



PLACEMENT FORM

Candidate's Name:

The information on this form will be used in the placement process for admitted candidates. Feel free to provide us with any other information as you feel necessary to give IFE a full and complete picture of your goals for the IFE semester.

N.B.: Specific career plans or specialist academic goals are not required for participation in IFE. Liberal arts majors with general education goals for the IFE semester are welcome. IFE is not a job-training program and was created to further liberal arts education. You should nevertheless express these objectives as clearly and as fully as possible.

I. Introduction

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

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

II. Your overall area of interest

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

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

III. Your work environment

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

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



PLACEMENT FORM



IV. Your background

Please highlight any of the elements of your curriculum vitae and/or university transcript that you would like IFE to take into account (previous work experience, major field(s), other languages, particular courses, extracurricular strengths, ethnic background, etc.). Anything mentioned here should figure somewhere on your CV or transcript, if possible.

Also mention anything you do NOT want to build upon, for example if IFE represents a chance to take a different direction, explore a new field, etc.

V. Your internship

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



PLACEMENT FORM

VI. Lettre de motivation

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

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

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

VII. Questions

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

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

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

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