

STUDENT GUIDE to SHORT INTERNSHIP

Internship 'Active Discovery' & 'Immersion' (1A/2A)

*This guide is for students wishing to
complete an internship at the end of year 1
or year 2 of the ICN Grande Ecole Degree
Program*

INTRODUCTION

In this guide, the generic term 'internship' is used to indicate a period of professional experience which is confirmed in an official document or contract. This may be a traditional internship agreement, but may also be, for example, a 'CDD' or temporary/fixed term work contract. These too, from an academic point of view, are perfectly acceptable as internships. The same applies to a humanitarian project.

In the case of a work contract, you should request a 'Project form' (*fiche de mission*) on Campus. Please indicate 'two-party contract' (*contrat bipartite*) on Campus, instead of 'internship agreement', when you are asked to specify the type of contract.

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 a good image of the School.

We therefore thank you in advance for participating, wherever you may be for your internship, as active ambassadors of 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.

General principles of ICN internships

Principle n° 1: Whilst 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.

Principle n° 2: To be taken into account, each professional experience must:

- respect mission and duration constraints, as explained in this guide;
- be registered by the “carrières et stages” service, using a mission form validated by your academic tutor, and your in-company supervisor (“maître de stage”);
- be assessed by both the company (using an evaluation sheet sent directly to your supervisor), and the school (based on a report, and written self-assessment summary, that you submit to your academic tutor).

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

Principle n° 4: 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.

CALENDAR

The 'short' internship in year 1 or year 2 must last a minimum of 10 weeks to be validated. It may last longer than 10 weeks, if the conditions outlined below are complied with. If the internship lasts less than the 10 weeks minimum, two internships, one in year 1 and one in year 2, may be combined to fulfil the requirement. However internships of less than 4 weeks are not permitted.

The short internship begins after the end of classes in academic year 1 and year 2, and ends at the latest (the exact dates will be published each year):

- 1 day before the date of the start of classes at the beginning of the following academic year, unless the student has any second session examinations (re-take examinations) to take,
- 1 day before the date of the second session examinations, if the student has second session examinations (re-take examinations) to take.

OBJECTIVES

The short internship at the end of year 1 or year 2 of the ICN Master *Grande Ecole* program will enable you to:

- Experience the reality of life and work in a company,
- Discover a particular sector of activity and/or a particular profession,
- Involve yourself in a practical project, agreed in advance of the internship and confirmed in an internship agreement between the host company and the ICN Business School.

It is recommended that the project should enable you to discover two or three key functions within the company (e.g. sales, marketing, human resources, finance, accounting, general management, etc.).

The short internship may respond to two objectives, depending on whether it is carried out at the end of year 1 or year 2 of the ICN Master *Grande Ecole* program.

- End of year 1: Internship 'Active discovery', including client relations,
- End of year 2: Internship 'Immersion'.

Whatever the type of internship, it should enable you to search and negotiate more easily your next internship during the 'Professional (gap) year' or at the end of your studies. Make sure therefore that you take a long-term view when looking for your first internship and project.

End of year 1 Internship 'Active discovery'

This is the classic form of internship and allows you to 'discover actively' an **organizational structure**. The internship usually involves you in making a contribution to the work of a company, but it may also be a specific mission (e.g. a humanitarian mission, a mission related to the activity of the ICN Business School, a Junior Enterprise study,

etc.). All companies, whatever the nature of their business, are able to take a trainee on an internship for this length of time. However it is important for the student to choose the mission or project with care. Ideally the internship should give students a meaningful experience which will give added value to their CV/résumé.

In this sense, your work in the company or as a participant in a mission is considered to be a first opportunity to investigate in detail an issue relating to the company and its organization. This issue you should analyze and give your comments on, since its purpose is to enable you to gain a practical and multi-dimensional insight into the world of work.

In addition your mission or project should ideally contain an aspect of client-relations, in some form or other. The word client should be considered in its broadest sense, as it may refer to clients who are external to the company, but also to internal clients, e.g. other colleagues, services or departments in the company.

The results of this investigation should give rise to a personal internship report or project report which should give a clear indication, in an objective way, of the lessons you have learnt.

End of year 2 Internship: 'Immersion internship'.

This internship must satisfy, as a minimum, the conditions applied to the end of year 1 internship "active discovery". In addition it is important that **your mission or project in the company should be clearly indicated, and that this should be directly linked to your choice of year 2 specialization/major.** This is essential for an internship agreement to be approved.

Your work as an internee will therefore be to apply the methods and techniques studied in class, and to learn new skills. Your contribution to this learning process, together with the results you have obtained, should be made clearly apparent in your work and in your report. This type of experience is very useful to put in practice your specialization/major. It can be extended to a long experience, by contract amendment.

The mission is only completed therefore when you submit a personal written report on your internship or mission/project. The report should demonstrate your ability to reflect, with the benefit of hindsight and in all objectivity, on the mission which was entrusted to you. You must describe the mission in detail, the results you achieved and your reflections on your own learning process.

Other possible activities

Instead of the end of year 1 short internship, you may choose to complete, as part of your ICN Master Degree and for the same length of time, one of the following:

- A **foreign language study visit.** This may take the form of an employment or a cultural and/or language study visit. It is particularly strongly recommended if your level of competence in English, or another language, is unsatisfactory. Immersion in the language and culture of the country concerned is the best way to make progress and will help you to prepare the external examinations in foreign languages which are an integral part of your Degree studies (TOEFL, TOEIC, GMAT etc.).

Note: A foreign language study visit may be recommended to you by the Examinations Board as a result of your score in English during the ICN entrance examinations. It is strongly advised that you follow this recommendation, if it is made in your case.

- A **humanitarian mission,** as part of your student Association work or as an individual project,

- **Welcoming students to ICN for the entrance tests and interviews** (June and July - in collaboration with the Students' Office/BDE). Welcoming students validate the 10 weeks required for the short internship.
- **Welcoming international students to the ICN in August**, in collaboration with the student association **Globe 'n Co**. This activity validates 2 weeks.

Whichever type of activity you choose to do, you must produce a written report to describe and account for your work. Also, because there is no assessment form to be sent to the organization employing you, you must also supply some proof of your participation and your contribution to the organization, such as: an employment contract, salary slips, statement to prove your participation and contribution, letter of recommendation, etc. Your Faculty tutor will need this evidence, to validate your activity and the period of time devoted to it.

ADMINISTRATIVE FORMALITIES

Please see the section "Ressources /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 /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 15 October.

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

INTERNSHIP SUPERVISION and DEFINING THE MISSION

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 short internship. There is no action for you to take here, as the School will allocate a tutor for you.

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.

Your mission or project in the company/organization must be approved by the organization and by your ICN Faculty tutor. This approval is a pre-condition for the final drafting of your internship agreement.

IN PRACTICE

The mission which you carry out during the short internship, called 'Active Discovery Internship', must contain the following phases: research, collection, sorting and analysis of appropriate information on the 'organizational context' of your internship. This means either the structure and organization of the host company or, more broadly if the mission has a wider context than just the organization, the wider environment (including the organization) in which you carry your particular mission.

Information search

In this phase you are required to collect as much relevant and varied information as you can, making use of all the sources at your disposal (company booklets and leaflets, interviews with management, informal discussions with the employees, external data bases, internet sites, the different players in your mission, the socio-cultural background, etc.).

You should demonstrate flexibility and the ability to adapt to the environment in which you are working. Working in a pub in England, doing a part-time job in a temping agency, welcoming candidate students to the ICN for their interviews, or participating in a humanitarian mission in South America, will all require different methods of investigation. But all will give you an opportunity to demonstrate the same approach and reach the same objective: describing and analyzing as objectively as possible the reality of your situation.

The academic objective is to encourage you to become acquainted with and utilize the approaches provided by different disciplines and aspects. To help you in your information search, the following are suggestions which may provide some clues as to where to start.

Marketing : you might wish to search for information on the company's distribution policy, its communication policy, and the competition which the company faces.

Economy and Finance: you could talk about the range of products and/or services, identify the branches of activity to which each relates and indicate to which sector of activity the company belongs, list the technical means available for running an efficient financial operation (accounting, audit, taxation, financial reporting, etc.) and the different services concerned, identify the company's key partners in terms of financial flows, describe the work of the finance department and its main features, etc.

Legal services: you could mention the type of company (in terms of company law), how the company manages litigation, describe the work of the human resources department, identify the institutions which represent the staff, together with the ways in which they operate.

Data sorting and analysis

Once you have collected your information, you should sift through this to decide what is important and what is less so, and then organize it with a view to preparing the reflection phase. This will enable you to understand the rationale behind the company's structure and organization, and also the reasoning behind the choice of project or mission you have been asked to carry out. In doing this, you must also check the reliability of the data you have collected by cross-checking with other sources and then ensure that your information fits into a coherent whole.

Your analysis should be a systematic one, in that it should concern all the information you have collected and sorted. Your main tools during this phase will be your curiosity and your critical sense. It may also be interesting to create connecting links between the different functions within the company.

GRADING THE INTERNSHIP

The internship will be graded on:

- 1 your internship report, and
- 2 the assessment which the host company or organization returns to the ICN Business School at the end of your mission/project.

The following criteria will be used to grade your internship:

- the quality of the presentation of your internship report: its physical presentation (printing, binding, etc.) and the quality of the typing/word processing (spelling, syntax, style, etc.),
- the content of the report (see below),
- the appreciation by the company or organization hosting you for the internship. This will be done on a special form which will be sent by the ICN to the host company in August. The company will give its assessment of the work you have done during the internship and your ICN tutor who will be grading the internship will take this into account. Students who are involved in welcoming next year's candidates will be assessed by the Students' Union/BDE (*Bureau des Elèves*) and the School's Communication Service, and
- respecting the date for submitting the internship report (15 October).

The Internship Report

Every internship must be completed by drafting an individual internship report. The presentation of this report must conform to the following standard academic rules: typeface Times 12, spacing between lines 1.5, printed back-to-back. (See the sample cover page at the end of this document. It can also be downloaded from MyICN).

Your year 1 “active discovery” report must be a maximum of 20 pages in length and include the following 4 sections:

- How you set about looking for your internship(s), how you decided on the appropriate one(s) and what were your selection criteria.
- A brief presentation of the company or the organization hosting you. You should avoid copying the whole or parts of the company’s internet site, but instead give a more personal account.
- Introduce your mission or project within the organization. What was the nature of the mission? what were the objectives? how did you set about it and how far did you achieve your goals?
- Finally describe the lessons you learned from the internship, especially the contribution it made to complementing your learning at the ICN, your choice of major study, your future employment ambitions and any other personal lessons learnt.

You should also add, as the last page of your internship report, your résumé/curriculum vitae, updated to include the internship you have just completed.

The tutor who grades your internship report will be looking for the following:

- Your understanding and awareness of the working environment in which you completed your internship and how this helped in your learning process,
- Your contribution to the work of the company/organization,
- Your comments and analysis of what you have learned.

Your year 2 “immersion” report must be a maximum of 40 pages in length and include the following 4 sections:

- A presentation of the company or the organization hosting you. You should avoid copying the whole or parts of the company’s internet site, but instead give a more personal account,
- A description of your mission/project, your objectives and your analysis of the mission in the more general context of the organization (its role, its internal and external relationships, its resources, etc.),
- A summary, with your critical analysis, of the work that you completed. Assess your practical contribution to the company in terms of its expectations and your own. What aspects need to be improved ? What did you achieve over and above what was asked of you ?
- Comment on your learning process : what did the internship contribute to your training? how related was it to the classes taught at ICN? what aspects do you think were missing which would have helped you to fulfill your objectives more successfully, etc.

You should also add, as the last page of your internship report, your résumé/curriculum vitae, updated to include the internship you have just completed.

The tutor who grades your internship report will be looking for the following:

- Your understanding and awareness of the working environment in which you completed your internship,
- Your understanding of your mission within the general functioning of the company,
- Your ability to respond to the objective which has been set for you, and even go beyond it,
- Your thoughts on your learning process and on the competences you have acquired, and
- Your thoughts on the future direction you will give to your learning and your career.

If you complete several internships during the summer, or if you combine a humanitarian project and an internship, or you combine student reception with an internship, you only need to write ONE internship report. However, in this report, you must include a presentation of each component of your summer activity individually, and itemize as far as possible the four sections mentioned above. Finally at the end of your report you should compare the benefits of each experience in terms of your future career plan.

If you write a report based on an activity other than a 'classic' internship, you are asked to adapt your style and methodology to the 'other' activity in order to highlight your contribution to that activity. You should also explain the way you have adapted your approach to writing the report.

For example, in the case of a humanitarian mission, the report should not be the same as the final composite report for the School Association project. It could, for example, give your views on a specific practical problem in the country you visited, or highlight your particular contribution to the mission, etc.

Do not forget to explain how the internship either reinforced or contrasted with your vision of the world of work, compared with the impression you may have had when you began your studies, or your impressions after the presentation of professions and functions during the School forums.

If you were involved in an activity which did not require an internship agreement, you must submit with your report any evidence (statement from your employer or work certificate) which will help your Faculty tutor to judge whether your work gave satisfaction to your employer or your company supervisor. This will also help the School to validate all your weeks of professional experience. In this case you may write a longer report.

If your work experience was abroad, you should keep all relevant documents safely. They will help your academic tutor to validate your 'International Quitus'.

A special case: A linguistic study course abroad.

The dates and details of this course, as well as the contribution it has made to your studies should be evidenced by letters of recommendation from your foreign institution, your class grade sheets or the results of language tests. It is important that you should identify, in advance of the tests, those for which you will be a candidate and which will help your academic tutor to validate the stay abroad.

Submitting your documents

You should submit your internship report directly to the School via the *Campus* tool. You should also register on-line:

- the company's assessment of your internship,
- the company's statement that you have completed the internship,
- the internship summary form (*fiche de synthèse de stage*) already completed on *Campus*, and
- your self-assessment form, already completed on *Campus*.

Important note

These documents should be received by the School by 15 October at the latest (on Campus).

The collection of documents and their submission to the School is the sole responsibility of the student.

Validating the 'Professional Quitus'

The 'short' internship, which must obtain a grade equal to or higher than 10/20 to be passed, is one of the essential components of the International Quitus, along with students' participation in the events organized by the ICN's Careers and Internships Service/First Degrees during the academic year (forums, conferences, professions marathon, etc.).

If a student is absent from one of these events, a valid document justifying his/her absence must be produced.

IMPORTANT

To pass the Professional Quitus successfully means that the short internships must be validated. If these are not successfully completed and validated, you must:

- (if the non-validation is due to a failed internship report only) submit a new internship report, taking into account the comments made on the grading sheet.

or

- (if you have not successfully achieved the initial objectives of the internship mission) complete a new internship or academic visit abroad and draft a new report accordingly.

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INTERNSHIP REPORT (SHORT INTERNSHIP)
ICN MASTER *Grande Ecole* DEGREE PROGRAM
(Year 1 or Year 2)

FULL TITLE OF INTERNSHIP REPORT

Internship in the company

Name of 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