



INTERNSHIPS A4

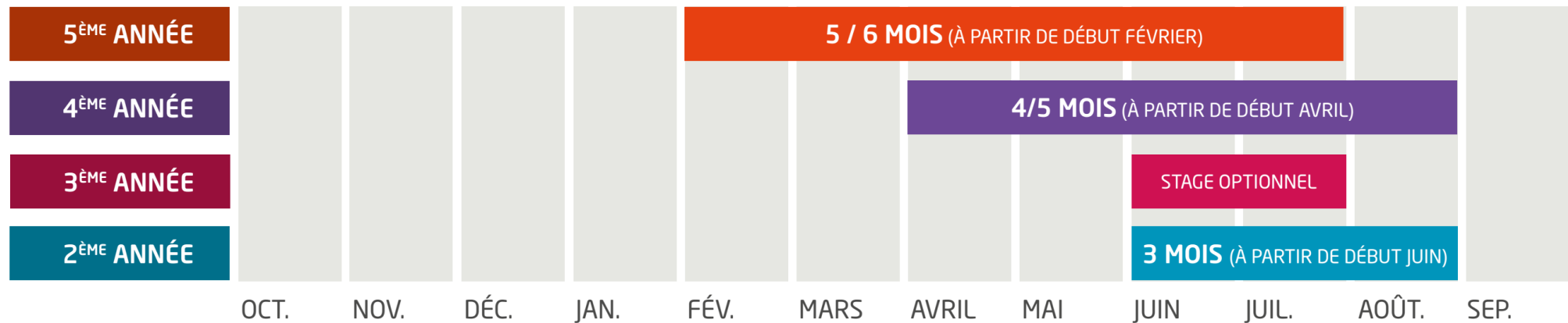
2024 - 2025

\ CONTACTS

- Internship manager for ESILV : Saad BENJELLOUN
- Administrative referent for A4 – A5 internships : Audrey DUGUEY-NEVERS
- Referent for international students : Sarah MASSUELLES
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\ 12 TO 15 MONTHS OF PROFESSIONAL EXPERIENCE



Internships allows you to build your own professional path and experience.

Do not think about an ideal path; the only perfect path is the one that suits you and aligns with your professional project: industry sector, type of company (startup, SME, mid-sized company, large corporation), France / International, and, of course, pay special attention to the types of internship assignments!

3 MANDATORY INTERNSHIPS - 1 OPTIONAL INTERNSHIP



A2

OPENING UP TO THE PROFESSIONAL WORLD

- Learning how to search for an internship
- Discover the company, its operations, and its challenges
- Master the basic soft skills required in the company"



A3

optional

KNOWLEDGE OF COMPANIES

- *Recommended for E3A/PT integrated students as an internship to discover the professional world.*
- *Refining scientific knowledge*



A4

ENGINEERING TECHNIQUES

- Handle complex and technical tasks
- Confront the knowledge gained from your Major with the company's requirements
- Master the soft skills of an engineer: communication, teamwork, autonomy, adaptability



A5

End of Studies

ENGINEER ASSISTANT

- Responsibility for an engineering-level project or task
- Autonomy
- Transition into professional life (pre-hire)



Dates :

- Starting from Monday, April **14th**, 2025
- Finish before August 31th (or at latest Sept 5th).
- No early departures
- A4 Make-up exam session is **in person** the week of Mai 12th.

Duration :

- 16 to 20 weeks recommended

Contract Status :

- Internship with an agreement
- Possibility of a fixed-term contract (CDD) or temporary work (Intérim), do not forget VIE (Volontariat International en Entreprise)

International :

- An internship abroad allows you to fulfill the mandatory mobility period.
- Procedures are the same as for an internship in France.

MISSIONS

- In relation to your major (even if the degree is common)
- No mandatory link with the specific tracks (research, UX design, quantic...)
- Validation by your major supervisor
- Ensure missions are detailed as much as possible in the agreement to avoid any surprises.
- Missions should not change significantly during the internship; if they do, inform your school tutor (potential addendum).
- If the company wishes to implement a confidentiality agreement or equivalent, they will provide it, and you will be responsible for having it signed by ESILV.
- If doing 2 internships in research organizations A4 + A5 (universities, INSERM, CNRS, etc.), 14 weeks in a company are required at the end of your engineering studies.

Tuto Help Center

INTERNSHIP AGREEMENT

- Send the **information form (webapps)** which will serve as the basis to complete the request.
- Create your “Internship request” using this information.
- Agreement provided by ESILV, unless some exceptions. If the company requires using its own contract upload it (pre-filled) to the webapp or send it to scolarite-esilv@devinci.fr.
- The company tutor is not the HR manager, but your direct manager (notify scolarite-esilv@devinci.fr in case of any changes.)
- Occasional remote work allowed if authorized (no full remote).
- Compensation to be negotiated with the company.
- Civil liability certificate (in your name) must be valid for the duration of the internship. Repatriation insurance for internships outside France.
- Agreement translated into English, attached to the main agreement in French.

EDITION OF INTERNSHIP AGREEMENT

Information form

- Available, in French or English, from the "Documents" tab "Internships" category on the portal, for all types of contracts (internship, CDD, temporary employment)
- This form allows you to retrieve from the company, information that will be necessary for the edition of internship agreement itself.
- This form is not the internship agreement, so it does not officially commit the company or the school.

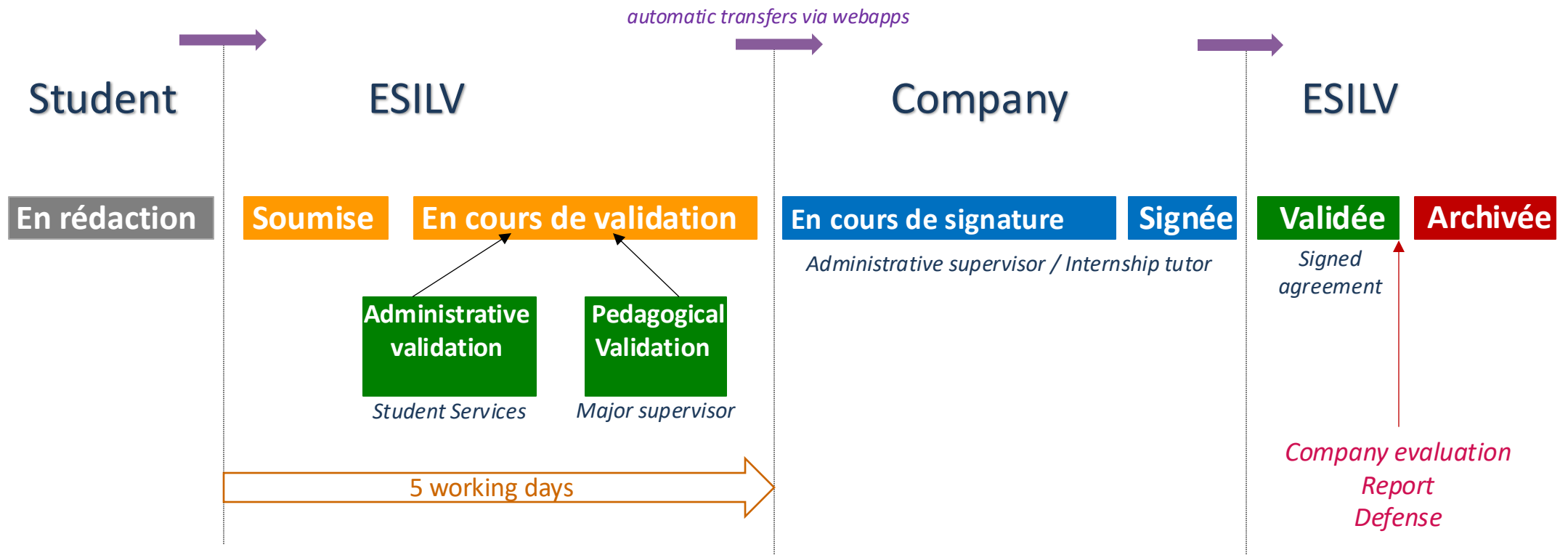
The image shows two pages of a form titled 'Formulaire de renseignements sur l'entreprise pour établir une demande de convention émise par l'École'. The left page contains sections for 'L'ÉTUDIANT-STAGIAIRE' (Student-Trainee), 'IDENTIFICATION DE L'ENTREPRISE' (Company Identification), and 'ADRESSE D'EXECUTION DU STAGE' (Internship Execution Address). The right page contains sections for 'CONTACT ADMINISTRATIF' (Administrative Contact), 'TITULAIRE DE STAGE' (Internship Holder), 'DATES' (Dates), 'SIGNATURES' (Signatures), 'PRÉSENCE DANS L'ENTREPRISE' (Presence in the Company), and 'CONDITIONS PARTICULIÈRES DE TRAVAIL' (Particular Working Conditions).

Insurance

- L'attestation de responsabilité civile (civil liability certificate) must be valid during all the internship period. It must **include the student's name** as the beneficiary. This certificate **can be obtained from your home insurance**, or via another type of insurance depending on your situation)
- For international internship, you must provide an **assistance and repatriation insurance** (insurance to be taken out with an insurer depending on the duration and location of your internship. There are special student-trainee insurance policies)

Any period in a company (internship or contrat) not validated before on the portal will not be accepted by ESILV, and cannot give rise to ECTS (beware of the diploma jury !).

APPROVAL OF INTERNSHIP & AGREEMENT



- Any period in a company not **pre-approved on the portal/webapps** will not be recognized by the school and will not count towards ECTS credits (be cautious for the graduation jury!).
- For double-degree programs**, even if the internship is part of the partner university's curriculum, you must complete the form on the web app, indicating "agreement provided by the partner organization."

EDITION OF INTERNSHIP AGREEMENT

5 working days between entry on the portal and the start of the internship



Demo on Help Center : [lien](#)

Agreement edited by the school ESILV :

Automatically sent by email to the company as soon as the administrative and pedagogical validations are completed

(attention: you may have to check the reception with the company administrative referent)

Specific agreement provided by company :

Internship validation in the portal
+ Upload the company agreement to the webapp or Send to scolarite-esilv@devinci.fr

FOLLOW-UP OF YOUR INTERNSHIP

ESILV tutor

Appointed by ESILV and will be listed on your portal (at the bottom of the page) a few weeks after the start of the internship. This could be a teacher, adjunct lecturer, major supervisor, or cycle coordinator.

Company tutor

Indicated on the agreement filled out by the company (**report any changes**, otherwise the evaluation form will not be sent to the correct person and you will not be able to validate your company grade)

~ 1,5
month

CONTACT INITIATION

You contact your ESILV tutor to get to know each other and validate your scientific problem statement.

In case of difficulties at the beginning of the internship, the major supervisor may replace an unassigned tutor

~ 3
months

MIDWAY FOLLOW UP

You organize a follow-up with both tutors (remotely). A visit may be conducted only if necessary.

No presentation, but 2 slides to briefly present your internship.

The grade don't counts towards the internship (just a coded alert system for ESILV)

End of
intern.

DEFENSE

Scheduled sessions organized by the registrar's office

Report to be submitted 10 days before the presentation.

Online, in the presence of both tutors.

- 10 minutes for speaking part
- 5-10 minutes for questions.
- Support : Scientific poster in English

Before
jury

GRADES

Report+poster = 30 %

Defense = 30 %

Company Evaluation = 40 %

Score < 6/20 is disqualifying

Company qualification form to be completed

DEFENSE

*Scheduled based on the internship **end date**.*

BEFORE August 1, 2025	AFTER August 1, 2025
1st Session	2d Session
Friday, July 4 , 2025	Thursday, September 11 , 2025
Organized by the academic office (time slot in early June)	Organized by the academic office (time slot sent in July)
Online (creation of the TEAMS slot by student)	

Support : Scientific poster in English

- **10 minutes of presentation**
- 5-10 minutes questions
- 5 minutes of debriefing between the 2 tutors (without the student)
- Conclusion and thanks

30 minutes slot

EVALUATION

Deliverables (30% of internship mark)

- Internship report : 25 to 35 pages excluding annexes, in French or English (see example of construction report on the following slide)
- To be submitted on the portal before **Monday, September 1, 2025**
- Defense support : scientific poster in English

Oral defense (30% of internship mark)

Early session	Main session
Internships ending <u>before 1.08.2025</u>	Internships ending <u>after 1.08.2025</u>
Friday 04 July 2025 (time slot sent in June)	Thursday 11 september 2025 (time slot sent in July)
Online (creation of the TEAMS slot by student)	
10min speaking time – 15 minutes for questions/exchanges	

Company (40% of internship mark)

- Evaluation by an automatic link sent to the company tutor, 15 days before the end of the internship (you must report tutor changes to audrey.dugue-nevers@devinci.fr)
- Presence of the company tutor (or one of his representatives) strongly recommended for the oral defense.

INTERNSHIP REPORT

Introduction

- Cover page :
 - Your name, year + major + track, company name, dates, position title
 - Pay attention to the report title, a specific theme can be defined if the company so wishes.
- Acknowledgments / Glossary-Abbreviations / Table of contents
- Abstract (≈ 20 lines) : summarize the main characteristics of your internship (context, mission and main results)
- Scientific sources / bibliographical references (which can be placed at the end of report)

1. Professional context of your internship (3-5 pages MAXIMUM)

- Study of economic sector in which your internship took place (description, actors, products/services, orientations, competition, etc.). Analysis of the DD-RSE commitment of this sector (positioning, initiatives, strategy).
- Positioning of your company within its sector of activity (differentiating characteristics, market segments, strategy)
- your position in your company

2. Internship presentation (5-10 pages)

- Objectives of your internship and assigned projects
- Roadmap: planning, needs analysis, methods and tools used, teams involved, regulatory aspects and quality / risk management

3. Progress of your internship (8-10 pages)

- Presentation of your missions
- Description of tools implementation and methods
- Description of personal projects / achievements carried out individually and/or as a team ("I" VS "we").
- Possible exchanges in an international context and/or team management responsibilities

Chapters 2 and 3 can be merged but all points must be addressed.

4. Internship analysis (4-6 pages)

- Skills developed / Skills acquired / any skills missing when you take up your position from your course program (major)
- Difficulties / Problems during your internship and provided solutions
- Success, best practices and areas for improvement / positioning in relation to initial objectives (personal and company)
- Critical analysis of the internship – recommendations, suggestions, DD-RSE commitments
- Description of your short and medium term career plan

ANNEXES

The report must consist of 25 to 35 pages excluding appendices – in French or English (bonus)

Attention to confidentiality:

- Your report must therefore be reviewed by your company tutor.
- In case of a highly confidential report (at the company's request), submit a **5-page non-confidential summary**.

To be submitted on the portal before **Monday, September 1, 2025**

IMPORTANT DETAILS

- La "convention de stage fournie par l'école" is a model internship agreement in French + annex of generic text in English. If the company requires an agreement written in English for the signature, the model must be provided by the company or the host structure
- If necessary, it's possible to determine for each person in the company, the language of messages received from the school
- The SIRET company number must be filled very precisely
- "Durée hebdomadaire" means duration over the week (generally 35 hours, legal duration in France)
- Salary must be requested from the company (gross amount) and potential benefits (transport, lunch tickets)
- If the company wishes to set up a confidentiality charter or equivalent, it sends it to the student who will be responsible for signature by the ESILV
- Internship can be done under CDD, temporary employment or VIE format
- **If you do not complete the A4 internship or your internship is too short, you will have to re-register in S11 after your A5. This S11 internship cannot be carried out in the form of a permanent contract (CDI)**
- Some A5 international departures are planned for mid-July, then the A4 internship can be shortened by 1 to 2 weeks maximum (to be validated on a case-by-case basis and provided that the internship begins on April 14, 2024).

INTERNSHIPS IN SEMESTER 11

End of A5 internship between September 30 and December 31	End of A5 internship AFTER December 31
Re-enrollment in S11 with CVEC	Re-enrollment in S11 with CVEC + 10% tuition fees (A5) *
Graduation Jury – January session Class of 2026	Graduation Jury – October session Class of <u>2027</u>

** Exception for dual-degree programs under agreement with ESILV.*

- If you have not completed your A4 internship, you will need to do it after your A5 internship (in S11). You cannot replace this missing A4 internship with a full-time job (CDI) after the A5 internship.
- No additional internship agreement will be issued after Semester 10 (as you have completed your studies).

\ A4 INTERNSHIP AND GAP YEAR (CESURE)

IF you are doing a gap year (2025-2026) after your 4th year internship then this one can start up to Monday

June 30th, 2025, at the LATEST. In this this case, the A4 will end during the first months of your gap year.

After June 30th 2024, you can not start an A4 intership (=> it will be reported and required in S11).

Reminder : The internships carried out during a gap year do not give ECTS credits.

A maximum of 2 internship agreements (2x6mois) can be requested during the gap year.

Successful internship research



Mature your professional project

Knowledge of oneself, sectors of activity, different position types...



Prepare your applications

CV, LM, LinkedIn, online activity



Prepare your interviews

Knowledge of company, position, skills



Get organized

Identify good internship sources
Refer your requests

WHERE TO LOOK FOR INTERSHIPS ?

Your professional and personal network

ESILV Alumni and professional lecturers

Job offers from Pôle Léonard de Vinci :

- Portal / webapps, JobTeaser
- Submitted by the heads of majors (via Viva Engage)
- Career fairs, alumni fairs
- LinkedIn, Indeed, Monster, APEC, Keljob.com, Lesjeudis.com, Dogfinance, ...

You can be contacted directly: take great care of your online information, work on your keywords and your positioning.

Even if you are in A4, we advise you to apply for A5 internships, unless mentioned such as 'end of study internship', 'pre-employment internship'. In fact, in the absence of A5 engineering students, companies hire A4.

WHO CAN HELP YOU

Courses and seminars

- Communication
- Preparation to the internship search
- CV workshops
- Trade and company conferences

Major and cycle deans

- Advice on career paths, professions and skills
- Validation of missions

Career center

- Head of Career guidance & projects
- Individualized accompaniment, especially concerning professional projects

Corporate relations department

- Promote and structure the relationship between companies and students
- Seminars, conferences, CV/interview, workshops
- Career fairs
- Job offers

GOOD LUCK !

BACK UP SLIDES

SUPPORT IN INTERNSHIP SEARCH

CAREER CENTER

- Personal and professional communication
- Internship search preparation
- CV and LinkedIn workshops
- Interview preparation

CORPORATE RELATIONS

- Job Teaser (create your profile) + dedicated [VivaEngage](#)
- Specific Career Fair and Job Dating,
- Company Conferences
- Alumni meetings

PROGRAM SUPERVISOR

- Advice on career project / Internship choice
- Internship offers
- Mentors at the start of the internship
- Professional fairs in Paris or online



KEY STEPS SUMMARY

16 to 20 weeks

- Start date : 14 april 2025 (no agreement will start before)
- End date : 31 august 2025 (A5 back to school : 07 sept 2025 – to be confirmed)
- France or international

Intermediate follow-up

With your school tutor and your company tutor
2/3 months after the start of your internship.
Check your portal / webapps to know the name of your tutor

Oral defense

Date set according to the end of your internship
Online
Support : Scientific poster in English

INTERNSHIP MANAGEMENT

Students are supervised by 2 types of tutors:

- **School:** this tutor is appointed by ESILV and will be indicated on the webapps (at the bottom of the page) a few weeks after the start of your internship. It could be a teacher, an adjunct teacher, a teacher in charge of majors or cycle programs,
- **Company:** the person in charge indicated on the agreement, completed by the company (**you must report any change** to audrey.dugue-nevers@devinci.fr otherwise the evaluation form will not be sent to the right person and you will not be able to validate your company rating).

Meeting/contact at the beginning of the internship :

- Students must contact their ESILV tutors during the first weeks of the internship in order to get to know each other, and make a quick first update on the integration into the company. A **short email is enough** if everything goes well.
- In case of problems, the school tutor helps the student to identify the best solution to fix them. The school tutor can be helped by the teacher in charge of major and/or the head of ESILV internships (saad.benjelloun@devinci.fr)
- Don't wait for the situation to get worse to contact your school tutor. In case of waiting for the nomination of your school tutor, the head of your major can be contacted.

Follow-up :

- Students must contact their ESILV tutors to plan a midway review within **2 to 3 months following the start** of the internship (i.e. May). This midway review is carried out by videoconference, with the student and their **company tutor** (simultaneously or not).
- A visit can be organized on company site by the school tutor.
- A form must be completed by the ESILV Tutor (this intermediate evaluation will not count towards the final grade).