Grande Ecole

Program

STUDENT GUIDE
to
LONG INTERNSHIP

This guide is for students wishing to complete an internship during the 'Experience' Gap Year and/or during Year 3 of the Grande Ecole Degree Program

(Version v1.12 : 06/03/2018)

General principles of ICN internships

Principle n° 1 : While your internship is in operation, the 'Professional Quitus' (a compulsory program requirement) is suspended. It is then reactivated when the final internship has been successfully completed. If the final internship is not approved, the decision to reactivate the Quitus belongs to the Program Director, after the Internship Tutor and the Academic Tutor have given their opinion (*see also p.15 of this guide*).

Principle n° 2 : Every internship must be followed by a graded written assessment. This will take the form of an internship report and a written self-assessment summary of the internship by the student. (The internship report must be approved by the student's host company, using the *Campus* tool. The self-assessment summary report must be completed by the student).

Principle n° 3 : The internship and the internship report will be tutored by a member of the School's academic Faculty.

Principle n° 4 : For the gap year internship and the final year end-of-program internship, the internship report will be made up of five regular small reports submitted during the internship to the academic tutor. This is described in detail in the present guide. This arrangement may be modified by mutual agreement between the Faculty tutor and the host company tutor.

Principle n° 5 : If students opt to complete a number of internships, it is possible to present a single document which covers the different periods of experience in companies, on the clear condition that each company experience is assessed and graded individually. Students should therefore present, as a minimum, each company and each project, and give an account of the skills and knowledge gained from each experience.

INTRODUCTION

As a preamble to this guide, it is important to emphasize that:

- as an internee or as a team member in a particular professional context, you present a certain image, and
- we rely on you to make a positive contribution to projecting the good image of the School.

We therefore thank you in advance for participating, wherever you may be for your internship, as active ambassadors for the good reputation of ICN Business School ARTEM. This reputation will be strengthened as a result of your work in the company. We should also be grateful to you for relaying to us, over and above the academic assignments which are detailed below, any information which you feel may be useful for us to enhance the good image of the School.

The 'long' internship (minimum 5 months), completed as part of the 'Professional experience' gap year or in ICN year 3, is a significant time for students, particularly as regards your learning process.

This guide sets out to clarify the assignments which you must carry out as a compulsory requirement of your course while you are on internship, and the reports which you must write in collaboration with your academic tutor (School Faculty member).

CALENDAR

The long internship may be carried out at different stages in the ICN program:

- *between years 2 and 3 ('Professional experience' gap year), or*
- *at the end of studies in ICN year 3.*

The exact dates of the period available for internships will be published each university year.

The <u>minimum</u> length for this type of internship is 5 months. Its <u>maximum</u> length in year 3 is 6 months, but the internship may be longer than this if it is part of a full gap year ('Professional experience' year) under the terms of a legal exception valid until July 2016.

☞ **See the section "Ressources ICN / Pour vous guider" on the <u>le Career Center ICN</u> site for more information on the internship regulations.**

OBJECTIVES OF STUDENT ASSIGNMENTS DURING THE LONG INTERNSHIP

The long internship has one essential objective:

Give ICN Degree students an opportunity to experience and reflect on a period of work experience in a company.

Secondly, this general aim may be subdivided into other objectives, to maintain the coherence between the internship and the teaching objectives of the ICN Degree:

- experience and successfully carry out a professional position requiring particular management skills,
- maintain good working relations in a professional context (behavioral skills),
- test your intellectual rigor, including the ability to develop a reasoned and critical awareness (independence of thought).

Through these objectives, the long internship helps to strengthen the skills necessary for you to become a successful executive: in the purely technical sense, in the practical sense (via the acquisition of professional experience) and in a methodological sense (via the identification and analysis of a problem, a general familiarity with organizational issues, and the management of your professional project).

ADMINISTRATIVE FORMALITIES

Please see the section "Ressources ICN / Pour vous guider" on the le Career Center ICN site to familiarize yourself with the procedure to follow for obtaining your internship and the internship agreement.

PLEASE NOTE ! Internships abroad require additional formalities and/or documents! Irrespective of the type of internship and the country in which you carry out your internship, as an internee/trainee you must:

- Take out insurance cover for the following risks:
  - Medical, hospital and surgery expenses,
  - Personal accident,
  - Repatriation on health grounds,
  - Civil (Third party) insurance, legal assistance, defense and appeal insurance,
  - Industrial accident and sickness insurance with the *Caisse des Français Expatriés* if the costs are likely to be above the minimum allowed by the French Social Security and if your company does not cover this risk,
- Take the necessary steps with the French Social Security if your internship is in Europe (*Carte Européenne d'Assurance Maladie*).
- Consult your doctor before leaving, in order to be clear about any medical risks in the country of your internship or any transit countries (vaccinations, etc.).

Students should return, duly completed and signed, the 'Internship commitment' document which will be sent to them by the 'Careers and Internships Service' prior to obtaining the Internship Agreement.

IMPORTANT REMINDER
Never start your internship without first obtaining your work contract, duly signed (Internship Agreement, CDD (Temporary work contract).

The following are the steps to follow. Please respect all your obligations at each stage:

Internship search: Students may search for an internship by their own means, by using the services of the Careers and Internships Service of the School/First Degrees and the Career Center ICN, or via the School's employment and internships forums. Whatever the internship, it is important to inform the School of the internship mission or project. This has to be approved first by the in-company tutor and then by the School's academic tutor.

Contact with the academic tutor: All internships are tutored by one of the School's permanent or affiliated professors. These must be appointed by the School (unless a special request is made and approved by the Administration). The appointed tutor must approve the professional project which is the subject of the internship and which is described on the appropriate form completed by the student via the *Campus* tool available on MyICN.

Signing the Work contract: Normally this is an internship agreement, but a temporary or a fixed term contract, for example, are also acceptable.
See Career Center ICN section « Ressources ICN / Pour vous guider »

Internship supervision: Students should, as soon as possible, provide their academic tutor with all the information which is necessary for the tutor to be able give support and guidance and ensure that the internship is successful. Particular attention should be given to providing the name and contact details of the in-company supervisor.

Submission of the final assignments for grading: On completion of the internship, students should ensure that all supervision and assessment documents have reached the Careers and Internships Service/First Degrees and, if these are not complete, contact the company supervisor. It is also the student's responsibility to send these documents, together with the internship report, to the academic tutor using *Campus*.

Grading the internship: The academic tutor is responsible for grading the internship on the basis of the student's internship report and the assessment sent in by the in-company supervisor. These documents should therefore reach the academic tutor by 6 December.

Communicating the grades : The academic tutor gives the internship grade to the Program Office on the grading form provided.

INTERNSHIP SUPERVISION

During the internship, students are supervised by two people:

- **the in-company supervisor ('*maître de stage'*)** who is the person in the company responsible for overseeing the work and progress of the student, and
- **the academic tutor,** who is the ICN Faculty member responsible for the academic progress of the student during the internship.

The role of the **company supervisor** is to validate the details of the internship mission or project for the student, then to supervise the successful operation of the project within the company. As part of this role there will be regular meetings, with discussion and

comment between the student and the supervisor, on the progress being made, in order to help the student to find his/her way and advance with the project.

The role of the **academic tutor** is to:

- validate the mission prior to the start of the internship,
- ensure that the terms of the mission, as defined in the internship agreement are respected,
- keep a watching brief on the internal supervision of the student whilst in the company,
- provide academic guidance during the internship, and
- complete, in conjunction with the in-company supervisor, the final assessment of the internship.

During the internship, the academic tutor will contact the company supervisor in order to finalize the grade to be awarded to the student for the long internship.

ACCEPTING THE INTERNSHIP

If, in searching for the ideal internship (geographic location, sector of activity, prestige of the company, nature of the internship, remuneration, welcome, etc.) the student does not get the impression that he/she really 'owns' the choice, the quality considerations of the program nevertheless require that the internship is confirmed, in two ways:

- academically, by the academic tutor accepting the internship mission via the internship management tool, *Campus*, and
- administratively, via the compulsory signing of the contract (internship agreement, temporary or fixed term contract, etc.).

THE INTERNSHIP ITSELF AND THE ACADEMIC WORK TO BE SUBMITTED TO THE ACADEMIC TUTOR DURING AND AT THE END OF THE INTERNSHIP

REGULAR REPORTS TO BE SENT DURING THE INTERNSHIP TO THE ICN ACADEMIC TUTOR

At regular intervals, students are required to send a short report (3 to 5 pages in length) to their academic tutor. The dates on which these reports should be sent to the tutor are to be determined by the tutor after discussion with the student.

The subjects of the intermediary reports are given below. However, depending on the characteristics of the internship and with the approval of the academic tutor, this timetable and the subjects may be modified.

- Report n° 1: Presentation of the company

The objectives of this report are as follows:

- enable students to ask appropriate questions and, in so doing, gain a global vision of the company and the professional situation in which they find themselves,

- enable students to become aware of the relationships between different structures and different functions, and appreciate the modes of organization in a company, and
- facilitate the students' awareness of the systemic approach to understanding a company.

This first report is therefore part of a phase of general questioning. During the first weeks in the company, students should build up a picture of the company, using different sources of information and documentation, particularly documents which are for the organization's internal use. In this way students will develop a critical approach to any documents utilized.

- <u>Report no. 2 : Analysis of the work situation</u>

During their internship, students will be assigned a particular position and asked to carry out a number of tasks. This operational situation will be structured around a number of management functions which will familiarize students with the interaction between:

- work colleagues and other participants,
- processes of cooperation,
- a time frame,
- a result,
- comments and value-judgments.

An awareness of the reality of professional life compared with the ideal situation will enable students to ask questions and reflect on the functioning of their department or company. They will be able to appreciate in particular how the different management situations interact at the operation level.

- <u>Report n° 3 : Reflection on the work tools available</u>

During their internship, students will be required to familiarize themselves with and utilize different functional tools and management applications. The purpose of Report no. 3 is to encourage students to reflect critically on the tools used. This reflection should consider both the technical/professional aspects (what is it used for? how does it work?) and the organizational aspects (the relational and managerial dimension).

- <u>Report n° 4 : Drafting a job description</u>

This report provides an opportunity to reflect on the knowledge and skills necessary to fulfil the responsibilities which go with the post and allow the post-holder to succeed in the objectives set.

- <u>Report n° 5 : Reflexion on the learning process</u>

The year spent in a company is an important component of the learning process. At the end of the internship, students must write a report in which they summarize all the advantages and benefits that they have drawn from the experience, and the contribution that these have made to the general training process. This report should therefore mention

all the new skills they have developed and the human and managerial qualities which have been enhanced.

In addition to this reflection - and also in relation to the job description mentioned in report no. 4 – students should make a comparison between their work experience and its relevance to the skills and knowledge acquired in their classes at ICN. This should take into consideration the following points:

- which classes, during the Master Degree program, have been the most useful and essential in terms of preparing you for the internship, both from the point of view of the knowledge required, and that of the appropriate skills and behavioral considerations needed?
- which useful and essential aspects did you lack, in order to be most effective and efficient during the internship, and for which the classes at ICN did not prepare you? Again, mention knowledge, skills and behavioral aspects.
- regarding the difficulties or lack of knowledge and skills you experienced, how did you manage to circumvent, or even overcome these gaps?

If you have completed several internships, please refer to principle no. 5 mentioned at the beginning of this guide.

Each report should be a brief, summary report and be between 3 and 5 pages in length.

For students completing a full 'Professional experience' gap year in a company, the following is a suggested timetable for the submission of the interim reports:

    Report n°1 : by 15 November
    Report n°2 : by 15 December
    Report n°3 : by 15 February
    Report n°4 : by 15 March
    Report n°5 : by 15 May
    Student self-assessment, together with the full Internship Report: by 6 December

These dates are valid for one or more internships during the 'Professional experience' gap year. In cases where the 'Long' internship only covers a part of this gap year, or takes place in year 3, students should suggest a timetable for submitting the five reports to their academic tutor who will be responsible for approving this.

ACADEMIC WORK AT THE END OF THE INTERNSHIP

When the internship is completed, students should assemble the 5 reports, written during the internship and sent back at regular intervals to the academic tutor, into a single document. The whole work should be accompanied by an introduction in which students recount the main benefits derived from the internship and add a conclusion in which they give a critical analysis of the lessons learned.

IMPORTANT !

PROCEDURE TO BE FOLLOWED WHEN SUBMITTING DOCUMENTS

 - <u>DURING THE INTERNSHIP</u>:

You should send the 5 reports by e-mail to your academic tutor according to the agreed timetable (e-mail address: *firstname.name@icn-artem.com)*.

 - <u>ON COMPLETION OF THE INTERNSHIP</u>:

Complete your final report (introduction + 5 intermediary reports, or the document agreed with your academic tutor + conclusion + the documents mentioned below) and send this directly to your academic tutor by 6 December.

The following documents are to be included with your final report:

- *The company's assessment of your internship,*
- *The company's statement to say you have completed the internship,*
- *The internship summary form (previously completed on My/cn / Stages), and*
- *The self-assessment form (previously completed on My/cn / Stages).*

FORM AND PRESENTATION OF THE END OF INTERNSHIP DOCUMENTS

The final internship report should be typed on paper size 21 x 29.7. It should be bound and the pages numbered. The recommended number of pages is **between 20 and 40 pages, to which may be added any annexes.**

The typing should use (identical) characters using the typeface <u>Times New Roman size 12</u>, with a <u>1.5 space </u>between lines. <u>This amounts to 30-40 lines of text per page</u>. You may use **bold** and *italic* characters (particularly to highlight titles), but avoid any heaviness or excesses of style.

Margins should be sufficient to enable the corrector to add comments and annotations (e.g. 3 cm for the left hand margin, 1.5 cm on the right, 2 cm at the top of the page and 2 cm at the bottom (possibly with headers and footnotes).

The style of the report should be clear, precise, objective and impersonal (avoid first person pronouns 'I' and 'we' and avoid using a style more appropriate to oral expression). Redundancy, vague or excessively technical[1] expressions, and unfamiliar abbreviations should also be avoided. The report should be written entirely in grammatically correct and stylistically appropriate French. Avoid long and heavy sentences, without necessarily resorting to the 'style of a publicity tract'. Quality of syntax and general expression, together with punctuation and spelling are essential in this type of work. An appropriate tone should be adopted, one which succeeds in retaining the attention of the reader without annoying him/her with a plethora of 'eye-catching or attention-seeking phrases', but remaining vigilant to the choice and order of arguments. In short, the style should be clear, rigorous and convincing, but at the same time lively and elegant.

The document must include a cover-page followed by the **statement of authenticity and absence of plagiarism** signed by the student, a contents page with page numbers, a bibliography and any annexes. The text may contain footnotes, tables and diagrams (these are useful for resuming a procedure), quotations, a glossary, etc. All of the above points are explained in more detail below.

- THE COVER PAGE

The model for **the cover page** is provided for you. It is downloadable from MyICN and an example is given at the end of this guide.

- SIGNED STATEMENT OF AUTHENTICITY

The statement of authenticity and absence of plagiarism, signed by the student, is a <u>compulsory requirement</u>. It forms part of the campaign to stamp out plagiarism, to which the ICN Business School is committed. The statement must be typed onto a separate page after the cover page. It contains the following acknowledgement:

Statement to be included on a separate page of the internship report immediately following the cover page.

"I confirm that this internship report is my own personal work, quotes the sources of all information used and does not contain plagiarism"

Student signature (handwritten)

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1 Technical terms and (recognized) abbreviations should be explained, for example in a footnote at the bottom of the page or in a glossary of such terms at the end of the report.

We would like to remind students of the professional code of ethics as it relates to information from authors, quotations and use of material from other sources, which they, the students, are obliged to respect.

"Use of information from other sources must respect some simple but strict rules of ethics. Respect for intellectual property rights and for the truth forbids authors to pass off as their own work, work which they have not accomplished themselves, even if this is done inadvertently,.

It is therefore of vital importance that all sources of information should be quoted, which in turn enables any reader to check and control the work in question and, in so doing, appreciate the quality of the information.

Therefore students should always be careful to distinguish what is their own work from that which is the work of others. Quotations from authors are always indicated by inverted commas or by the rules in application in that particular discipline. If the quotation is modified slightly, even if it is to highlight certain words, this must be clearly indicated (for example, by inserting the words "underlined by us". Comments which immediately follow a text or work which is a simple adaptation of another author's should be indicated as such ("here, we follow the ideas of X, adapting them to the context of our work"). Translations should mention their author, who may well be the student him/herself. Personal contributions may be indicated as such, and are to be encouraged.

The bibliography should be presented in detail and should always enable the reader to retrace the original source (books, articles, etc.). Common curtesy demands that important information communicated verbally should also be indicated as such. Custom has not yet fully codified the use of information gleaned from internet sites, but the ethical code requires that, here too, the full source of a scientific work should be quoted. Here, as elsewhere, it is totally unacceptable that a student should pass off as his/her own efforts, work that has already been carried out and which the student has gathered from one internet source or another.

Plagiarism, invention and falsification of results are unanimously considered to be serious offenses."

Source : http://www.ucl.ac.be/etudes/2006/libres/rg370.html

- CONTENTS PAGE/SUMMARY OR STRUCTURE OF THE INTERNSHIP REPORT

The **Contents page** is an important instrument for your readers. Therefore it should be prepared with care. The main characteristics of the contents page are clarity, coherence and completeness. The contents page must include accurate numbering of pages. You must check the total consistency between page numbers on the contents page and the corresponding chapter or section in the text. When the structure or plan is very detailed, it is useful to present a **summary** (one page maximum recommended) at the very start of your document which gives the main headings. Unlike the summary, the contents page, which appears at the end of your document, must include exactly all the headings and sub-headings which are used in the body of the text.

Reading the summary and the contents page should enable the reader to understand the logic of the argumentation developed in the text, and the content (hence the importance of the headings). Consequently you should take care to structure your work. You should pay particular attention to the different **titles and headings of your chapters, sections and sub-sections** of your work. How you title these should act as a guide for the reader.

Take care that the headings reflect accurately the development of your content. Wherever possible, try to express your headings in terms of the results or the salient ideas (i.e. the content rather than the 'container'). The headings should make it easy for the reader to follow the main thread of the development and flow of ideas.

Numbers of chapters and headings should follow a logical sequence, each item being clearly visible and the whole clearly coherent.

Example of numbering headings and sub-headings

Part 1.

    Chapter 1.

        Section 1.

           1.1   First subdivision

           1.1.1 First paragraph

It is strongly recommended that you submit the plan of your internship report to your academic tutor, discuss this with him/her and obtain approval before finally starting to write your report.

In the body of the text, the structure needs to be standardized in order to facilitate reading. Hence, each part (introduction, conclusion and annexes) must commence on a **new full right-hand page** with the title in capital letters. Each chapter must also begin on a new page with the title in capital letters. The important sub-divisions (parts, chapters, sections) should include an introduction which indicates the content of the paragraphs which follow. Moreover, still in a concern to help the reader, the **transitions** between the different parts, sub-parts, sections etc. should be clear.

Each paragraph should have a title, preceded by and followed by a regular line space. However avoid starting new lines unnecessarily and creating new paragraphs without due reason to do so. Each paragraph should correspond to the expression of a new idea.

-     CITING BIBLIOGRAPHICAL SOURCES IN THE TEXT AND IN THE FINAL BIBLIOGRAPHY AT THE END OF THE DOCUMENT.

In conformity with the professional code of ethics regarding the use of other authors' material (see above), when students are at the writing stage and borrow an idea from another author or use information contained in another document (e.g. trends in company or market turnover which students have read in an internal document or a market study carried out by a marketing consulting company), or if they justify their actions or comments by reference to another person's work, **it is important to mention the source of the information in the body of the text** in the following manner: in parentheses, the name of the author or the organization and the year of publication (and possibly the page reference in the original work).

For example:
"The automobile market increased by X% over the period 2000-2005 (Eurostaf, 2006)"

The original source, in its complete form (i.e. with the title of the work, the publisher, date of publication, etc.), should be mentioned in the full bibliography at the end of the internship report.

The **bibliography** gives details of all the different sources of information used in compiling your internship documents. Its content will depend on the type of work you have carried out and the methods employed. It is important to distinguish between external written sources (articles, books, etc.) making up the bibliography, any professional materials that you may have consulted (which may or may not be internal company documents) and references to any other sources of information.

The quality of your bibliography is not judged on the number of references. On the contrary, an excessive quantity of references may lead to some suspicion as to the real use of all sources quoted. It is the quality of the documents utilized and their relevance to the subject of the report with count above all else.

The bibliography must be **precise** and **contain exact references,** so that the reader can go into more depth on a particular topic raised in the report by referring to the corresponding source. The bibliography is also, for the person who will be grading the report, a means of assessing both the volume and the quality of the student's work.

The bibliography should also be **user-friendly** and **orderly**: either by listing works simply in alphabetical order of authors, or divided into parts or sections, or even listed thematically (with authors in alphabetical order within each theme). It is also essential to separate clearly bibliographical references according to their type: books, articles, external/internal sources, and Internet sources.

- Books,
- Articles,
- References to other types of information source (Internet sites, for example).

For books and articles, bibliographical references are **standardized** and respect strict norms of presentation.

All students must respect the presentation norms given below.

Examples of bibliographical presentations for the end of the internship report.

Pay careful attention to punctuation (commas, parentheses) and to the typeface utilized (normal or italic)

Book:
NAME, First name (Year of publication), *Title of the book,* place of publication, publisher, collection, X p.   *(x = number of pages)*

Article :
NAME, First name (Year of publication),"Exact title of article", *name of journal*, month or period of publication, volume, number in the volume, pp. x-y.   *(x and y = numbers of the pages at the beginning and the end of the article)*

Internet source:
The complete address of the Internet site is essential.

- ANNEXES

Any annexes must be included at the end of the report. They should be numbered and, if possible, they should be preceded by a table listing them. The number of annexes included should not be excessive, as the assessment will be based only on the quality and relevance of the annexes to the subject of the report rather than their quantity. They should be useful adjuncts to the report but not essential to an understanding of the arguments presented in the text. Their size should be such that they are too large to be included as a footnote to the text. A document should only be included in the annexes if it illustrates, details or deepens a point raised in the text or the report (document extracts, lists, statistics, detailed tables, other reports, etc.). It also important to refer to the appropriate annex when the subject is mentioned in the text (e.g. *see Annex A*).

- OTHER COMPONENTS OF AN INTERNSHIP REPORT

Your internship report might also include a **glossary** or **index** of technical or foreign terms and **initial abbreviations** used. This is particularly important when the internship and the report relate to a field of activity which has its own jargon. The glossary of such terms will greatly facilitate the understanding of the text by the person assessing your report.

In addition you may wish to provide a **list of tables, graphs**, etc. This should include their number in the text and their title.

Tables, diagrams and graphs should be indicated as such and incorporated in the text of your report, if they are essential for a better understanding of your argument (if not, they could be included in the annexes). They should be accompanied by a title, a number and an indication of the source (unless they are personal calculations, diagrams, etc.) Mention of the units of measurement and other references in the table, etc. is also essential. In the case of graphs, it is important that you indicate the essentials for easy reading, such as the abscissa and the ordinate for a cartesian graph.

Footnotes are intended to clarify or explain a point, or to include an additional point which would prove cumbersome if incorporated into the main text. They should also, if necessary, refer the reader, with *supra* or *infra,* to pages above or below, or to other references to sources of information. Footnotes should be numbered from 1 to n (either per page, or per chapter, or at the end of the complete text).

Internship reports may also include:

- Technical or methodological inserts in or next to the text, to give additional or more detailed explanations which would otherwise be cumbersome in the text.

- Quotations (they must be accurate!) with their exact references, either in a footnote at the bottom of the page or in the text itself, (together with the name of the author and the date of publication) and a reference to the same quotation in the bibliography.

- Acknowledgements (a brief acknowledgement to the people who have helped you in your work).

Any work which does not respect these instructions will be penalized in the grade.

VALIDATING THE PROFESSIONAL QUITUS

Passing the long internship, which must obtain a grade of 10/20 or above, is one of the compulsory components of the Professional Quitus, along with your participation in the events organized by the Corporate Relations Service/First Degrees during the academic year (forums, conferences, jobs marathon, etc.).

If you are absent from one of the events (except during your year's internship in a company) you must provide a written justification for this.

Whilst you are absent from ICN for your internship, the Professional Quitus is supended. It will be reactivated on completion of your internship and when this has been validated by your academic tutor. If you do not receive a pass grade for your internship, the Program Director will decide, after discussion with your academic tutor and your company supervisor, whether the Professional Quitus can be awarded, or whether you will have to complete another long internship (this situation could arise if there is a problem during the first internship which has been duly reported by/to the academic tutor or the company supervisor).

IMPORTANT

Please check that you have completed the total duration of professional experience which is required to validate the Professional Quitus of your Degree. This may vary according to your program.

Make sure that each period of professional experience is validated by your academic tutor. If any component is not validated, you should:

- (if the non-validation is due to a failed internship report only) submit a new internship report which takes account of the comments made on the grading sheet for the first report.

or

- (if you have not successfully achieved the initial objectives of the internship mission, or if problems of behavior have been reported during the internship (either before, during or after the internship), complete a new internship or academic visit abroad and draft a new report accordingly.

Year 20xx-20xx

INTERNSHIP REPORT (LONG INTERNSHIP)

ICN MASTER *Grande Ecole* DEGREE PROGRAM

(Year 1|Year 2|Gap year|Year 3)

FULL TITLE OF INTERNSHIP REPORT

Internship in the company

………………………………………………….

Full address of company

Telephone and Internet contact details

Student trainee

NAME, First name

Supervised by

Company supervisor: **NAME, First name**

Academic tutor: **NAME, First name**

Date of submission of report: …………………………….