



Startup Internship Documentation

Summary: This document contains general guidelines for the Startup Internship project at 42. Along with this general document, you should have a look at the additional information provided by your campus.

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Chapter I

Foreword

A rosé (from French, rosé) is a type of wine that incorporates some of the color from the grape skins, but not enough to qualify it as a red wine. It may be the oldest known type of wine, as it is the most straightforward to make with the skin contact method. The pink color can range from a pale "onion-skin" orange to a vivid near-purple, depending on the grape varieties used and winemaking techniques. Usually, the wine is labelled rosé in French, Portuguese, and English-speaking countries, rosado in Spanish, or rosato in Italian.

There are three major ways to produce rosé wine: skin contact, saignée, and blending. Rosé wines can be made still, semi-sparkling or sparkling and with a wide range of sweetness levels from highly dry Provençal rosé to sweet White Zinfandels and blushes. Rosé wines are made from a wide variety of grapes and can be found all around the globe.

When rosé wine is the primary product, it is produced with the skin contact method. Black-skinned grapes are crushed and the skins are allowed to remain in contact with the juice for a short period, typically two to twenty hours. The grape must is then pressed and the skins discarded, rather than left in contact throughout fermentation (as with red wine making). The longer the skins are left in contact with the juice, the more intense the color of the final wine.

Chapter II

Overview

A good professional integration remains one of the fundamental objectives of the school. The curriculum is designed to put you in a situation similar to what happens in business, but nothing will match the experience in business itself. So there are dedicated professional experiences available in the curriculum, in various forms.

At this point, you have acquired some knowledge, and it is time to test it in the real world. Do not worry if you feel that you do not "know enough" yet to have a professional experience: we know from past experiences that all students are perfectly capable of succeeding. Also, during this period of time you will keep learning and you won't be alone so nothing happens if from a technical point of view you don't master the needed technologies yet, you still have time to learn.

Most students are facing a very first experience in a company, and the classic internship is highly recommended. But for some people, working in a company may not sound as exciting as launching their career following their intuition and working on something they are passionate about. If this is your case, you are reading the right document!

42 offers a dedicated professional experience which goal is creating a startup, thus replacing classic internship. You will have to work full-time for the next months trying to transform your idea into a solid project almost ready to get into the market. We acknowledge that even though it may sound pretty ideal this is not a simple path. This is why a special support will be provided by your campus' staff to help if needed, and you will be evaluated on how you get things done, not necessarily by the results your startup will have in the market (even it might be linked).

As mentioned in the summary, local specifications are provided to subscribe to this project as well as the information on what all interactions consist of. In the next sections you will find the general guidelines of the project that apply to all campuses so you will understand what we expect from you and what you should expect from us. Contact your campus before subscribing to the project!!



VIPCTWI!! aka. Very Important Point Concerning The Word
"Internship"!

This word is commonly used in 2 cases, which should be remembered. According to the Government (law or something like that), an internship is a period of professional integration that is very strictly framed, and governed by an internship agreement. However, it turns out that "internship" is more often used in its broadest meaning, encompassing any professional period included in a training course, regardless of the legal status.

The use of the word "internship" in this document will be that of its widest form, and therefore does not necessarily imply the establishment of an internship agreement.

Chapter III

General rules

III.1 How to apply?

Before subscribing on the intranet please read the local documentation of the project and contact your campus staff to know how they will evaluate its doability. You will be asked to provide some information about the idea you have in mind. Do not be scared by this step, you can be perfectly selected even if you haven't started working it. This will include:

- General information:
 - Name, logo and email of the startup.
 - Description of the startup.
 - What is your startup going to make?
 - Why did you pick this idea to work on?
- About your development plan:
 - Detailed description of your product from a technical point of view. What do you aim to build: a mobile app, a web, a program, an API, a DB or something else?
 - Can you target to have a prove of concept in some weeks? And, what is the timeline for bringing the final product to market?
 - What stack are you going to implement for the different parts your product may have?
- About your business model:
 - Detailed description of your product from a customer point of view. What are you going to offer/which problem does your service solves?
 - Are products or services in development or existing (and on the market)?
 - Who are you customers? How are you planning on contacting them?
 - Have you already raised funds? How are you planning on doing so?

We recommend you to write a short document with all this information, since you will have to submit later on in the process if you are selected. After providing this information you may be asked to have a short interview with your campus staff. If the project is solid enough and you are committed to work full-time on it for the next few months they will indicate to you how to subscribe to it. Otherwise, you may be asked to reevaluate your idea or to do a short trial period and come back to them later.

III.2 Starting the internship

First, you will have to subscribe to the project and then go to the companies section on the intra and click on “Create a new contract”.

When doing so, your campus will have to indicate you:

- Which “Administration” you should choose.
- How to fill the form "The Company".
- Who your tutor will be: this is the person who will do your mid and final evaluation, so they will have to do a close follow-up of your internship. Make sure that inside of "The Company" form you indicate in "Tutor" the correct contact information of your tutor.
- How to fill the form "The Contract". Pay attention to the field "Contract type", ask your campus if needed.

Once you have filled everything, click on "Submit" and wait for the staff to validate it. Once this is done by their side, a “upload contract” button will appear. There you will have to submit a document with all the information we have mentioned on the previous section. Also, in case your campus request any other information or legal documents before starting your internship, you should upload it here.

The last step before starting working on the startup is to have a meeting with your tutor to set the middle and long term goals for your project. Take as starting point the information you already provided and write together a realistic to-do list that should be done for your mid and final evaluation. This document should include both technical and business objectives. Remember that your tutor is the person who will do a close follow up of your internship and you will be evaluated in relation to how you progressed on the various task you set at that moment, aim as high as realistically possible!

III.3 During the internship

You should work on this project as if you had a full-time job for the next few months. Founding a startup involves many different actions that you will have to work on: thinking about the problem you are trying to solve, targeting your customers, creating and validating a prototype, working on the communication and marketing strategy, building a solid business plan, etc. Once again, we don't expect you to create a successful startup during this period but you should keep in mind that this is not just a coding project.

You should be able to show your advances in your different missions weekly. This could be done by keeping a journal, using a task management tool, or having meetings with your tutor. Ask your campus if they have a preferred way to proceed.

As we said before, your campus should give you support on the different aspects of your internship. Depending on their internal organization, this can be done by meeting with the different departments, providing you documentation or pointing you to the person or organization that will be able to help you.

An important remark at this point is that you should listen carefully to the advice given to you, this will highly influence the evaluation of your internship. If at a certain point during this period you decide to make important decisions on our own without contacting the campus staff the project may be invalidated, even you are convinced that it is the right thing to do for the development of your startup. At the end of the day, this is still a project as any other and it has to be conducted under the values of 42 and its pedagogy.

Last but not least, it is mandatory to participate in the events you are asked for by the staff or your tutor. This means that if you are asked to attend any workshop, conference or activity this can be taken into consideration when evaluating your internship.

Chapter IV

Legality questions

Depending on the country, it may not be legal that you start working without registering your startup legally. If this happens you may not be covered by any form of social protection and you may be considered to be working illegally. No need to remind you that this can not happen.

This should be addressed in the information your campus has to provide to you. In case any legal action has to be done, the staff or your tutor should be involved to ensure that your legal state is correct but at the end of the day it might be your responsibility.

To make it clear: from a pedagogical point of view we do not require a contract, it is purely a legal action that depends on the country, so you should read carefully the information provided by your campus.

Notice that if you were working on a personal project and you asked a friend for help and they were willing to help you, they would be called “very good friends and surely nice people”. From the moment you are planning on building a company, we have to start calling “employees” to your very good friends. This implies that they have to be covered by social security on your name and get paid. Please, be careful on who you work with and in which terms, it can have legal consequences. Once again, contact your campus staff in case you have any doubt regarding this issue.

Chapter V

Pedagogic part

This internship allows you to realize your capacities in a real environment, it increases your experience on the different aspects of cursus (technical, organizational, relational) but also on elements more related to the understanding of companies and the business context. It is also an opportunity for those who have little or no professional experience to start filling in their CV, thus facilitating their integration at the end of the cursus.

Current conditions are:

- Successfully complete the **Common Core**.
- Not being subscribed to any other professional experience projects at 42.
- Not having validated more than two professional experience projects at 42.

Since this internship is an element of your cursus, it includes an evaluation. On one hand, your tutor will complete the mid and the final evaluation, on the other hand you will have to present to your peers your startup and what you have done in the past months. Your tutor is responsible for indicating you how this will be done: it can be by preparing some slides and doing 8 peer-evaluations or by organizing a dedicated event to pitch your project in front of your evaluators. Ideally, your evaluators will be other students who have also done this project or, at least, have other company experience.

Good luck and enjoy the experience!

Chapter VI

How will your mark be calculated?

We are not going to fully explain you how the XP is calculated, but here is the info you should know to decide whether you are interested on doing a shorter or a longer Startup Internship:

- The amount of XP that this project gives when validating it at 100% is 42000 XP.
- The number of hours taken as a referent to complete this project is 900h.
- The number of hours of your Startup Internship are calculated with the number of weeks that it lasts * the number of hours per week that you indicated when filling the contract information.
- The basic calculation is that you'll get 100% when 900 hours are completed, the 2 evaluations from your referent are 100 and the the peer-evaluation's mark is 80.
- To validate this project with 100% you can also do less hours with perfect evaluations or more hours and have more room for a not-that-good feedback.
- Less professional hours will result in less XP. Doing a 4 months only Startup Internship (approx 600h) can't give the full 42000 XP (but approx 28000XP), just like a smaller project gives less XP than a bigger one.
- Every extra hour above 900 will bring bonus XP.
- Every evaluation mark above 100 will bring a bonus of XP, every peer-evaluation mark above 80 will bring bonus XP.
- The maximum amount of XP will be earned when you reach 125%. The XP to earn with that mark is: $42000 * 1.25 = 52500$ XP.
- There are different ways of getting 125%. Examples: (1) 900h, referent evaluations up to 125, peer eval 100; (2) 1125h, referent evaluations 100% and peer-eval 80%; ...
- TLDR: as always at 42, do the best you can and you'll have a great mark!