



INTERNSHIP

TECH2



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Preliminaries



delivery file name: internship_report.pdf

Internship period

The objective of your work experience cycles is to develop both your technical skills, social skills and your allround relational fluency. You are expected to develop your leadership skills through aptitudes such as curiosity, adaptability, listening skills, empathy, consideration, and motivation.

Internship report

The report requires you to outline your internship that you have carried out through a document regrouping several structured parts, each having a specific goal. Each part of this document must be understandable to a non-technical audience and must be sufficient to meet the stated purpose.

You will have to structure your presentation around the following parts (possibly supplemented with sub-parts):

1. The **context** (the company that welcomed you, its organization, its activities and business issues and your place in its organization)
2. Your **mission** (as defined by your internship mentor) by re-contextualizing it within a more general activity
3. The **accomplishment of your mission** (what you have produced), by presenting the facilities and difficulties you have faced
4. **Conclusion** (what this internship has taught you about your knowledge within the industry, its business, your organizational and technical knowledge and what your mission/achievement has brought to your company)

If you have completed your internship with other students in the school, **each student must write their own report.**

This personal work will be judged on both form and substance. The exercise must be carried out in the language of your city of enrollment - or in English (in case your mother tongue is different from the above-mentioned language).

Your document must demonstrate **your professionalism and your seriousness.**

Your written document must avoid transmitting sensitive information: you have to make your documents generic if necessary by removing or replacing the target elements (name of a customer, valuable technical information, specific place ...).

It must be able to put forward your **editorial ability and your analyzing capacity.**

It must absolutely include 30,000 characters (spaces included) +/- 10%. Images, diagrams and pictures are welcome.

It must include a cover page for each part of the document

Oral defense

The oral presentation is compulsory: face-to-face, it lasts 30 minutes (20 min of presentation and 10min for Q&A).

On the merits, this exam must allow the intern to highlight their performance during the internship by detailing the ins and outs of his/her social and technical integration. The intern should not hesitate to highlight his/her experience within the company's project and to clearly show the positive result of his/her performance. Please note that this content is not what is requested in the written document.



On the style, this delivery is a presentation and oral communication exercise.

The presentations are public, with the exception of a discussion period at the end. Students are strongly advised to attend the oral presentations, which are an excellent opportunity for them to discover the progress of a delivery and to take into account the remarks made for the preparation of their own performance.

As a candidate, you can refuse a student attending your presentation.

Preparation

Plan to arrive ahead of time in the location where your presentation is being held. The jury has been instructed not to accept a candidate who arrives late (even with a valid excuse). A presentation is a communication exercise. It is therefore advisable for the candidate to present themselves in the appropriate attire, also paying attention to details of speech and posture. It is strongly advised to prepare and rehearse this presentation before.

Support

It is not authorized to use a personal computer: a laptop will be provided.
The supported media formats are: PPT or PDF
The only physical medium allowed is a USB flash drive.
The candidate must imperatively come to the presentation with his/her document having been recorded on AT LEAST 2 SEPARATE MEDIUMS.



It is the student's responsibility to check the legibility of these mediums and associated documents BEFORE commencing. No claim will be accepted for lack of medium attributable to the candidate.

Evaluation

The following will be taken into account in the evaluation:

1. presentation (behavior, level of language, ...)
2. oral (posture, speech, persuasion, clarity, time management ...)
3. suitability with the company (understanding the context and strategy of the company, highlighting its contribution to the company, assessment (technical, social integration) of the internship, ...)
4. support (quality of the presentation medium, layout, demeanor and relevance of the writings, choice of illustrations, ...)
5. answers to questions (understanding of questions, relevance and clarity of answers).

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