Demystifying Internship Project

NO QUALIFICATIONS REQUIRED, JUST THE WILL TO LEARN.

AMSTERDAM | 42 NETWORK

Who am I?

- Led an decentralized incubation program (@Odyssey)
- Led an impact accelerator in Nepal (@Rockstart Impact)
- Demystified capital across Europe (@Capital On Stage)
- Reshaped the European investment & startup scene (@Angel Island & @PHX)
- Spread the knowledge-sharing & pay-it-forward mentality (@Rockstart Answers)

THE WHY

- Get out of the Codam bubble;
- Experience the learning methods you've acquired at Codam in a real company/ organization;
- Discover how you can acquire the technical knowledge in a professional circumstances (like it's just another Codam Project)
- Grow confidence in your own abilities;
- Get to know what type of organization suits you best, what kind of technologies you like, if you like front or back end etc.

WHAT IS AN INTERNSHIP?

The internship project is part of your learning journey!

- The main assignment of your internship should be related to programming;
- The company should assign a technical supervisor;
- A cumulative of 4-6 months full-time;
- A remuneration of min 550EUR (average 950EUR).

It can be:

- Internship;
- Full-time contract;
- 6 months project;

THREE PARTIES

Student   **Codam**   **Company**

THREE PARTIES

Student

- Close the deal

- Apply learning methods

- Respect company rules

- Act on feedback

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Company

- Learning environment
- Mentoring
- Remuneration (min. €550)
- Evaluate interns

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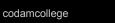- Respect company rules
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Codam

- Prepare the students
- Communication
- Mediator
- Frame

Company

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- Mentoring
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- Evaluate interns

Internship Process

1. Validate Common Core
2. Find an Internship
3. Complete your Intranet internship process
4. Evaluate your internship
5. Validate your internship

Internship Process:
Validate your Codam Core

Only by validating ALL your projects & exams, you will be able to subscribe to the 'first internship' project.

NOTE: you can register to the internship project when you get to Transandance Project.

Internship Process:
Find your internship

The Golden Rules of Applications:

1 . **Start early**: the rule of thumb should be at least 3 months before you're planning to start your internship.

2. **APPLY, APPLY, APPLY**: pursue as many openings as possible, the rule of thumb should be at least 4 applications per week.

3. **Save the best for last**: by applying for the positions that you are not that enthusiastic about first, you have the chance to fail, learn, and improve without the same pressure.

4. **Stay on top of all your applications**: to help you with this we have created a Google Sheet template that you can use or you can use free online tools, like Huntr.

5. **Take the risk of applying even if you don't meet all of the requirements**: the requirements in the job descriptions are guidelines, not hard and fast rules.

Internship Process:
Find your internship

What you need to prepare before applying?

- Up to date CV;
- Neat LinkedIN profile;
- Representative Cover Letter template which you can partially adapt for each application;
- Neat GIT repository.

Internship Process:
Find your internship

Check Current Internship Opportunities on Intranet:

You can navigate to it via your main page by navigating to the suitcase icon, or by using the following link:
https://companies.intra.42.fr/en/offers

Features:
- Filter and search for an internship, part-time or full-time opportunities based on various settings
- Subscribe to companies in order to get notified when they post a new offer
- Manage your expertises in order to receive notifications on newly submitted offers that match your preferred tech stack.
- Search for all companies in the database based on various search criteria
- Pre-fill your contract by subscribing to an offer

IMPORTANT: To get in touch with the company that has posted an offer, **you need to reach out to them by email,** phone or out to Victoria / her assistant if you need some help.

Internship Process:
Find your internship

Where do I find internship opportunities?

- Follow the #codam_internships channel on Slack where Codam Staff feature HOT internship opportunities;
- Join Codam Talent Days to build a network of companies interested to hire Codam students;
- Join CodamX and Masterclasses to discover cool companies in the Dutch tech scene;
- Keep an eye on the jobs posted on LinkedIN;
- Follow general recruitment websites like:
    - https://startupjobs.techleap.nl/
    - https://nl.indeed.com/,
    - https://www.nationalevacaturebank.nl/,
    - https://www.ubrijk.nl/service/rijks-i-stage/ik-zoek-een-ict-stage (for governmental internships) etc.

Internship Process:
Score an internship

How would an interview process look like?
Disclaimer: the following process is indicative - it can change depending on the company.

1. **Initial "scan" call with HR** - A short introductory call with the HR department to investigate your motivation for applying and get to know you better.
2. **First interview with HR ("Cultural interview")** - A longer (approximately an hour) interview with the recruiters where they get more in depth about who you are and if you are a good fit for the job and the culture of the company.
3. **Technical Assessment** - A technical assignment to be completed within a certain time frame followed up by a technical interview on the delivered code.
4. **Technical Interview** - Interview potentially with your future supervisor focused on the code you delivered during the Technical Assessment and focus on your technical skills.
5. **Interview with the hiring team (optional)** - Interview with other members of the hiring team with the goal of getting to know you and see if there is a good rapport between you.

Internship Process:
Complete your Intranet internship process

To be able to undertake an internship as part of your curriculum, you need to include and validate it on the Intranet **BEFORE** the start date of your internship.

Important remarks:
- the contract turn in process on the Intranet could last **up to 3 weeks** after finishing your final project;
- you need to finalize the entire process BEFORE the first day of your internship;
- you need to sign a three-party contract between the company, you, and Codam, which will be automatically generated by the Intranet, in order for you to be eligible for your internship project;
- some companies might require you to sign an extra contract (extra to Codam one), just between you and the company; this is completely normal. Also, other companies require you to sign a NDA (non disclosure agreement) if you'll be working with confidential client information. Please read through the contracts carefully.
- once signed, add these contracts into your final contract ZIP folder that you'll upload on Intranet

Internship Process:
Complete your Intranet internship process

1. Submitting your internship proposal on Intranet;
2. Validating your proposal;
3. Validating your final contract.

Internship Process:
Complete your Intranet internship process

Submitting your internship proposal on Intranet:

1. Subscribe to 'first internship' project;
2. Read the subject;
3. Go to the little briefcase on the intra menu and click on CREATE A NEW CONTRACT;
4. Select your administration (First Internship in your case). Fill in every part of 'You', 'The Company' and 'The contract';
5. Make sure you have the exact information (Company name, etc.);
6. After you've filled in every field (they're all mandatory), you can click 'SUBMIT'.

Internship Process:
Complete your Intranet internship process

Validating your proposal:

1. Then you wait for your contract to be validated. It could take up to a week for Codam Staff to validate your internship proposal. In case of emergency, do not hesitate to shoot an email to victoria.ous@codam.nl.
2. Once it's validated, the Intranet will automatically generate your Codam contract based on the information you've provided earlier. The contract will be sent directly into your inbox. This is the contract that you need to sign with the company, Codam, and yourself.
3. Print the contract.

CONTRACT TEMPLATE

Internship Process:
Complete your Intranet internship process

Validating your final contract:

1. Align with your supervisor on the learning objectives;
2. Pre-fill the learning objectives, sign the contract from your side, and send it to the company for signature;
3. The company has to fill in the outstanding information from their side, and sign the contract;
4. Send the signed contract to victoria.ous@codam.nl with the subject: "Internship Contract Signed";
5. Codam Staff will verify the contract, sign it from Codam's side, and send it back to you. Please note that this step could take up to a week, that's why it's important for you to start the contract turn in process early.
6. When everybody has signed the contract, scan and upload it as a zip file TOGETHER with the Company contract and/or NDA, if you have one;
7. Codam Staff will check if all the information is aligned across all contracts and validate it.
8. Once the Final Contract ZIP is validated:
   Your evaluations will be planned
   Your 'Contract Upload' will be validated
   Your 'Duration' will also be validated

Internship Process:
Evaluate your internship project

You will have **three evaluation moments** during your internship time.

This consists of **two evaluations with the company**: one midway evaluation that happens halfway through your internship and one final evaluation at the end.

The final evaluation to validate your internship project consists of a **video / online presentation that will be evaluated by your peers**.

Internship Process:
Evaluate your internship project

Mid Evaluation:

- Is planned after you validate your internship contract.
- Will happen exactly half-way through your internship
- Your supervisor will receive an automatic email with a link to an evaluation form. It's best to do this together, but they can be done remotely/separately.

End Evaluation:

- Will happen during the final week of your internship
- Your supervisor will receive an automatic email with a link to an evaluation form. It's best to do this together, but they can be done remotely/separately

Pro tip: make sure your supervisor fills it in while you're still in the company, otherwise they'll probably forget about it and you will be stuck.

Internship Process:
Evaluate your internship project

Peer Evaluation Video/ Online Presentation:

- You have to make a video to present/show what you've learned.
- Read the subject to know how to do the video and what content to display. **You need to make sure that you're not sharing anything that's confidential.** Watch the explanatory video for more information!!!
- This video needs to be evaluated **by 8 students**.

Internship Process:
Validate your internship

You need to validate your internship in order to graduate Codam Core and gain access to Codam Advanced:
- Obviously the grades you will obtain in all these evaluations will count in the computation of your final grade;
- Like all Codam projects, **the internship can be failed if you don't reach the minimum grade (60%)**. This implies that you will have to retry the internship project.

However, unlike the other Codam projects, this one has a direct impact on the school's reputation, and yours, so make sure you choose the right internship for you and **contact us right away if you find yourself in difficulty**.

If you fail your internship, you will have to do another one at another company. This should remain an exceptional situation, and you will have to attend a meeting with the staff to evaluate what went wrong and how you can move forward with your curriculum.

Internship Process:
Validate your internship

1. Once you validate your Internship Project on Intranet, then you are automatically transferred to Codam Advanced

2. Have a friendly catch-up call with VIctoria where you will discuss:
    How your internship went;
    Suggestions for improvement;
    Your next plans.

3. If you got a full time contract and you want to stop your studies after completing Codam Core, then let Victoria & RoosB know, and we will close your account.

4. We will see you at the Graduation Ceremony!

More resources can be found:
https://go.codam.nl/internships/

QUESTIONS?