



INTERNSHIPS A4 POSTER

2024 - 2025

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

SCIENTIFIC POSTER IN ENGLISH

*Main categories
for 10 minutes speaking*

Title and General Information

Project title
Duration of the internship
... and Your Name and Major

Background of your internship

- Context of the internship
- Objectives of the internship

Company Description

- Brief presentation of the company
- Industry sector
- Market positioning

Tasks Completed

- List of main tasks or assignments accomplished
- Description of responsibilities

Methodology

- Methods and tools used
- Technologies (and software) employed
- Theoretical or practical approaches

Results Achieved

- Main results or accomplishments
- Key figures or performance indicators
- Before/after comparison if applicable
- link to sustainable development and CSR issues (DD-RSE)

Skills Developed

- Technical skills acquired
- Transversal skills (project management, teamwork, etc.)



INTERNSHIPS A4 REMINDERS

2024 - 2025

CONTACTS

- Internship manager for ESILV : Saad BENJELLOUN – Cécile FRANKART
- Administrative referent for A4 – A5 internships : Audrey DUGUEY-NEVERS
- Referent for international students : Sarah MASSUELLES
- A4 schooling advisor : Irène BLANQUART

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

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

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

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**.

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 2027

** 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.

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



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).