



# First Internship Documentation

*Summary: This document contains the information regarding your first period in a company during your 42 cursus.*

*Version: 1*

# Contents

<b>I</b>	<b>Overview</b>	<b>2</b>
<b>II</b>	<b>Legality questions</b>	<b>4</b>
<b>III</b>	<b>Pedagogic part</b>	<b>5</b>
<b>IV</b>	<b>Business Relations Team</b>	<b>7</b>

# Chapter I

## Overview

A good professional integration remains one of the fundamental objectives of the school. If the curriculum is designed to put you in a situation similar to what happens in business, nothing will match the experience in business itself. So there are internships available to you.

The first period is after the first third of your cursus. At this point, you have acquired some knowledge, and it is time to test it in the company to mature your approach to programming. Do not worry if you feel that you do not "know enough" to go to work: we know from experience that you are fully capable of meeting the needs of companies. You also do not have the vocation to be perfect in your technical knowledge, because this contract will also be a learning ground!

This first contract is a very important moment in your cursus - you will discover new horizons, see other things, and it will be an opportunity to set new goals and glean new motivations (career, startup, etc ... beyond the simple completion of projects that you do at school).

Your first induction period must meet the following requirements :

- It must respect a duration from 4 to 6 months full-time.
- Given that your progress in the curriculum is completely personal because of the decompartmentalization of time, the moment when you will be able to fulfill your contract will be defined individually.
- It is nevertheless a good idea that this period includes the 3 summer months in order to make room for the selection piscines.

An important point here concerning the name "internship" :

This word is commonly used in 2 cases, which should be remembered. According to the Government (law or something like that), an internship is a period of professional integration that is very strictly framed, and governed by an internship agreement. However, it turns out that "internship" is more often used in its broadest meaning, encompassing

any professional period included in a training course, regardless of the legal status. The use of the word "internship" in this document will be that of its widest form, and therefore does not necessarily imply the establishment of an internship agreement: it may be a fixed-term contract, an open-ended contract, etc. ...

There are two evaluations during your internship that will be sent to your referent.

- The first, mid-term evaluation, will be sent halfway through your work period.
- The second, end of course evaluation, will be sent one week before the end of your contract. If you have signed an open-ended contract, this evaluation will be sent one week before the date you indicated on the intranet as the end of your contract. It is therefore important that you indicate a date of end of contract allowing you to be evaluated during your course. Generally, it is recommended that you specify a duration of 6 months.

This last evaluation will authorize you to subscribe to the peer-video project.

# Chapter II

## Legality questions

For reasons of legality, you can not start working if your contract is not signed and uploaded on the intranet. If you decide to do so, you will not be covered by any form of social protection and you will be considered to be working illegally. No need to remind you that this should not happen. As a reminder, in the case of an internship agreement, it must be signed by yourself, a representative of the company and a representative of 42, because it is a tripartite agreement. In the same way, any amendment (extension or break) must be signed by the same three parties.

For your first experience in business, we authorize the following contracts: a fixed-term contract, an open-ended contract, internship agreement. Your contract must be in all situations full time, with an office to work from (No remote!).

# Chapter III

## Pedagogic part

This internship allows you to realize your capacities in a real environment, it increases your experience on the different aspects of cursus (technical, organizational, relational) but also on elements more related to the understanding of the context of the company, business, issues... It is also an opportunity for those who have little or no professional experience to start filling in their CV, thus facilitating their integration at the end of the cursus.

Current conditions are:

- Successfully complete the **Common Core** part of the cursus.
- Not subscribed to **Startup Internship** or **Part-Time**

Please note that the internship project is not retroactive, we do not provide an internship agreement - we do not validate any other type of contract - for students who do not fulfill the conditions requested (whether they have the agreement of a company or not).

Since this is an element of your career, this internship includes an evaluation. On one hand, the training supervisor completes a mid-term evaluation and a final evaluation, on the other hand, the peer correcting applies on the rendering of each: a video presenting the internship period, uploaded on a website like Dailymotion or YouTube, etc... and whose link is in a file "video" on your rendering git.

You have to present in this video what happened during your internship, in 4 to 5 minutes. It must contain a presentation using the tool of your choice (Powerpoint, Keynote, Prezi, ...), as well as a miniature inlay of you, at least in bust, even standing. An intro / conclusion where only you appear is possible. This video must have the professional side of a presentation to the board of directors of a large company. As much for the quality of your slides, your outfit, as the quality of editing and production. The content will follow some rules :

- There is a new board member: you will have to explain the overall context of the company, the particular context, the issues, the content and the results of the

project(s) you did during the internship. The new member, without a corporate culture, needs to understand what you are explaining.

- Seeking to promote people on internship, the board is there to listen to YOU. It is your personal involvement in the project, your qualities, both technical and managerial (if applicable) that interest them. It's up to you to convince them.

# Chapter IV

## Business Relations Team

The Business Relations team is there to ensure the connection between students and companies. It intervenes on several levels.

First, it acts to facilitate the search for internships by students. This translates into an approach with the school's partners to promote the submission of job offers by companies. Also, conferences and workshops to form the good approach to the elements which constitute this research are proposed (CV, interviews, ...). Finally, Meetups or other events are proposed to put students in direct contact with companies looking for trainees.

Whatever the type of contract used for your internship (internship agreement, fixed-term contract, open-ended contract ...), you must provide information about your internship (company details, legal status and internship topic) by completing the form on the intranet in the Companies section and uploading your signed contract. It is important to respect these instructions, they allow us to make a good follow-up of students in training or at school.

Finally, the Business Relations team is there to serve as a link with the school during the internship. In case of problem, doubt, question, address the Business Relations team. We can both advise you, but also call you to order if necessary. Respect and trust between you and your company must work both ways. For example: the company must ensure correct working conditions. On your side, behavior, punctuality, must just as much meet expectations. Also, any contract signed is a legal commitment on your part. You can not stop an internship because you do not like it, but only when the terms of the contract are not respected. The list is long, but you understand the main idea: be pro.

The entirety of these elements will be taken into account for the validation of your internship.