



## Part Time II Documentation

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

# Contents

<b>I</b>	<b>Overview</b>	<b>2</b>
<b>II</b>	<b>Legality questions</b>	<b>3</b>
<b>III</b>	<b>Pedagogic part</b>	<b>4</b>
<b>IV</b>	<b>Business Relations Team</b>	<b>6</b>

# Chapter I

## Overview

A good professional integration remains one of the fundamental objectives of the school. The curriculum is designed to put you in a businesslike situation, but nothing will match the business experience itself. This is why we wish to enhance to a certain extent the approach of students who engage in a part-time professional activity in parallel with their curriculum, via a dedicated project.

This part-time development project must meet the following requirements:

- This project takes longer to complete. You can do as many weeks as you want (up to an equivalent of 6 months of full-time, with a part time job)
- Part-Time I replaces Internship I or Startup Internship. You can't do both.
- The validation is different. To have 125% in duration, you will need to spend more than 6 months because the validation is on full-time.
- You cannot cumulate more than 130 days in total for the intranet. Your grade won't go up if you go above.

There are two evaluations during your part-time 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 130 days.

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.

# Chapter III

## Pedagogic part

This Part Time 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 **Internship I**

Please note that the Part Time project is not retroactive.

Since this is an element of your career, this Part Time 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 Part Time 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 Part Time, 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 Part Time. The new member, without a corporate culture, needs to understand what you are explaining.

- Seeking to promote people, 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 jobs 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 Part Time (Part Time agreement, fixed-term contract, open-ended contract ...), you must provide information about your Part Time (company details, legal status and Part Time 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 Part Time. 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 Part Time 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 Part Time.