

B5 - Part-time Internship

B-PRO-500

Part-time Internship

Tech3





GOAL

The goal of your periods of professionalization is to develop your technical skills, your interpersonal skills and your interpersonal comfort.

You are expected to develop your leadership skills through qualities such as curiosity, adaptability, listening, empathy, kindness and motivation.

During the internship, you represent the school.

The rules of correctness and politeness apply, and in particular:

- correct behavior;
- correct clothing and in adequacy with the rest of the company;
- respect for the hierarchy;
- regularity and punctuality in your work, you must respect the company's schedules;
- rigor and performance are required, you are not on vacation.

Don't forget that you are bound by a contract with the company.

You must respect the terms of the contract.



Do not hesitate to contact your pedagogical team. We need to know about any tensions you may encounter, but also to know if everything is going well.



You must evaluate your internship once it is completed, on the intranet (on the internship page).



CONTRACTUALIZATION

The validation of the internship subject is done on the intranet, in the “internship” section and is carried out as follows:

1. Completion of the form on the intra ;
2. pedagogical and administrative validation by the pedagogical team;
3. signature process:
 - for “internship” (in french only), I follow the process of electronic signature
 - for other type of contract (fixed-term (CDD), CDI, abroad), I send a copy of my contract by e-mail to the pedagogical team that follows me.
4. The status of the agreement changes to *OK* on the intra.

In case of an agreement provided by the company.**

The process remains the same.

You will simply have to provide us with the company's agreement for signature, it will replace the Epitech agreement.

On the intra, check *CDD/Fixed-term contract* in order not to trigger an electronic signature.

IN CASE OF A PROBLEM

In case of a problem, the school is always there.

It is impossible to unilaterally break your contract. It can only be broken by an agreement between the three parties (for internships).

One false step can put you in legal difficulties.

These possible incidents will not affect your schooling as long as you have behaved correctly towards the company.



EVALUATION

Your internship will only be evaluated on the defense.



You will find all the information concerning the defense in the description of the activity in the intranet.