



INTERNSHIP

Berlin . Madrid . London . Paris

intrax

International Internships

Build your career!

Nervous about finding a job once you have graduated? Employers hire candidates who can show something special in their CV, such as international work experience, mastering another language and the capability of adjusting to another culture. Are you flexible, open-minded and always looking for new challenges? Intrax will help you have a unique experience abroad, personally and professionally.

Prepare your career now by doing an internship abroad in an exciting European destination such as Berlin, London, Madrid or Paris! Intrax places students with host companies in the fields of marketing, advertising, public relations, sales, business administration, etc. An international internship is a great opportunity for developing new skills, enhancing your CV and networking!

! Details

- › Internships in Berlin, London, Madrid, Paris
- › Program length: 2-6 months
- › Flexible start dates
- › Application deadline: 3 months before program start date
- › Internship placement: 4 to 8 weeks before program start date

How does it work?

Follow these three simple steps and you're on your way to an international internship!

1. Fill out our application form (see last page), indicating your city of choice, your preferred internship field, internship start date and duration.
2. Preparation with Intrax: clarify open questions and learn more about the program by talking with an Intrax representative on the phone/skype.
3. Intrax will match your application with a host company in the city of your choice. The company will conduct a skype interview with you and once a company has extended an internship offer for you, Intrax will assist with the legal documents for the internship permit.

Internship fields

- › Business & Finance
- › Marketing, PR & Sales
- › Engineering & IT
- › Media & Digital Art
- › Communications
- › Web & Program Development
- › Tourism and Non-Profit



Program Fees

Program fee 2012/2013: 895 Euros

Early bird discount:

Apply before December 31, 2012 and benefit from a 300€ discount. This discount cannot be combined with any other discount or reduction.

What's included?

- › Internship placement (unpaid)
- › Interview Coaching and Resume Reviews
- › Pre- Departure Advice
- › Emergency Support
- › Participation Certificate

Excludes:

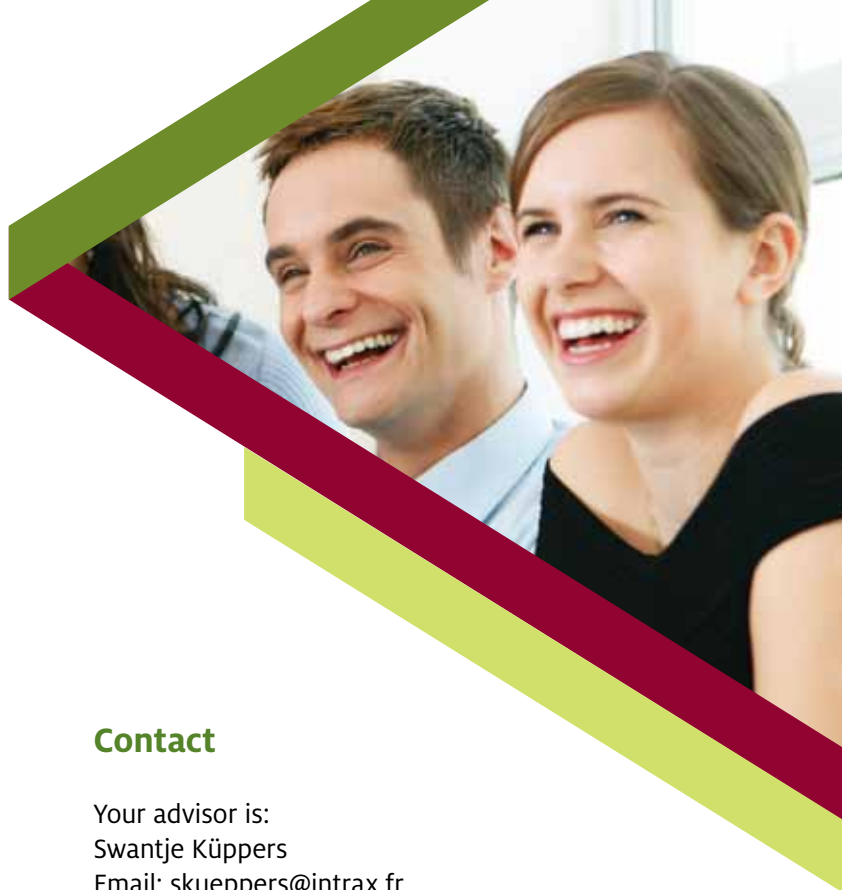
- › Airfare/ Travel costs to program location
- › Housing
- › Daily meals and local transportation
- › Entertainment costs
- › Visa application fees (applicable to UK program only)
- › Insurance

Housing

Intrax will provide you with housing addresses that you may contact to book independently.

Requirements

- › Must be enrolled as a full-time student
- › Field of studies in the field of the preferred internship
- › Knowledge of the local language
- › Very good English skills



Contact

Your advisor is:

Swantje Küppers

Email: skueppers@intrax.fr

Phone: +33 1 45 35 75 74

About Intrax

Intrax is a 30-year-old company devoted to fostering international understanding through cultural exchange and educational programs, with operations in more than 100 countries worldwide.

Intrax creates life-changing, cross-cultural experiences including: high school exchange programs, au pairs for American families, language classes, volunteer opportunities, leadership programs, and internships. Since 1980, more than 250,000 individuals have participated in Intrax programs. Intrax is headquartered in San Francisco with offices in 13 countries.

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Giesebrechtstr.10
10629 Berlin

www.intrax.de
www.intraxeuropa.com

Intrax France
10 Square Adanson
75005 Paris

www.intrax.fr





INTERNSHIP OFFERS


> Paris

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Host Company	
Location	Paris
Preferred Start Date	September 2012
Length of Internship	2 months (no compensation) or 6 months (436 € per month)
Internship Title	Marketing Strategy/Social Media Intern
French Language Level	0
English Language Level	4 - 5
Company Description	Young and ambitious technology start-up company (founded in 2010), which provides services for marketing companies. The company shares an office with other smaller start-up teams and is located in central Paris (metro Belleville). The company has another office in Tunisia and has a total of 23 employees (7 at the Paris office). Their slogan is "We give superpowers to marketers!"
Required Skills & Experiences	<ul style="list-style-type: none"> - Creative - Very good writing skills - Curious - Interest in social media a plus - Interest in working with an ambitious start-up team which is planning on growing quickly
Sample Projects	<ul style="list-style-type: none"> - Community management (social media) for the software product - Writing essays and blogs - Creation of "sexy" sales documents - Strategic analysis of competition, observance of the market
Benefits for Intern	Be part of a small, young team (average age 24 years plus 3 senior team members) and have the opportunity to see the whole scope of a product. One of the founders used to work for one of the biggest marketing companies in Europe, so the intern will be able to learn a lot from their experience! No previous professional experience required.

Your personal contact

If you are interested in this position, please contact Swantje Küppers in the Parisian office: +33 1 45 35 75 74, skueppers@intrax.fr.

Host Company	
	
Location	Paris 9ème (Grands Boulevards)
Preferred Start Date	September 2012
Length of Internship	1 or 2 months
Internship Title	Marketing & Communication : Start up
French Language Level	3 - 4 - 5
English Language Level	4 - 5
Company Description	The company was created in April 2010 and is experiencing strong growth. We specialize in developing and selling B to B a variety of LED lighting products. We assist our clients by offering customized solutions. To ensure the healthy growth of the company, the intern will be considered a full-fledged member of the team.
Required Skills & Experiences	Control of the Office Pack is required Photoshop and InDesign are a plus Independence, perseverance, creativity, ability to synthesize, organizational skills, strength of proposal and initiative are the main qualities expected for this internship.
Sample Projects	Participation in the implementation and monitoring of the catalog, Participation in the creation of the new website and updates, Force proposal on the rebranding of the company and visuals used.
Benefits for Intern	Participate in the development of a promising start-up.

Your personal contact

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Host Company	
Location	Paris
Dates of Internship	Start date October or November, 2 months
Internship Title	Marketing Internship
French language Level (1-5, 5 is fluent)	4-5
Company Description	The company has been the market leader in technologies and services related to documents for more than half a century. With its 160 offices across the world, it is dedicated to innovation and services.
Skills & Experience Required	<ul style="list-style-type: none"> - Business school, specialized in marketing - If possible, expertise in creative software like In Design - Curious, somebody who is not shy to ask questions - Independent
Sample Projects	<ul style="list-style-type: none"> - Translation and adjustment of marketing documents - write articles for the internal magazines « Ça M'internet » - Specific commercial events / communication of "Success Stories" <p>French market : analyze market trends through industry markets (newspaper information, internet, conferences) and sum up the results for the marketing directors so that they can adapt our offer to the market needs (or to anticipate them)</p> <p>European market: assist and participate in the weekly conference calls (in English), be part of workgroups and plan actions for France.</p>
Benefits for Intern	Working with this international leader on the market will allow you to gain a solid work experience. Great plus on your resumé, beneficial for future career!

Your personal contact

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> Madrid

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Host Company	
Location	Madrid
Preferred Start Dates of Internship	October
Length of Internship	6 months part time
Internship Title (# of interns requested)	CONTENT/MARKETING DEPARTMENT
Interested in Following Nationalities	
Spanish Language Level (1-5, 5 is fluent)	3
English Language Level (1-5, 5 is fluent)	5
Company Description	The start-up is a social engagement platform that challenges you to test your limits. Create your own competitions to beat your friends and fight to be the best in the competitions created by other users.
Skills & Experience Required	We are looking for an restless, creative open minded and outgoing person fluent in English
Sample Projects	<ul style="list-style-type: none"> - Give support to our CEO in US. - Manage our vertical communities, called "ARENAS". - Find original trends on the internet that could lead to popular competitions. - Focus on acquisition to "attract users".
Benefits for Intern	You will know how an internet start-up works and be part of a project from the beginning.
Benefits for Company	Support for our development in the USA

Your personal contact

If you are interested in this position, please contact Swantje Küppers in the Parisian office: +33 1 45 35 75 74, skueppers@intrax.fr.



Business Internship Program France Checklist & Contract

Name:

Checklist

For your application please send in:

___ Application Form

___ English test

For non-native English speakers only: www.testpodium.com, level 2, free of charge, ca. 35 minutes.

___ Resume and Cover Letter

___ Ayusa-Intrax Contract

___ Copy of your passport

Passport must be valid for 6 months after program end

___ Financial Statement

(Able to prove financial resources of at least 1.000 Euros per month)

You can either ask your parents or another sponsor to fill out and sign the Letter of Guarantee or you can ask your bank to fill out the Financial Statement or to provide their own bank statement. We will send you the documents.)

Please send all documents to:

Swantje Küppers, Intrax France

Email: skueppers@intrax.fr

Direct fax: +33 1 73 76 90 43

Participant Contract & Terms and Conditions

with Ayusa-Intrax GmbH
as a partner with and on behalf of Intrax France
for the Internship France Program

1. Participant is required to have the "convention de stage" (internship permit) signed by his University. Participant is solely responsible for compliance with all requirements when applying for an internship permit.

2. Program: Business Internship France

- Paris:
895 € placement fee

3. Payment Conditions and Services

a) Payment of the Program Fee

1st Installment = 20 % of the program fee due upon receipt of the confirmation of acceptance into the program and invoice

2nd Installment = Remaining 80 % of the program fee due upon confirmed placement with a host company.

In the unlikely event that no placement can be secured for the Participant the entire program fee will be refunded.

b) Services included in the Program Fee

- Internship placement in Paris arranged by Intrax France.
- Internship permit: Convention de stage needed for the internship permit application
- Support and consultation with submission of application documents
- On-program support

Not included: flight, local transportation costs, living costs (accommodation, food, etc.)

4. The contract with Participant with respect to the Program is exclusively with Intrax France, as partner.

Participant understands and agrees that the Internship Organization is the contracting party with respect to any contract signed with the Internship Organization. Additionally, such contract with the Internship Organization is subject to the applicable laws of the respective governing authority.

The host company may terminate the internship at any time, without prior notification, with or without cause. Intrax is not responsible for and cannot control decisions made by the host company.



In the event the Host Company terminates the internship position, Participant is not entitled to a refund of the Program fee. This clause applies despite, but not limited to, cases in which Intrax France is unable to find a new placement, if attempted, or Participant finds an alternative internship.

Participant is also not entitled to a refund in the event the participant withdraws from the Program.

Participant agrees to comply with all local regulations and laws in which Participant is placed, as well as the rules and regulations of the Internship Organization.

Any complaints during the Program must be communicated immediately to Intrax France directly.

Cancellation/Refund of Program Fees

In the event of a withdrawal or cancellation, a cancellation fee will be charged and/or refund of the program fees paid as stated below.

Withdrawal by participant before placement in an Internship position and prior to issuance of internship permit	➤ Cancellation Fee: 20% of Program fee
Withdrawal by participant after acceptance of an Internship position	➤ No refund
Program cancellation after the start date	➤ No refund

I have carefully read, in its entirety, the terms of this contract, including the Cancellation/Refund of Program Fees provisions, as well as the program information found on the website. I have been given the possibility to ask questions regarding the terms and conditions. I understand and accept all of the terms and conditions found in this contract as well as terms and conditions found in the program information on our website.

Date:

Printed Name:

Signature:

International Internship Program: Application

Student Information

Student Name: _____
First Middle Last

Gender: Male Female Birth Date: ____/____/____
D M Y

Home Address: _____
Street City Zip Code

State Country

Home Phone: _____ Cell phone: _____

Email address: _____ Sykpe ID: _____

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Legal Residence: _____

Emergency Contact: _____
First Name Last Name Relationship

Email address Home Phone Cell Phone

How did you hear about Intrax: _____

Educational Background

English Level: _____ Result from the online English test www.testpodium.com Level 2, free of charge

Level of the internship language (self-assessment): 0 (no skills) 1 2 3 4 5 (fluent)

University Students: Field of Study: _____ Years of Study: _____

Graduation Date: _____

Professionals: Field of Industry: _____ Years of Experience: _____

Internship Information

Earliest Start Date: _____ Latest End Date: _____

Internship Duration: _____ Desired Location: _____

Desired Internship Field: _____

Work Experience:

Language Course before Internship: Yes No