is still uncommon in France. Oftentimes, accommodations of this kind require special efforts on the part of the host.

Restaurant Universitaires
There are many student cafeterias in Paris (restaurants universitaires, or RUs) which are the most economical option for eating out.

- Hours
  - 11:30 a.m. - 1:45 p.m.
  - 6:30 p.m. - 8:00 p.m.
- Required presentation of a student ID card (given to you during orientation)
- Costs approximately €6 per meal (cost increases slightly each year)
- Vegetarian-friendly

Commuting

- You will be housed throughout the city and in the well-regarded adjacent suburbs of Paris
- You will commute to the Center using the public transportation system
- Commuting time varies depending on where you live, but ranges from 15 minutes to an hour as is the typical for many who live in
and around Paris, including local students.

**Quiet Hours**

- In France, 10:00 p.m. to 8:00 a.m. is considered “quiet time.”

IES Abroad Paris does not establish curfews. However, you are expected to be considerate of your host’s or neighbors’ quiet hours. You will be expected to keep noise levels to a minimum, during Paris "quiet hours" of 10 p.m.- 8 a.m.

**Behavior Expectations**

- Behavior that might be tolerated on your home campuses may not be acceptable in Paris’ residential neighborhoods
- Remember that you are living as a mature member of a working community in a foreign country
- Your task is to learn and adapt to the social circumstances that prevail in that community

**Housing Calendar**

- IES Internships Housing is not permitted between terms.

Housing is provided according to the official program dates. You are responsible for your own accommodation, transportation, meals, and luggage storage during the periods not covered by IES Internships housing.

**Linens**

The following are provided in homestays:

- Sheets including pillowcases
  - Changed every two weeks
- Blankets
- Towels
  - Changed weekly

You need to bring:

- Washcloth
- Extra towel and washcloth for traveling

**Laundry**
According to the agreement with your host, you are allowed to do light hand washing. Some hosts will let you do your laundry in their home, some may even do your laundry for you. Others cannot provide this option to students.

If your host does not remove your bed linens for you every two weeks, please neatly deposit them in the laundry room or give them directly to your host. If you cannot do laundry in your host’s home, IES Internships will give you a laundry stipend so you can go to a laundromat. You should be able to find a laundromat near your homestay.

Keep in mind that utilities such as water and electricity are usually more expensive in France, and washing machines are usually smaller. Few families have dryers in their home. In France, most people hang their clothes up to dry. For heavy loads or any additional laundering, you may have to use laundromats or pay your host for the service should they agree to do so. In France, laundromats and dry cleaning facilities are available at somewhat higher rates than in the U.S.

**Calling To and From Homestays**

You may have limited access to phones in homestays and you will be expected to pay for all calls placed. Please ask permission before using your host’s phone.

**Internet Access**

- Most homestays are equipped with Internet access, either via Ethernet cable or WiFi
- We cannot guarantee that you will be able to access the Internet from your room

Keep in mind that if you bring more than one device (i.e. computer, tablet, smartphone, etc.) you will only be able to connect one device at a time.

You will be sharing the internet connection with your host(s), so when everyone is connected, reception may be slower.

**Independent Housing**

With approval from your home school study abroad office, you may choose to arrange independent housing, subject to the deadlines and other conditions set forth in the IES Abroad *Student Handbook*. Please
note that, for safety reasons, independent housing is not recommended unless you are living with family or friends. Further, IES Abroad will not be available to assist you in any way with securing independent housing. If you choose independent housing, you must accept all associated risks and you are responsible for all expenses and arrangements. We discourage you from trying to sublet apartments using public matching websites due to the high risk of fraudulent postings. If you pay online, be sure that it is a secure site (https).

In order to be eligible for a housing credit, you must submit the Housing Form by the due date and indicate that you would like to live in independent housing. Late independent housing requests will incur a $100 fee, plus any non-recoverable housing costs.

**Academics**

**Academic Overview**

**Internship Program**
Practical experience in the workplace is an invaluable addition to classroom learning. An internship provides vital insights into a career field, experience in the global workplace, practical exposure to the demands of specific jobs, and development of professional and personal skills. As well as developing your CV, an internship will give you the opportunity to directly experience the many cultures and people who make up the French population. Participating in the IES Internships Program offers you a unique opportunity to step outside your educational environment and experience the French at work. Please note that all internships are unpaid. The IES Internships Program consists of a practical component and a reflective academic element. It requires a significant personal and professional commitment from you. You need to balance the time you devote to your internship each week with a mandatory IES Internships seminar.

**Internship Placements**

**Our Guarantee**
We guarantee you a placement in your field of choice, as indicated on the personal statement you submitted with your application. Our internship guarantee can be found online here: http://www.iesabroad.org/study-abroad/internships/guarantee

We have established good working relationships with many
organizations in Paris who participate in our internship program. Internships are offered in the arts, business, education, media, and theater to give a few examples. We work with you to perfect your résumé and hone your interviewing skills so that you are well-prepared for your internship interviews and the local work environment. The amount of time you spend at your internship placement may vary depending on the number of credit hours for which you are enrolled and the needs of the host organization. In general, students can expect to spend between 200-300 hours working at their placement site over the summer.

The IES Internships Program seeks to mirror the world of work and therefore securing an internship is a competitive process in the same way securing a job would be. The internship is the best match between the skills you offer and what the organization is seeking. Companies and organizations are sent a selection of interns’ CVs. From these they choose which students they would like to interview. Your ability to secure interviews will depend upon the quality of your CV so it is important to confirm your place in the program and work closely with the Internship Coordinator prior to your arrival in Paris.

It is important to remember that you will be functioning in a language that is not your own. Even if you may be called upon to use English (in translation for example), the working language remains French. It is best to approach the internship with a positive attitude, ready to work, and you may need to be flexible in what types of placements are available. Internships are routinely and formally monitored and all companies/organizations have been vetted by our Internship Coordinators.

**Required IES Internships Seminar**
The required IES Internships course, *IN 395 Leading across Cultures Internship Seminar* provides an introduction to the cultural context for the internship placement by examining cultural issues in the workplace with a particular focus on preparation for entering the work environment. Writing and discussion topics also introduce the concept of skill-building in cross-cultural competencies including communication, teamwork, and conflict mediation. The course consists of two parts: online predeparture modules that prepare you for culturally appropriate résumé development and interviewing skills to facilitate proper placements, and on-site classroom discussions to enable you to fully appreciate what you are learning at the internship host organization.
Seminar topics include:

- Résumé Writing & Interview Coaching
- Communicating Across Cultures
- Global Leadership Competencies
- Building Trust & Teamwork
- Networking
- Conflict Negotiation & Mediation
- Stereotypes & Cultural Differences
- International Careers & Job Search Preparation

This course is available as either a 3-credit or 6-credit option. The 3-credit course has five online modules and meets once per week on-site. The 6-credit course has five online modules and meets twice per week on-site.

A grade, based on the academic and practical component, is awarded and will be recorded on your transcript. Classes are scheduled to have minimum disruption for host organizations’ work schedules and to facilitate attendance by all students. Attendance at each class session is mandatory. The syllabus for this course is available on the IES Abroad website. You may also have the opportunity to participate in optional field trips to complement your internship program for an additional fee.

### Optional Language Courses

You may enroll in a 3-credit French language course at no additional charge. Doing so may affect the number of hours per week you are available to work at your internship placement as you will need to attend class regularly. If you choose to take a language class, you will be required to complete a *Language Placement Assessment* and a *Course Preregistration Form*.

Please check with your home institution as registration in the language course may be required.

### Credit Transfer

**How to Verify Credit Transfer with Your Home School**

You are responsible for having your courses approved by your home institution. Prior to your departure, verify the transfer of credits (either as
general credit or for your major and/or minor) with your home institution by conferring with your academic advisor and study abroad coordinator about which courses you should take while on the program.

We are not responsible if your courses are not approved. See your IES Abroad Student Handbook for important Academic Policy Guidelines.

You may be asked to provide a course description, syllabus, reading lists, written assignments, and other supporting materials from your courses upon returning to your home school; therefore, it is important to keep copies of all such documents. Please note that syllabi for both the required internship seminar, IN 395 - Leading Across cultures, and optional language course (where applicable) are available for download from each location's program page on the IES Internships website.

Transcripts & Grades

Viewing Your Grades
Final grades are posted online via your MyIESabroad account.

- IES Abroad grades are typically posted online within six to eight weeks of the final day of the program and are made available for approximately 6 months.
- Grades can be viewed regardless of having a financial hold.
- Non-reported “NR” grades indicate that your professor has not yet reported your grades.

Obtaining Your IES Abroad Transcript

- After all of your grades are reported, an official IES Abroad transcript will automatically be sent to your home school if there is no financial hold on your account. A financial hold will be placed if there are any outstanding charges, some of which may be placed at the end of the term.
- Normally, we send your transcript to your home school approximately six to eight weeks after the end of each program.

If you have any questions about your transcript after your program ends, email Steven Schuler, Assistant to the Registrar at
School of Record

For the purpose of transferring credit, you are required to confirm with your school whether they accept the IES Abroad transcript or if they require a School of Record transcript. If your school accepts the IES Abroad transcript, no further action is needed. To request a School of Record transcript, complete the School of Record Form in your MyIESabroad account.

IES Abroad grades are posted within 6 to 8 weeks of the end of term. Once your financial account is clear, your official IES Abroad transcript will be sent directly to the University of Rochester for processing which takes approximately 3 weeks. Once the University of Rochester has processed your transcript, they will automatically send it to your home college using the address that was provided on this form.

The deadline for submitting these forms are as follows:

- July 1st for fall semester and academic year
- December 15th for spring semester/calendar year
- April 20th for summer

The fee for a School of Record transcript is $375 and is non-refundable.

Tuition & Financial Aid

Paying IES Abroad Directly vs. Paying Your Home School
Whether you pay IES Abroad program fees directly (including the $500 non-refundable confirmation deposit) or pay program fees to your university is based on your home school’s policies. Ask your home school’s study abroad and financial aid offices how this is managed.

Confirmation Deposit
Depending on your home school’s policies, you will either pay the confirmation deposit to IES Abroad or to your home school.

The form in your account reflects your school’s policy on deposits. Note
that the $500 is not refundable if you withdraw from participation, regardless of whether this amount is paid directly to IES Abroad or to your home school.

What you should know about confirming your place in our program:

- To secure your place, submit the Confirmation Form with your $500 non-refundable deposit.
- This form is due within three weeks of your acceptance to the program or by three weeks after the application deadline passes, whichever comes first.
- The due date is listed next to the form in your account.
- Contact your IES Internships Program Advisor to discuss your options if you are unable to meet the stated deadline for any reason.
- If you decide to defer your enrollment in the program after paying the deposit, we will hold it for up to one calendar year. After one calendar year, you will need to pay a new $500 deposit to confirm your place on a future IES Abroad or Internships program.

IES Abroad Financial Aid
We offer $2.5 million in IES Abroad scholarships and aid to our students each year, including:

- Need-Based Aid
- Merit-Based Scholarships
- Public University Grants
- Diversity Scholarships
- Boren and Gilman Scholarship Support Grants
- Donor-Funded Scholarships
- Disability Grants
- Other Study Abroad Scholarships & Aid

Visit www.iesabroad.org/study-abroad/scholarships to learn about our eligibility requirements and application deadlines.

Consult your home school study abroad coordinator and financial aid officer to determine in advance how your school handles IES Abroad aid.

As the recipient of any IES Abroad aid, it is your responsibility to determine how this award might affect any other aid you receive.
All IES Abroad financial aid will be applied as a credit to your program fees. If you pay your home school for your study abroad program, the aid will appear as a credit on the invoice we send to your school. If you are billed directly by IES Abroad, funds will be applied to your portion of the program fee as a credit on the invoice mailed to your home address. IES Abroad aid cannot be deferred to a future term, but you may reapply for IES Abroad financial aid for a future term if you defer your enrollment.

Home School Financial Aid
If you plan to use financial aid from your home institution to pay for part or all of your IES Abroad program fees, send us an award letter stating how much aid will be awarded for the program and when it will be disbursed. Email your letter to our Accounting Department at accountsreceivable@IESabroad.org, or send a fax to 312.944.1448.

We understand that financial aid is often not disbursed until after the term begins. Once we receive your award letter, we will defer the amount you will be receiving in financial aid until disbursement is made. Upon receipt of your invoice, you are responsible for paying the amount not covered by aid before your program begins.

Before leaving for your program, make a plan for paying the remainder of your balance once the funds are released, using one of the options below. If your home school will not send the funds directly to IES Abroad, make sure someone has the ability to pay the balance due on your account once you are on-site.

Consortium Agreements
If your home school requires a consortium agreement or other documentation to release financial aid funds to IES Abroad, send these documents to our Enrollment Management Department at enrollments@IESabroad.org.

We will complete and return these documents to your home school’s financial aid office along with a copy of the fee sheet for your IES Internships program.

Enrollment Certification
If you need letters certifying proof of enrollment in an IES Internships program for any reason (scholarship, medical prescription, etc.), email your request to registrar@IESabroad.org.
Paying your IES Abroad Program Invoice
IES Abroad Program Invoices for program fees (tuition, housing, and health insurance) are generated on the following schedule:

- Summer and early-starting Fall programs: mid-April
- Fall programs: mid-June
- Spring, January Term, and Winter Quarter programs: mid-November

If we are billing you directly for your program fees, a paper invoice will be mailed to the permanent home address you indicated on your application. An up-to-date version of your IES Abroad Program Invoice is also available in the Optional Forms section of your MyIESabroad account throughout your experience with us.

Keep in mind that charges may be incurred before you leave, while on your program, and after you have returned. See “Fees Incurred On-Site” below for examples of the type of charges you may incur. Your invoice will be updated as charges are added, and a new paper version will be mailed each time this occurs.

You can submit full or partial payment via the following options.

Online Payment Options

- **Direct Account Debit** (also known as e-check or ACH) - submit a payment directly from your checking or savings account *(includes 1% additional fee).*
- **Credit Card** – submit a payment with a credit card *(includes 2.5% additional fee).*

Alternative Payment Options

- **Phone** - call the IES Abroad Billing Assistant at 800-995-2300 to pay by direct account debit *(includes 1% additional fee)* or credit card *(includes 2.5% additional fee).*
- **Wire Transfer** - transfer funds to:

  **Account name:** Institute for the International Education of Students  
  **Account No:** 886-079-151  
  **Bank:** JP Morgan Chase Bank N.A.  
  **ABA:** 071000013  
  **SWIFT:** CHASUS33  
  **Address:** 10 S Dearborn, Chicago, IL 60603
• **Mail** - send a personal check, certified check, or money order to our office in Chicago. Checks must be in U.S. dollars, drawn from a U.S.-based branch, and made out to “IES Abroad” or “The Institute for the International Education of Students.” Note the student name and invoice number on the check. Send your payment to:

IES Abroad - attn: Billing  
33 West Monroe Street, Suite 2300  
Chicago, IL 60603-5405

**Fees Incurred On-Site**  
Additional invoices may be generated after your arrival on-site. Charges may include, but are not limited to:

- Optional field trips  
- Housing options carrying an additional fee  
- Course readers and copyrights  
- Cell phones and/or SIM cards  
- Failure to return library resources upon departure  
- Housing damage  
- Failure to return keys

You may pay these fees by the same methods described above.

**Refund Policy**

**Confirmation Deposit**  
The $500 confirmation deposit is not refundable. Confirmation deposits can be deferred for up to one calendar year. After one calendar year, the deposit is forfeited and must be made again for any future enrollment with IES Abroad.

**Withdrawal or Deferral Before the Program Begins**  
We make significant financial commitments on behalf of students well before the start of each IES Internships program. Students who withdraw or defer to a future term after the issuance of the initial IES Abroad Program Invoice but before the program start date are responsible for payment of unrecoverable costs incurred by IES Abroad. A refund is issued only on recoverable costs and only after notice of withdrawal or deferral is received in the Chicago office.

**Withdrawal After the Program Begins**  
On or after the published arrival date no refunds will be issued. Appeals
for partial refunds will be considered only in cases of serious illness or emergency requiring a student’s withdrawal and in consultation with the Chicago office. The amount of any possible refund will be determined individually on recoverable costs, and will be made at the sole discretion of IES Abroad at the time of withdrawal. Please note that these costs vary considerably and cannot be determined in advance.

Any student who is dismissed after beginning any IES Internships program for any reason forfeits the possibility of any refund for used or unused expenses as well as the comprehensive fee.

Field Trips

IES Abroad organizes field trips to places of historical and cultural interest during the summer program. For internship students, any and all field trips offered by IES Abroad are optional and any additional cost associated with a field trip is the student’s responsibility. Internship students will only be able to participate on field trips based on their internship work schedule.

Field trip locations are subject to change. You are prohibited from bringing guests on IES Abroad-sponsored field trips.

Paris Summer Internships - Reims (Champagne Region) - Summer 2016

Tour the amazing cathedral of Reims where most French kings were crowned before enjoying a guided tour of a Champagne Cellar and learn more about the process of making this famous wine.
Trip Length: 1 day Trip fee: $25

Paris Summer Internships - Giverny: Monet's Home and Gardens - Summer 2016

Discover this charming village where the famous French painter Claude Monet lived and painted the water lilies and which was home to numerous impressionists painters.

Trip Length: 1 day Trip fee: $25

- Fees for optional field trips cover transportation, accommodations, tours and entrance fees, and some meals.
- Field trip enrollment may incur a non-refundable charge which you must pay even if you do not attend the trip.
- All field trip locations are subject to change.
- You are prohibited from bringing guests on IES Abroad-sponsored field trips.

Health & Safety

Health Insurance

Your health and safety are our highest priority, therefore we require all students to be adequately covered by our prearranged comprehensive international student health insurance plan. Once you have confirmed your place on the program, we will automatically enroll you in the required Cultural Insurance Services International (CISI) international health insurance on your behalf. The mandatory insurance is included in your program cost and cannot be waived for international programs.

You will receive an insurance confirmation/registration email prior to departure. The insurance plan is intended to cover all IES Internships participants while on their program, but certain limits apply. The plan is
not intended to replace your existing plan.

More information about your insurance:

- After completing the online insurance registration, you can print your insurance cards and brochures.
- IES Abroad Center staff will provide you with information on local hospitals and doctors during orientation.
- Your coverage will begin on the first day of your program and expire on the last day of your program.
- On-site staff will provide additional information regarding the in-country health insurance plans during orientation.

Students interning in Sydney will be enrolled with the CISI Australia/New Zealand/Japan/Turkey plan (Policy #: GLM N04964998). Students attending programs at all other centers will be enrolled with the CISI standard plan (Policy #: GLM N04964986). This information can also be found in the IES Abroad Student Handbook.

The CISI standard plan policy number is GLM N04964986.

**Domestic Program Insurance**

If you are studying on an IES Internships summer program in the United States you are not required to purchase the CISI insurance if you are already insured by another provider.

**Prescription Drugs**

If you plan on taking any type of medicine or prescription drug while on your program, we strongly advise you to consult with your physician prior to departure regarding any need for monitoring.

You may also consult with your doctor regarding on-site referrals, though the IES Abroad Center staff will have a list of physicians available for consultation as well.

It is important that you disclose any health conditions and note any medications on your IES Abroad Medical Report so that we can support
you as best we can.

In addition:

- We recommend bringing enough medication to last the duration of your stay.
- If you plan to purchase a particular medication while on the program, you should make certain that it is available in your program location. If so, you will need to see a local physician to obtain a new prescription.
- Do not mail medicines or vitamins; they will be held up in customs, and a prescription from a local doctor must be shown to pick them up.
- Always carry prescription drugs in a drug store bottle with a label showing your name, the generic name, the dosage of the drug, and instructions for use.

**Vaccinations**

We recommend that you speak with your doctor and/or consult the Centers for Disease Control’s international travelers’ hotline to review up-to-date vaccination requirements for any region or country you select.

Contact the CDC at 800.232.4636 or visit www.cdc.gov.

**Travel Safety**

**Cell Phones & TravelTracker™**

Our longstanding commitment to student safety means we work very hard to establish and maintain avenues of communication and information tracking between students and staff.

We require you to have a cell phone during your time on the program to encourage and simplify communications with both the IES Abroad Center and your parents in the event of an emergency.

You will be required to provide your Center with your cell phone number and to keep your phone turned on and charged at all times for the duration of enrollment.
You are also required to submit an electronic independent travel itinerary through TravelTracker™ and/or a paper independent travel itinerary form to Center staff any time you are away overnight.

This information is vital in the event of an emergency and students need to be reached when their cell phones are not functioning.

**Travel Tips**

When planning travel during your time on the program, be sure to keep the following basic health and safety provisions in mind. We recommend that you:

- Travel with a companion whenever possible and avoid walking alone at night, even if you are familiar with the area.
- Stay alert, confident, and aware of your surroundings. Walk purposefully and make eye contact with people around you. Trust your instincts.
- Use helmets, seat belts, life jackets, and other relevant safety devices.
- Always keep your door locked in any facility where you are staying.
- Investigate what emergency medical services are available in the region or country where you will be traveling.
- Choose safe, reliable transportation.
- Don’t rent or buy a motorized vehicle.
- Don’t swim after drinking alcohol.
- Pack a basic first aid kit.
- Leave jewelry and expensive watches at home.
- Carry money, tickets, and passport in body pouches; do not leave them in your hotel room or luggage.
- Carry photocopies of passport, credit cards, and airline tickets.
- Make sure luggage has identification inside and out.
- Keep luggage locked and securely stored.
- Be mindful when withdrawing money from an ATM when you are alone.
- Keep a low profile in public areas. Avoid displaying any object of value (jewelry, cameras, cell phones, electronic devices) that could attract the attention of bag snatchers and pickpockets.
- In addition, you must have your cell phone turned on and with you at all times so that you can be contacted in case of an emergency. You should also inform yourself of any unique situations in specific cities that might necessitate taking
additional special precautions.

- When traveling outside of your host country, in addition to leaving an itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of the country whose passport you are carrying) in each of the countries you are visiting. In the event of an emergency, disaster or crisis in a country you are visiting, local consular officials will be better able to locate you if you register with them in advance. It is especially important for you to register if you are visiting a country “that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.” As you make travel plans, you can easily register online at step.state.gov/step. Consular registration information is kept private and is not released to anyone without required permissions.
Daily Life

This section of your Predeparture Information delves into what daily life will be like for you in your host city.

This section will answer questions like:

- How will I communicate with my family and friends back home?
- What’s the feel of the city and what are the best ways to meet locals?
- How diverse is my host city and how can my needs be accommodated?
- What are some of the expectations of me as an IES Internships student?

Be sure to read through this entire section of your Predeparture Information so you feel as prepared as possible when you first step foot in your host city!

Center

Center Overview

The IES Abroad Paris French Studies Center is located on a bustling market street near the Cimetière du Montparnasse. A thriving business district, the area is filled with restaurants, food shops, boutiques, and cafés.

Features include:

- High-speed Internet, WiFi, and printer access
- Classrooms
- Student lounge
- Library
Scott Lyngaas, Ph.D. Center Director

Scott comes to IES Abroad from Beloit College, where he was Associate Dean and Associate Professor of French. He received his doctorate from the University of Wisconsin-Madison, where he wrote his dissertation on Francophone historical fiction. Scott previously served as a Resident Director in both Brussels and Paris.

Staff

IES Abroad Staff
Anna Shoemaker
Assistant Director and Internship Coordinator

Olivia Auzou
Academic and International Exchange Coordinator

Celine Chataing
Housing Coordinator

Seth Fisher
Student Affairs Coordinator

Faculty
Anne-Catherine Abécassis
Art and Art History
Doctorat d'Histoire de l'art, Université de Paris I M.A. en Histoire de l'Art, Université de Montréal D.E.A. d'Histoire de l'Art, Université de Paris I
Michel Berthet
French
Certificat de Didactique du Français Langue Etrangère - Université de Paris III M.A. University of Oregon Licence de Lettres Modernes - Université de Lyon II

Denis Ferré
History
Agrégé d'histoire
Maîtrise d'histoire contemporaine, Université de Grenoble
Maîtrise de Sciences Politiques, IUP, Grenoble

Sophie Fesdijian
Sociology
Doctoral Candidate in Social Anthropology, l'Ecole des Hautes Etudes en Sciences Sociales (l'EHESS) DEA d'Anthropologie Sociale, l'Ecole des Hautes Etudes en Sciences Sociales (l'EHESS)

Anaïs Frantz de Spot
Gender studies / Literature
Doctorat en Littérature et Civilisation Françaises, La Sorbonne Nouvelle-Paris III

Sonia Gourévitch
Phonetics
Maîtrise de Français Langue Etrangère Université de Nanterre-Paris X

Dominique Jouhaud
French, Translation
DESS Anglais - Allemand - Université de Paris III Diplôme Anglais - Allemand Ecole supérieure d'Interprètes et de Traducteurs - Université de Paris

Scott Lyngaas
Internship Seminar, French and Francophone Literature
Doctorat ès lettres de l'Université de Wisconsin à Madison

Fabrice Masanès-Rode
Art History / History of Photography
Doctorat histoire, mention histoire de l'art, Université Paris I Panthéon-Sorbonne, Master Histoire de l’art, Université de Montréal

Antoine Mégie
Sociology / Political Science
Renée Moll  
Art History  
Maîtrise et DEA Histoire de l'Art et d'Archéologie Université Panthéon-Sorbonne

Clément Pin  
Political Science  
Master II: Université de Paris Nord Villetaneuse  
Master I: Université de Paris VII

Sophie Robert  
French Literature  
Docteur ès lettres de la Sorbonne- Paris IV DEA Littérature et Civilisation Françaises Maîtrise Lettres Modernes Université de Paris IV - Sorbonne

Veronique Teyssandier  
French  
DEA Lettres et civilisation françaises, Université de Paris III

Truc Long Vô Trân  
French  
Maîtrise de Français Langue Étrangère Licence de sciences du langage Université Paris III-Sorbonne Nouvelle

**Communications**

**International Calls**

Students may have limited access to phones in homestays because of the expenses involved and lack of itemized phone bills abroad. **Ask permission before using your host's telephone;** you will be expected to pay for calls placed.

Because telephone service abroad is often more expensive than in the U.S., students are encouraged to use Skype or similar application to call their friends and family. Students at some Centers may realize tremendous savings if family and friends in the U.S. call them at their
housing, via Skype, or on their cell phone instead. Many students also find it convenient to schedule regular times for their family and friends in the U.S. to call them. You are not allowed to receive personal phone calls at the Center except in an emergency situation.

Check with your family’s long-distance carrier about its international rates. For a monthly surcharge, most offer programs that substantially reduce rates for U.S.-originated calls.

Be aware that using calling cards from U.S.-based carriers in other countries often results in a very high per-minute cost. The 1-800 access number on the back of the calling card is only good in the U.S. If you use that number from overseas, it may not work, or you will be charged an additional fee. To avoid problems and extra fees, contact the provider before leaving and get the country access code from where you will be calling (including countries you may visit). That is the number you would first dial before entering your card number followed by the telephone number you wish to call.

Prepaid Phone Cards
You may purchase prepaid international calling cards upon your arrival in France. These cards come in the denominations of €10 and €50, each lasting between 30 and 200 minutes depending on when and where you call. You can use these cards from a pay phone, or, with permission, from your host’s home phone (using these on your cell phone will likely incur extra charges and, thus, be very expensive). These cards can be bought in tabacs, in épiceries (small grocery stores) and even in some supermarkets. Do not buy prepaid phone cards in the U.S.; they will not work in France.

Another option is to purchase an “Orange Ticket Téléphone International” for €7,50 (490 minutes) or €15 (1000 minutes). Note: All rates are approximate and subject to change.

U.S. Smartphones
If you decide to bring your smartphone from home with you to France, you need to have it unlocked in the U.S. before arrival in order to use it while you are abroad. In addition, prepaid plans usually only allow for phone call and text function. Be prepared to not be able access data on the phone without a WiFi connection.
Keeping in Touch Online

Internet-based communication is an easy and free way to maintain contact with family and friends back home and abroad. Check out:

- Skype for free internet-based audio and video calling and messaging
- Viber for audio calling and messaging
- Whatsapp for messaging
- Google Hangouts for audio and video calling and messaging

Even if you purchase a basic cell phone if abroad, you can use your smartphone's Internet-based communications when you are connected to WiFi.

Be sure to check with your cellular provider to ensure that you may access the Internet on your phone without incurring mobile data costs. You’ll probably want to set your phone to Airplane Mode or turn Mobile Data OFF.

Keep in mind that high bandwidth services like Skype may not function as expected in areas with slow Internet connections.

Laptops

We strongly encourage you to bring your laptop computer to access the Internet and to complete coursework. Don’t forget to insure it!

Technical Support

Our on-site staff is not trained to offer technical support for personal laptops or to assist with hardware or software malfunctions or incompatibilities, though we will be able to direct you to local resources.

We cannot guarantee or support Internet in your housing, but Internet access is available at the IES Abroad Center and we will help you find convenient places that do provide Internet.

Data Usage

We do our best to maintain enough bandwidth for everyone at the Center to complete their academic work. We thank you in advance for limiting your internet data usage while at the Center and your housing,
especially in regards to downloading non-academic files such as movies and music since this type of usage compromises the ability of other students to complete their online academic work. If you have questions about appropriate internet usage, the Center staff will gladly assist you.

Internet Access

The IES Abroad Center is equipped with a commercial grade, wireless network that is available to students during Center hours. Internet access is available outside of Center hours at many public libraries and cafés. The Center staff will provide you with more details on Internet access during orientation. There are also desktop computers available at the Center for academic use.

Remote printing is available with the Center’s wireless network and allows you to send a document to the Center’s printer queue from anywhere there is an Internet connection. When you go to the Center, you then enter a code into the printer to print the document. Please be sure your laptop is equipped with an internal or external wireless card, and bring any additional accessories that you may need, such as a power cord, an extra battery, and one or more thumb/flash drives, as these items can be expensive to purchase in Paris. Please contact your IES Abroad Program Advisor if you do not have a laptop to carry to Paris.

Your orientation in Paris will include on-site technical resources to assist you in using the Center’s wireless network and remote printing. However, IES Abroad does not offer technical support or assistance with personal laptop malfunctions or incompatibilities.

The following is a brief sample of local Internet cafés, where Internet is available for an hourly fee. Locations, times, and costs are subject to change at any time. More information will be provided during your on-site orientation.

- Milk-Montparnasse; Open 24 hours, 7 days/week; 5, rue Odessa; Metro Montparnasse (L4, 6, 12, 13)
Mail

You will have a mailbox at the IES Abroad Paris Center. All mail should be addressed as follows:

Your name  
c/o IES Abroad Paris  
77, rue Daguerre  
75014 Paris  
France

Please do not have any mail sent to your housing address. This system helps avoid complications that arise with mailbox keys at your residence and delivery of packages, registered letters, and letters with postage due. Letters typically require five to 10 days to arrive.

To avoid customs fees and duty on packages arriving by mail you should write on the package: "Vêtements usagés appartenant à your name" and "door to door." If you insure your package you will most likely have to pay custom duties. Family and friends may consider claiming €15 as the value, otherwise your package may be stuck in customs for a long time.

IES Abroad is not responsible for returning packages and/or correspondence to you or to the sender if mail arrives for you after you have departed your IES Abroad program. Please notify friends/family to factor in shipping time as well as your program departure date to ensure that mail does not arrive for you after you have departed.

Customs

Shipping Precautions

- Shipping can be very expensive.
- Packages aren’t guaranteed to arrive, and IES Abroad cannot influence local custom rules.
- As fun as it may be to get packages from home, be prepared for potentially restrictive foreign customs and long delays.
- If friends and family want to send you packages, we recommend they use online retailers that deliver to your host city. For example, Teleflora and FTD both have international flower delivery options.
- If someone sends you a personal care package from the U.S. or elsewhere, they should indicate that the contents are “used personal items” and give them a low customs value to reduce the risk of high customs fees, though fees are always possible and often unpredictable.
- Most students find it’s easier to take everything they’ll need for their term with them, or plan to buy items they need while on the program.

Items Often Seized by Customs
We do not recommend shipping the following items because they are often seized by customs:

- Prescription items, including medications, glasses, and contact lenses
- Toiletries
- Electronics, including parts and accessories
- Homemade food items

Mailing Replacement Credit/Debit/ATM Cards

- Replacement credit/debit/ATM cards should be sent in a flat envelope delivered by a private carrier like FedEx or DHL.
- Do not include a replacement credit/debit/ATM card in a care package with other items. We don’t recommend one carrier over another—as long as the envelope is sent with a tracking number, the delivery should occur without significant problems or delays, though you may have to pay a customs fee.

Life in your City
Tourists in Paris know that the city is home to fine restaurants, luxurious brands, and vast collections of art, but what is most interesting about Paris is what most tourists do not see, real Parisian life—the Metro at rush hour, the bustle and sometimes struggle of shopping at the open air markets, getting lost in the narrow streets of the Marais...

Daily life in Paris means dealing with the unexpected and constantly deciphering cultural codes that can be found everywhere you look. It means embracing the complex history linked not only to a “French” way of life, but also to local, regional, and foreign traditions.

Paris is like a book telling centuries of stories, each street representing a page, each neighborhood a chapter, and the inhabitants and communities, the characters, offering different interpretations of the storyline. Tourists see the book’s illustrations—the beauty of the lights, the gardens, the Eiffel Tower—indeed very impressive, but those who take the time to read into the text discover much more. Beyond the storefronts of the grand avenues and the illuminated monuments lies a vibrant cornucopia of a city constantly forced to react and evolve, thriving on the diversity of its inhabitants coming from different backgrounds, sharing a common space.

Going from the working class neighborhood of the 14th arrondissement to the Latin Quarter with its ancient architecture, or from Haussmann’s Grand Boulevards on the Rive Droite to the multicultural Goutte d’Or, the “non-tourist” recognizes that the story of Paris and the city itself is multi-faceted and often contradicts itself making it appear infinitely complex and all the more intriguing. Travelling to other parts of France reminds us that the capital city, despite all it has to offer, is only a part of France and a portion of a larger shared history that has in turn also made Paris what it is today. We are quickly reminded that present-day Paris, in all its modernity, has not let go of, nor will it ever be removed from, its past.

To help you on your intercultural journey, we highly recommend that all students read Sixty Million Frenchmen Can't Be Wrong by Jean-Benoit Nadeau and Julie Barlow before your arrival in Paris. This book offers a highly informative presentation of French culture.
Intercultural Competence

What you gain on your program will likely go beyond friendships, travel savvy, and academic achievement.

A global internship also provides you the unique opportunity to develop intercultural competence, the set of skills required to work and communicate successfully and appropriately with people from other cultures.

Here are a few ways you can develop intercultural competence.

- Be aware of your own cultural orientation and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city, and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know people in your new environment, ask them about behaviors and language that are appropriate in various situations.

Gaining intercultural knowledge and skills can help you to solve everyday problems more easily, to develop a deeper understanding and appreciation for your experience while you're there, and to interact with diverse groups of people after you return home.

Culture Shock

As you know by now, this experience is extremely rewarding, but it can also be emotionally, psychologically, and even physically challenging. To help you navigate your experience, it may be helpful to familiarize yourself with the stages of culture shock that you may experience and reverse culture shock that you may experience after your return home as seen here: www.iesabroad.org/study-abroad/alumni/re-entry

CORE

Developing intercultural competence is not always easy, but we are here to support you! After you arrive, IES Abroad staff will help you to set appropriate goals for intercultural learning through our Comprehensive Orientation and Re-Entry Experience (CORE), which starts during on-site orientation. Take advantage of CORE to debrief the experiences you have in your new environment, and to learn from our staff and from other students about ways to engage the cultures that you encounter.
Meeting the Locals

Being in an international city, people in Paris are used to walking down the street and hearing a variety of languages and accents. As a foreigner, you will not be as much of a novelty as you may be in other cities in France. Let this be to your advantage! We encourage you to integrate yourself as much as possible. In the past, IES Abroad students have found church groups, sporting clubs, and various university-sponsored organizations very conducive to meeting new people with common interests. Our staff in Paris will be able to recommend volunteer organizations as well as places of worship and clubs with which you may want to become involved as a way of meeting Parisians.

Those living in homestays may be fortunate to receive invitations from their host to participate in their activities, but most of you will find that it depends on your own determination to make friends and to take part in the daily life of the Parisians.

If you have the opportunity to take a class at a local Parisian institution, do not expect your French classmates to approach you. Take the initiative to start conversations with these students.

Finally, remember that a semester and even a year is a very short time in which to meet and make friends. We recommend that you do not spend the first few weeks/months hanging around other American students or traveling every weekend outside of Paris. Allow yourself enough free time in Paris to develop and nurture social contacts. Many students start reaching out half way through the semester and regret this lost time.

Currency

The French monetary unit is the euro (€). For more information on the euro and related topics, consult The European Commission site. For current exchange rates, check the business section of any large newspaper or consult Xe.com.

Handling Money Abroad
Before departing for France, you should exchange between U.S. $300-400 into euros to cover incidental expenses during your first few days in France. Euros can be purchased at large U.S. banks, American Express offices, and at most international airports in the U.S. and abroad. When changing money, please be advised that most businesses won’t accept notes larger than the 50€ bill.

Do not send checks, cash, or endorsed traveler’s checks through the mail.

It is essential that you and your parents realize that financial responsibilities above and beyond those outlined in the Form of Agreement and Waiver are your responsibility, and IES Abroad’s general policy is not to provide students with personal loans. However, in case of emergencies (e.g., accidents, hospitalization) IES Abroad may be able to make cash advances or payments on your behalf.

During your time abroad, you should plan to obtain local currency primarily using an ATM card linked to your home bank account. In case of an emergency, however, you should have more than one way to access funds. The following guidelines will help you plan for financial management abroad.

**Chip & Pin System**

European banks, ATMs, and credit card reads operate on the chip & pin system where credit card machines read a small microchip embedded in a credit card, along with a PIN number, to complete a purchase. We recommend bringing a chip & PIN card with you. You can read more about this type of card on the U.S. News & World Report website. You can ask your bank to provide you with a credit card that contains a microchip for the European system. Otherwise, you can generally withdrawal cash from an ATM with a standard American credit or debit card.

**ATM (Best option!)**

When accessing a bank account through an ATM card, we recommend the following:

- Before departing for France, notify your bank that you will be using the card for an extended period of time abroad, and inquire about usage fees or any special procedures that may be necessary to use your card abroad.
- Inquire with your bank to see if they have associate banks in France. Using an ATM from this partner might lower your fees.
If possible, request a chip and PIN card before departing for France. This form of card is universal in France and compatible with more vendors’ systems than a traditional debit card.

- If obtaining a new card, test your PIN before departing for France.
- Give a family member access to the account in case of access problems abroad.
- Make sure the card is linked to a checking rather than a savings account.
- Bring a duplicate card in case the card gets damaged, lost, or stolen.

Credit Card
You may also make purchases and obtain cash advances using a credit card. Visa and MasterCard are the two credit cards most widely accepted internationally. American Express cards are less commonly accepted in France. Keep in mind the following in terms of using credit cards abroad:

- Before departing for France, notify your bank that you will be using the card for an extended period of time abroad, and inquire about any additional fees that may be associated with using your card abroad;
- Although accepted in many places, credit cards are not used as frequently in other countries as they are in the United States;
- Arrange for someone at home to pay your monthly balance; and
- Using your credit card for a cash advance generally requires you to pay a finance charge and interest on the amount you withdrawal, making a cash advance costly.

Emergency Funds: Western Union
Western Union offers a money transfer service. For the Western Union location nearest to your home in the U.S., look in your local telephone directory under “Western Union Money Transfer,” call 800.325.6000, or check www.westernunion.com.

Estimated on-site expenses

<table>
<thead>
<tr>
<th>Food &amp; Drink</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Groceries per week, if you cook every meal at home (apartment)</td>
<td>€70</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Groceries per week, if you cook</td>
<td>€30-50</td>
</tr>
<tr>
<td>every meal, outside of meals</td>
<td></td>
</tr>
<tr>
<td>provided by your host, at home</td>
<td></td>
</tr>
<tr>
<td>(homestay)</td>
<td></td>
</tr>
<tr>
<td>Breakfast at a restaurant</td>
<td>€8</td>
</tr>
<tr>
<td>Lunch at a restaurant</td>
<td>€15</td>
</tr>
<tr>
<td>Dinner at a restaurant</td>
<td>€25</td>
</tr>
<tr>
<td>Soft drink</td>
<td>€5</td>
</tr>
<tr>
<td>Coffee</td>
<td>€3</td>
</tr>
<tr>
<td>Meal at a university dining facility</td>
<td>€6</td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td></td>
</tr>
<tr>
<td>Key replacement</td>
<td>€300-1,000</td>
</tr>
<tr>
<td>Key &amp; lock replacement</td>
<td>Up to €2,000</td>
</tr>
<tr>
<td><strong>Local Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>Monthly RATP pass</td>
<td>€70</td>
</tr>
<tr>
<td>Weekly RATP pass</td>
<td>€20</td>
</tr>
<tr>
<td>Book of 10 tickets</td>
<td>€15</td>
</tr>
<tr>
<td><strong>Personal Necessity</strong></td>
<td></td>
</tr>
<tr>
<td>Toiletries per week</td>
<td>€5</td>
</tr>
<tr>
<td>Laundry per week</td>
<td>€12</td>
</tr>
<tr>
<td><strong>Social Activity &amp; Entertainment</strong></td>
<td></td>
</tr>
<tr>
<td>Movie</td>
<td>€11</td>
</tr>
<tr>
<td>Theater performance</td>
<td>€25</td>
</tr>
<tr>
<td>Museum entry fee</td>
<td>€8</td>
</tr>
<tr>
<td>Fitness club membership per week</td>
<td>€20</td>
</tr>
<tr>
<td>Dance club cover charge</td>
<td>€20</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
</tr>
<tr>
<td>Internet use at a cyber café per</td>
<td>€4</td>
</tr>
<tr>
<td>hour</td>
<td></td>
</tr>
<tr>
<td>Pre-paid International Calling Card</td>
<td>€15</td>
</tr>
</tbody>
</table>

**Sports & Fitness**

All types of sports equipment are available in France. Bicycles, camping
equipment and skis can be rented. Clay tennis courts are also available in the Luxembourg Gardens in central Paris. While health clubs are not as popular in France as they are in the U.S., the on-site staff will be able to provide you with recommendations.

Diversity

Initiative to Diversify Education Abroad (IDEA)

Our Initiative to Diversify Education Abroad (IDEA) strives to make studying abroad a learning experience accessible to all students, creating a student body that reflects the diversity of both the U.S. and U.S. college students.

We define a diverse student as someone who identifies as a racial/ethnic minority, first-generation college student, economically needy, LGBTQ, and/or is a student who has demonstrated a history of overcoming adversity (a physical or learning disability, for example). We hope the information here will answer some of the questions or concerns you might have.

If you have any questions or concerns, please feel free to contact our Diversity Director at 800.995.2300 or diversitydirector@iesabroad.org.

We are here to help you have the most enriching experience possible.

Diversity Abroad

There are few places where most of the population comes from one national, religious, or ethnic group. At IES Abroad, our faculty, staff, and programs are committed to recognizing and acquainting students with the diversity that exists within France. IES Abroad students are continually provided with opportunities to explore the cultural richness of their host environment and learn about the economic, social, and political status of local populations.

Minority Students
Students considered racial and ethnic minorities in the U.S. will still be
part of minority populations in France. A demographic breakdown is unavailable because the French Census makes distinctions based upon citizenship, generation, and nationality as opposed to ethnic origins. However, the French population is very diverse and includes residents from many backgrounds.

According to the Migration Information Source, France has always been a place of integration and, as such, cultivates and welcomes the unique contributions of its immigrants. However, in its philosophy behind integration and building national identity, France as a whole has struggled to recognize and effectively address discrimination that arises from those among its diverse citizenry. IES Abroad staff can provide information on support groups and cultural or social organizations in local ethnic communities.

**Sexual Orientation & Gender Identity**
France is progressive in its attitudes towards its LGBTQ population. Larger cities have a visible and open LGBTQ and LGBTQ-friendly population and community. Before leaving, it is important to reflect on the culturally-based ideas and definitions of sexual identity, and consider how your sexual orientation and gender identity may affect your relationships with residents of your host country. Furthermore, IES Abroad staff can provide resources to LGBTQ students about support networks and events.

**Religious Issues**
France’s history as a secular country has provided freedom for residents to practice and ascribe to a range of religions. You can easily find a community of worship or practice. The CIA’s World Fact Book identifies approximately 85% of the population as Catholic. France’s Islamic community is one of the largest in Western Europe, with a Muslim population of approximately 10%. Additionally, 1% of France’s population is Jewish. All of these identities contribute to the religious mosaic that reflects France’s diverse populations. IES Abroad staff can assist you in finding an appropriate local place of worship.

**Physical Disabilities**
Although France as a country is not fully accessible, larger cities are increasing the accommodations for persons with mobility restrictions. As renovations take place, older buildings are now being equipped with ramps and all new buildings are required to have appropriate accommodations. Most museums and tourist sites have accessible pathways and public transportation is adequately equipped. Local tourist booths and websites can provide route maps for accessible restaurants.
Student Conduct

Code of Student Responsibility

The *IES Abroad Code of Student Responsibility* is based on the premise that our students are guests abroad. Students are expected to abide by the customs of the country in which they are studying and are legally subject to the same laws that govern local students. Students who participate in our programs are representatives of IES Abroad at all times for the duration of their enrollment. Any student who violates any policy outlined in the Code will be subject to administrative review and possible sanctions up to and including dismissal from the program.

There are four parts to the *Code of Student Responsibility*: the Academic Integrity Code, the Academic Integrity Code Violation Review Process, the Student Code of Conduct, and Judicial Procedures. Systems for dealing with violations of these policies are outlined in detail in the online IES Abroad *Student Handbook*. It is in the best interest of all students to read and become familiar with these policies. The Code of Student Responsibility, the IT Policy, the Alcohol and Other Drug Policy, and the Student Sexual Harassment Policy can be found in your IES Abroad *Student Handbook*.

IES Abroad Alcohol and Other Drug Policy

The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. IES Abroad allows for the consumption of alcohol, within reasonable limits, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES Abroad does not encourage the use of alcohol or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual, IES Abroad, or the community. The possession, use, or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Students are cautioned that ANY ALCOHOL OR OTHER DRUG INFRACTION WILL BE CONSIDERED A GRAVE VIOLATION OF POLICY AND WILL RESULT IN SERIOUS SANCTIONS THAT MAY INCLUDE DISMISSAL FROM THE PROGRAM. The complete Alcohol and Other Drug Policy can be found in the IES Abroad *Student Handbook*.
Contact Us

This section of your predeparture information gives detailed contact info for your IES Abroad Center and the IES Abroad Chicago office.

Chicago Contact Information

Who to Contact at IES Abroad
Your main contact at IES Internships before your program begins is your Program Advisor. You can reach your advisor at:

- internships@IESabroad.org
- 800.995.2300 or 312.944.1750

For questions about disability accommodations or medical concerns, contact the Dean of Students office at:

- studentaffairs2@IESabroad.org
- 800.995.2300 or 312.944.1750

Email application documents for IES Abroad scholarships to:

- scholarships@IESabroad.org

Chicago Office Hours
8:30 a.m.-4:30 p.m. U.S. Central Time, Monday-Friday

Chicago Office Address
IES Abroad
33 W. Monroe St., Suite 2300
Chicago, IL 60603 USA

Fax Number
312.944.1448

After-Hours Emergency Numbers
If you have an emergency before you depart for the program, call 800.766.7793 or 817.871.4100 to reach a Program Advisor at home. This number should also be used to report flight delays before you arrive in your host city.
If an emergency occurs after you arrive in your host city, your family can call 800.953.0171 or 812.355.3099 to reach a Program Dean at home.

**Center Contact Information**

**Center Address**  
IES Abroad Paris  
77, rue Daguerre  
75014 Paris  
France

**Center Phone Numbers**  
From Paris: 01.43.22.64.13  
or 01.43.22.24.20  
From U.S.: (011.33) 1.43.22.64.13  
or (011.33) 1.43.22.24.20

**Center Fax Number**  
From U.S.: (011.33) 1.43.21.75.64

**Center Hours**  
9:00 a.m.-6:00 p.m., Monday-Thursday  
9:00 a.m.-5:00 p.m., Friday  
Central European Time

**Center Emergency Numbers**

- Emergency Cell Phone: (011.33) 6.23.25.95.24

*Keep in mind the time difference between the U.S. and France. Emergency contacts speak English.*