



# First Internship

*Summary: This document contains the information regarding your first period in a company during your 42 cursus.*

*Version: 2*

# Contents

<b>I</b>	<b>Overview</b>	<b>2</b>
<b>II</b>	<b>General information</b>	<b>3</b>
II.1	Requirements and rules . . . . .	3
II.2	What does "internship" mean? . . . . .	3
II.3	How to start your internship? . . . . .	4
<b>III</b>	<b>Legality questions</b>	<b>5</b>
<b>IV</b>	<b>Business Relations Team</b>	<b>6</b>
<b>V</b>	<b>Evaluations</b>	<b>7</b>
V.1	Mid and final evaluation . . . . .	7
V.2	Peer video . . . . .	7
<b>VI</b>	<b>How will your mark be calculated?</b>	<b>9</b>

# Chapter I

## Overview

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

It is your campus decision to make the internship mandatory or not, but even if it is not, we highly encourage you to do it once you have completed the Common Core.

At this point, you have acquired some knowledge, and it is time to test it in the company to mature your approach to programming. Do not worry if you feel that you do not "know enough" to go to work: we know from experience that you are fully capable of meeting the needs of companies. You also do not have the vocation to be perfect in your technical knowledge, because this contract will also be a learning ground!

This first contract is a very important moment in your cursus - you will discover new horizons, see other things, and it will be an opportunity to set new goals and glean new motivations (career, startup, etc ... beyond the simple completion of projects that you do at school).

# Chapter II

## General information

### II.1 Requirements and rules

- Given that your progress in the curriculum is completely personal because of the decompartmentalization of time, the moment when you will be able to fulfill your contract will be defined individually.
- Nevertheless, your campus may ask you to do your internship during the months they are planning to run the piscines, in order to make room for the candidates. It is up to them to communicate with you about it if needed.
- It must respect a duration from 4 to 6 months full-time. In case you want to do a par-time there is another project available to do so.
- About the inscription rules: (1) you should have completed the **Common Core** and (2) you must not be subscribed to the **Startup Internship** or the **Part Time** projects.
- Your internship should be on site, meaning there should be an office you have to go to and a coffee machine to hang out with you colleagues.



In case there is some form of natural disaster, asteroid impact, a giant solar flare, the inversion of the Earth's magnetic field, or a global pandemic: you are exceptionally authorized to do the internship remotely.

TL;DR -> remote IF world->status == "colapsing" ELSE office

### II.2 What does "internship" mean?

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: it may be a fixed-term contract, an open-ended contract, etc.

## II.3 How to start your internship?

- 0. Check if your campus has any special constraint!
- 1. Subscribe to the main project.
- 2. You have to create and update your contract on the intra companies section (<https://companies.intra.42.fr/>). Go to "My internships", create a contract (be very carefull when filling the information), then download the document and upload it signed!
- 3. The subprojects "Contract Upload" and "Duration" will be automatically evaluated once you have uploaded your contract. No manual action needed!

# Chapter III

## Legality questions

For legal reasons, you can not start working if your contract is not signed and uploaded to the intranet. If you decide to do so, you will be working illegally. No need to remind you that this should not happen.



The impacts of this action differ on the country, but probably if you start your internship without signing the contract you will not be covered by any form of social protection. Contact your campus' staff in case you have any problem, before you see yourself on that situation.

As a reminder, in the case of an internship agreement, it must be signed by yourself, a representative of the company and a representative of 42, because it is a tripartite agreement. In the same way, any amendment (extension, break or any other modification of the original contract) must be signed by the same three parties.

For your first experience in business, we authorize the following contracts: a fixed-term contract, an open-ended contract, internship agreement. Once again, your contract must be always full-time.

Please note that the internship project is not retroactive, we do not provide an internship agreement - we do not validate any other type of contract - for students who do not fulfill the conditions requested (whether they have the agreement of a company or not).

# Chapter IV

## Business Relations Team

The Business Relations team is there to ensure the connection between students and companies. It intervenes on several levels.

First, it acts to facilitate the search for internships by students. This translates into an approach with the school's partners to promote the submission of job offers by companies. Also, conferences and workshops to form the good approach to the elements which constitute this research are proposed (CV, interviews, ...). Finally, Meetups or other events are proposed to put students in direct contact with companies looking for trainees.

Whatever the type of contract used for your internship (internship agreement, fixed-term contract, open-ended contract ...), you must provide information about your internship (company details, legal status and internship topic) by completing the form on the intranet in the Companies section and uploading your signed contract. It is important to respect these instructions, they allow us to make a good follow-up of students in training or at school.

Finally, the Business Relations team is there to serve as a link with the school during the internship. In case of problem, doubt, question, address the Business Relations team. We can both advise you, but also call you to order if necessary. Respect and trust between you and your company must work both ways. For example: the company must ensure correct working conditions. On your side, behavior, punctuality, must just as much meet expectations. Also, any contract signed is a legal commitment on your part. You can not stop an internship because you do not like it, but only when the terms of the contract are not respected. The list is long, but you understand the main idea: be pro.

# Chapter V

## Evaluations

### V.1 Mid and final evaluation

Two evaluations will be sent to your referent during the internship:

- The first, mid-term evaluation, will be sent halfway through your work period.
- The second, end of course evaluation, will be sent one week before the end of your contract. Once this second evaluation is done, you can subscribe to the peer-evaluation project.



If you have signed an open-ended contract: when filling the information to generate your contract, please, indicate as "end date" 6 months after the starting date of your internship. By doing so, your referent will receive the email to do your second evaluation one week before that date.

### V.2 Peer video

Since this is an element of your career, this internship includes an evaluation. On one hand, the training supervisor completes a mid-term evaluation and a final evaluation, on the other hand, the peer correcting applies on the rendering of each: a video presenting the internship period, uploaded on a website like Dailymotion or YouTube, etc... and whose link is in a file "video" on your rendering git.

You have to present in this video what happened during your internship, in 4 to 5 minutes. It must contain a presentation using the tool of your choice (Powerpoint, Keynote, Prezi, ...), as well as a miniature inlay of you, at least in bust, even standing. An intro / conclusion where only you appear is possible. This video must have the professional side of a presentation to the board of directors of a large company. As much for the quality of your slides, your outfit, as the quality of editing and production. The content will follow some rules :

- There is a new board member: you will have to explain the overall context of the company, the particular context, the issues, the content and the results of the



project(s) you did during the internship. The new member, without a corporate culture, needs to understand what you are explaining.

- Seeking to promote people on internship, the board is there to listen to YOU. It is your personal involvement in the project, your qualities, both technical and managerial (if applicable) that interest them. It's up to you to convince them.

# 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 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 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 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!