

Campus Link

Computerized Management of Company Internships

Guide for Student Users

The ICN Business School's Careers and Internships Office has produced this new interface, which will help you to organize and manage your company internships.

Advantages

The new interface will ensure that:

- ➔ Dialogue and communication between the different players will be made simpler and more secure (dematerialization)
- ➔ Procedural documents such as example internship agreements and renewed internship applications will be computerized
- ➔ Time taken to process applications will be reduced
- ➔ Follow-up of internship files will be improved

The link is accessible via your **Myicn** account by clicking on: <http://extranet.icn-groupe.fr/campus/>

Stages in the process

- ➔ Student begins to complete an internship assignment form (with dates, information about the company, the assignment, etc.)
- ➔ Company enters the additional information needed
- ➔ Student confirms the data
- ➔ Completed application is sent to student's academic tutor for approval
- ➔ Application receives final approval by the Careers and Internships Office
- ➔ Student downloads the completed internship agreement



Compulsory time limits for applications: 8 days for internships in France /15 days for internships outside France

Internships abroad: require evidence of insurance cover before an internship agreement can be issued to the student

Scanning: is permissible only for rapid start to an internship. Scanned documents must be uploaded to 'Campus' site, *not* sent by e-mail

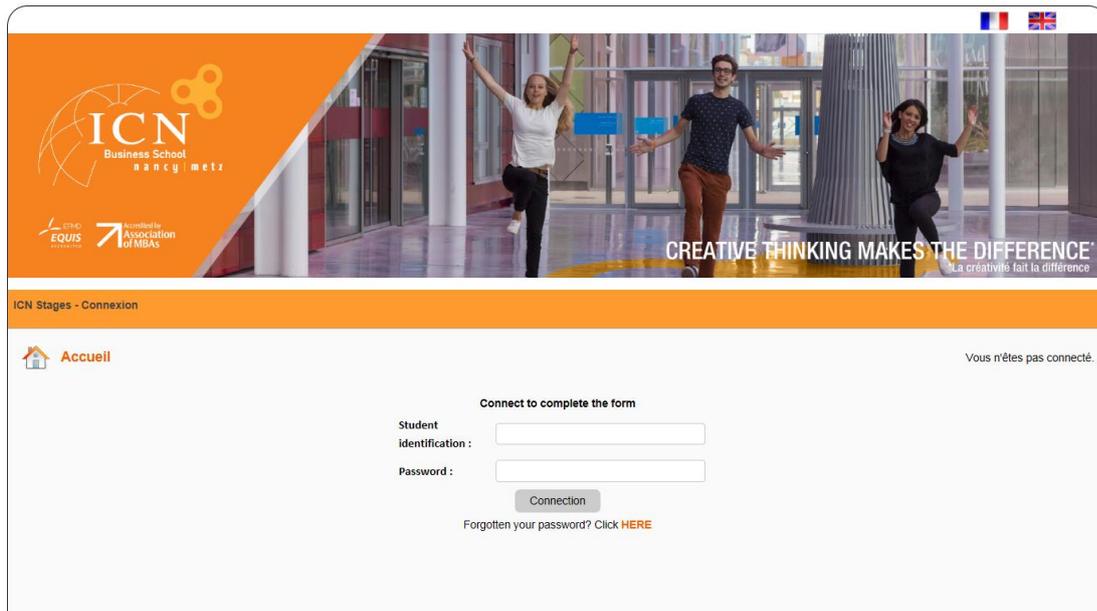
Please read on for a detailed explanation of each stage of the process:

The assignment form

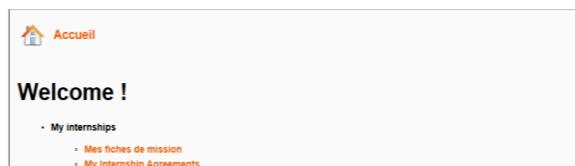
Starting your assignment form:

To begin the process of completing your internship assignment form, go to the on-line site 'Campus', at the following address: <http://extranet.icn-groupe.fr/campus>

Reminder: To access the site, use your **Myicn** password

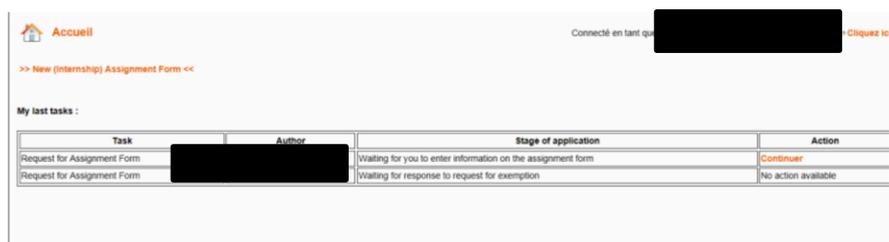


When you are connected, click in the menu 'Mes fiches de mission' (My assignment forms):



There are two options:

- Start a new application
- Continue or view the current application



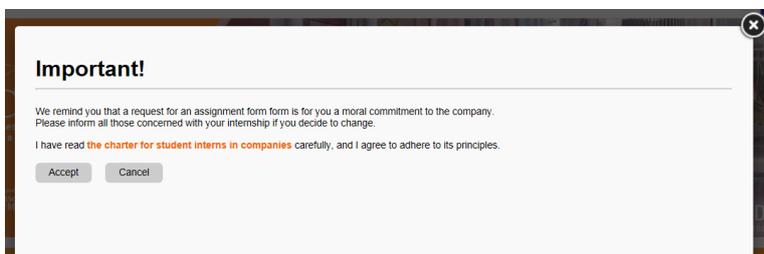
Changing the language:

You can change the language of the site on any page by clicking the appropriate flag in the top right hand corner of the page.



Completing your assignment form:

Stage 1: Confirm that you will respect certain ethical considerations during your internship.



Stage 2: Indicate the exact dates of your internship (in accordance with the ICN Business School internship regulations).

A screenshot of a web form titled "Assignment dates check". It contains several fields: "Academic year" with a dropdown menu showing "2014/15"; "Date of beginning of internship" with an empty text input field; "Date of end of internship" with an empty text input field; and "Location of internship" with a dropdown menu showing "Internship in France" (highlighted) and "Internship abroad/outside France". At the bottom, there are "Cancel" and "Continue" buttons.

Be careful! to indicate the exact location of the internship (whether it is in France or abroad) as this information will affect the remainder of the application process.

Entering data:

Enter the information requested as you proceed.

Enter the information which you have available. Any additional information will be supplied and entered by the company.

The email address of your Company internship supervisor will be used for communication with the company. If this is not known for the moment, you may indicate here the email of your contact in the company's Human Resources Department, and this can be modified later.

- 1 - Information about the student
- 2 - Information about the company or organization
- 3 - Information about your company internship supervisor

Information on the company supervisor

Name * :

First name * :

Address :

Post code :

Town / City :

Country :

Position in company :

Department / Service :

Telephone number : Fax :

email address * :

This information is essential for ensuring good communication. Indicate either the email of your company internship supervisor or your contact in the company's Human Resources Department

4 - Information about your assignment

Information on the internship assignment

Title :

Theme * :

Starting date * : Finishing date * :

Description of project :

Objectives :

Target skills :

* = champ obligatoire

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5 - Details of your internship

Internship details

Type of contract * : Convention ICN Convention Spécifique Contrat bipartite

Max. number of hours per week in company : Hours

Special requirements for presence : Nights, Sundays or Public holiday working Give details :

Monthly remuneration : euros Gross pay (per month)

Method of payment : Bank transfer Bank cheque Cash payment

Any other benefits or services :

* = champ obligatoire

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The symbol  indicates information which will help you when you are making your choices.

6 - Confirming the information

For internships abroad (outside France) you must read, and confirm that you have read and understood the document entitled “Infos_Internships abroad”

Student commitment :

I confirm that all the information is correct and I authorize ICN to pass my request on to the company concerned.

I understand that by ticking this box, I am confirming that I have read the document **Infos_Internship Abroad** and that I agree to take out all necessary insurance coverage for my internship abroad.

Signed in Nancy, on 27/03/2015

[Confirm all the information](#)

[Back](#)

Special case 1: Requesting an exemption from standard procedure

If, on your form, you indicate internship dates which fall outside those prescribed in the internship regulations, you will find a warning message on screen which asks you to confirm the information, before continuing.

Careful! You have entered dates which fall outside those prescribed for your year group! Do you wish to make an official request for an exemption from the regulations?

If you say ‘Yes’, by clicking on ‘OK’, you must wait until you receive a reply from the Careers and Internships Office.

In this case, an email will be sent to you to confirm that you may proceed with your application. You should then return to the home page for internship assignment forms and click on ‘Continue’.

My last tasks :

Task	Author	Stage of application	Action
Request for Assignment Form		Waiting for you to respond to Faculty tutor's refusal	Continuer
Request for Assignment Form		Waiting for response to request for exemption	No action available

Special case 2: Cancelling your assignment form before sending it to the company.

Before sending your form to the company, you may wish to cancel the application.

Student details

Name : [Redacted]

First name : [Redacted]

Nationality * : [Redacted]

Situation : [Redacted]

Address * : [Text input]

Post code * : [Text input]

Town/City * : [Text input]

Telephone number * : [Text input]

Email contact * : [Redacted]

* = champ obligatoire

Cancel your request for assignment form [Next]

Response from company, confirmation of information entered

You can view the information supplied by the company on PDF.

Check PDF:

To view the form, [click here](#)

Confirm the data

Refuse to confirm the data

When you confirm this, you will be informed of the name of your ICN internship tutor. You can then add a message to your request for validation by the ICN internship tutor if you wish.

Special case 3: Non-acceptance of the information entered by the company

You may refuse to accept the information supplied by the company. In this case two choices are open to you:

- ⇒ Contact the company again to have the information on the assignment form changed.
- ⇒ Cancel the form: in which case you must give a reason for cancelling, which will be included in the email sent to the company.

Further information:

Reason for refusal:

[Text area for reason for refusal]

Re-contact company with a request to change the details

Cancel the request for internship assignment form

Back [Confirm]

Special case 4: Response to the ICN tutor's refusal

If the ICN tutor refuses to approve your assignment form, this refusal must be explained to you in an email. You may:

- ⇒ Contact the company and ask them to change the details
- ⇒ Cancel the assignment form

Addendum to refusal of assignment by the tutor :

Additional information :

Re-contact the company with a request to modify the details
 Cancel the request for assignment form

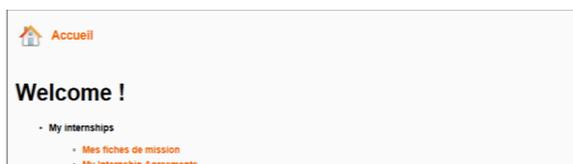
Recovering your assignment form:

On the assignment form home page

Task	Author	Stage of application	Action
Request for Assignment Form		Finished	Fiche mission disponible 

The internship agreement

Choose the menu “My internship agreements”



You can also follow the progress being made on your application:

My last tasks :

Task	Date of start of internship agreement	Date of end of internship agreement	Action
Internship agreement	21/05/2015	29/06/2015	Finished. Download the agreement signed by ICN Business School : 
Internship agreement	20/07/2015	11/09/2015	Download the agreement to be signed : 

Remarque :
 Scanned internship agreements received directly by the Careers and Internships Service will not be processed.
 Please use the Campus tool for discussion about your internship agreements.
 Please return the hard copy of the internship agreement (signed by hand and not photocopied) to the Careers & Internships Office.

Downloading your internship agreement:

You will receive an email telling you that you may download your completed internship agreement.

My last tasks :

Task	Date of start of internship agreement	Date of end of internship agreement	Action
Internship agreement	01/07/2014	01/09/2014	Download the agreement to be signed :  Upload the signed agreement : 

Download the agreement. Print 3 copies, sign them, have them signed by your host company (by hand, not printed or copied signatures please) and return them to the Careers and Internships Office.

Scanning your internship agreement:

For internships which are due to begin soon, if this option has been activated for you by the Careers and Internships Office, you may upload a scanned copy to 'Campus' before printing and signing the 3 original copies.

Once the agreement has been signed by you and by the company, you may upload it by clicking on the button "Upload your signed internship agreement".

Submission of signed agreement

File (PDF file | max. 10Mo) : Aucun fichier sélectionné.

Internship report, self-assessment and appraisals

The internship report:

Your internship report can be submitted directly via Campus Link.

You will receive an e-mail to inform you that an *upload* option has been activated.

Simply connect to your Campus console and go to the “Report” section, where you can consult the list of your previous actions:

Internship report			
Task	Date of start of internship agreement	Date of end of internship agreement	Action
Internship report	20/07/2015	09/08/2015	Submit my internship report

To reach the *upload* page, click on “submit my internship report”:

Submitting your internship report

File (PDF/MS Word | max. 10Mo) : Aucun fichier sélectionné.

Your report will be sent directly to your academic tutor for approval.

Following this action, there are two possible outcomes:

- ⇒ **The tutor refuses the report:** your *upload* option will be reactivated so that you can submit your report again, once you have made the required modifications. You will also have access to the first version of your report if you need it.

Submitting your internship report

You have already submitted an internship report. [Click here](#) to recover it
Careful! If you register a new internship report, the previous one will be irretrievably deleted!

File (PDF/MS Word | max. 10Mo) : Aucun fichier sélectionné.

- ⇒ **The tutor approves the report:** you will see confirmation of the approval of your report in the list of actions, in your “Report” section.

In all cases you will also receive a, e-mail containing the comments from your academic tutor.

It is possible to upload your report for up to three months after the last day of your internship.



Check and comply with the deadline set by your academic office for submission of your report.

The self-assessment:

One month before the end of your internship you will receive an e-mail inviting you to complete your self-assessment on Campus Link.

Simply connect to your Campus console and go to the “Self-assessment” section, where you can consult the list of previous actions:

Self-assessment			
Task	Date of start of internship agreement	Date of end of internship agreement	Action
Self-assessment	20/07/2015	09/08/2015	Complete my self-assessment

Click on the link “complete my self-assessment” leading to the online form:

Self-assessment

Description of the assignment entrusted :

The aim of this self-assessment is to develop a reflection on the learning and experience acquired during your short-term internship at the end of 1st or 2nd year of studies.
Its aim is to answer the following questions:

- 1. How did you integrate into the company?
- 2. What have you learned about your professional skills?
- 3. What skills have you acquired?

This self-assessment requires personal investment. You shall do this work within a space-time conducive to the required concentration. Please, look for a “true answer”, rather than a “good answer”.

My integration within the organization

The target skills fall within the area of knowing how to behave as a whole, just as much as using interpersonal skills in a professional environment during the internship. They focus on your participation in the activity of the host department, on the knowledge and the practical application of social codes proper to the organization, the respect of your colleagues and the ability to give full account of your work to the right person, in due time. (You shall complete the list below)

1. How did you go about integrating into the company?

I used the following techniques :

2. Did you learn about your host company's rules & regulations, and common practice and did you follow them throughout your internship?

Eg: I notified my superior if I was to arrive late or in case of absence not planned in advance ...

I am familiar with my host company's policies and procedures ...

The content varies according to the type of internship (long or short duration).

Once approved your self-assessment appears in the list of actions:

Self-assessment			
Task	Date of start of internship agreement	Date of end of internship agreement	Action
Self-assessment	20/07/2015	09/08/2015	Self-assessment submitted : 

The work placement summary:

One month before the end of your internship you will receive an e-mail inviting you to complete your work placement summary on Campus Link.

Simply connect to your Campus console and go to the “work placement summary” section, where you can consult the list of previous actions:

WORK PLACEMENT SUMMARY

Task	Date of start of internship agreement	Date of end of internship agreement	Action
WORK PLACEMENT SUMMARY	20/07/2015	09/08/2015	Complete my summary form

Click on the link “complete my summary” leading to the online form:

WORK PLACEMENT SUMMARY

CONDITIONS OF PLACEMENT

How did you find this internship ?

Speculative application
 Forum
 Career Center ICN
 Alumni network
 Other job advert
 Other, specify :

Possible reception of another ICN trainee ? Yes No

Was it a pre-hiring internship ? Yes No

Remarks :

SUPERVISION OF THE INTERNSHIP

<h5>By ICN Business School</h5> <p>Has your academic tutor been available ? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Have you needed any support ? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Has he/she provided the necessary assistance ? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Opinions and suggestions : <input type="text"/></p>	<h5>By the host organization</h5> <p>Did your assignment truly concern your supervisor ? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Has he/she been available / responsive to your needs ? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Has he/she provided the necessary assistance ? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Opinions and suggestions : <input type="text"/></p>
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CRITICAL REVIEW OF YOUR EXPERIENCE

Once approved your work placement summary appears in the list of actions:

WORK PLACEMENT SUMMARY

Task	Date of start of internship agreement	Date of end of internship agreement	Action
WORK PLACEMENT SUMMARY	20/07/2015	09/08/2015	Summary form submitted : 

The host company's appraisal:

One month before the end of your internship your supervisor in the company will receive an e-mail, containing a link and inviting him/her to complete the appraisal form online.



Be sure to warn us in advance in case of **a change of company supervisor** and provide us with a correct e-mail address

It is your responsibility to ensure that the company supervisor has filled in your appraisal.

As soon as the company has submitted it, your appraisal form will appear in the list of actions in your “Student internship appraisal form” section, and you will be able to read and download it:

Student internship appraisal form

Task	Date of start of internship agreement	Date of end of internship agreement	Action
Student internship appraisal form	20/07/2015	09/08/2015	Awaiting appraisal by the company
Student internship appraisal form	20/07/2015	09/08/2015	Awaiting appraisal by the company
Student internship appraisal form	06/07/2015	04/09/2015	Company appraisal submitted : 

We remind you that the company should also provide you with an internship certificate, confirming the job title and dates of your work experience.