

## 2. THE MEMOIR

---

During your ESP internship, you have to produce a memoir. It will be the written material produced to support your internship within the hosting organization.

### 2.1. Objective

Your internship's subject is often a part of a broader project that started before you got there. The Memoir must present this context and show you are fully aware of your role within. It should describe your work environment and cover all its aspects as relevant (economical, technical, industrial, etc.)

The first difficulty to overcome when writing your memoir is that this document's purpose is twofold: it is both a description of your internship and a working document. These two objectives are different but they must be achieved:

- ✓ Description: your memoir must enable a jury to evaluate your work, understand the issues and follow your intellectual approach;
- ✓ Working document: it is aimed at the project managers; anyone taking over your work should find there the elements he/she needs to continue. The reasoning, the technical choices made should be justified in detail. In short it should gather all the information from your work.

### 2.2. Guidelines

Guidelines dedicated to the writing of your Memoir are provided by ENAC and available on e-campus.

### 2.3. Calendar

Your memoir should be made available to your ENAC course director at least **two weeks** before your oral presentation.

If necessary, the tests results and the latest updates could be included in a supplementary edition. However, if your memoir is not handed before the deadline, the defence will be postponed and your mark might be lowered.

A thorough evaluation of the work done cannot be accomplished if the memoir does not reach the members of the jury in due time.