



**Passerelles  
numériques**  
*A Gateway for Life*

**INTERNSHIP NOTES FOR PNV24**

*05.07.2023*

# MAIN NOTES BEFORE 2 - MONTH INTERNSHIP



## 1. Internship Allowance:

- As in the Internship Agreement, companies will transfer internship allowance directly to PNV's bank account.
- As for special cases: Companies have to transfer the allowance to students' bank accounts. Students later have to transfer back to PNV's bank account after receiving the money.
  - *Bank name:* PASSERELLES NUMERIQUES(PN)
  - *Bank number:* 19134608156019
  - *Transfer note:* Student name + Internship Allowance PNV24

# MAIN NOTES BEFORE 2 - MONTH INTERNSHIP



## 2.1 Asking for absent permission: 2 times/2 months

- Ask ERO's permission FIRST (through calls, social media)
- When having permission from ERO > Ask for permission from Company's mentor.
- Send emails to ask for permission with clear content (Name, Class, Reason to be off) **To: ERO, cc Edu and PNV mentor; attach/forward the confirmation from Company's mentor (email, screenshot of chat).**
  - +**Sick:** Can send on the day
  - +**Other reasons:** Send at least 24 hours before expected day-off

**You ask for ERO's permission to be off BEFORE or AFTER asking for your company mentor's permission?**

# MAIN NOTES BEFORE 2 - MONTH INTERNSHIP



## 2.2 Asking for permission to work from “home”:

- **Planned** → Work from PNV center: Confirm with company about the schedule → Send official emails to ERO, PNV mentor and cc Edu → Follow the schedule strictly.
- **Unexpected** → Work from dorm if sick, work from hometown, etc (minimized): Procedures as asking for an absence.

**Situation question 1:** Starting August, your internship company switches to WFH mode every Friday. What will you do then?

**Situation question 2:** You need to go home for some urgent problems but you're doing a project with clients and need to work from home. What will you do?

**Bonus situation:** You're so sick but you run out of absence time.  
What will you do?



# MAIN NOTES BEFORE 2 - MONTH INTERNSHIP

## 3. Asking for permission to join Company trip or Company activity

Send an email **to ERO & EDU team, cc PNV mentor** to ask for permission ***at least 2 days*** in advance, together with information about the trip. Any email sent late will not be accepted.

**NOTE:** You need to receive emails of giving permission from **both ERO and EDU** to be able to join company activity.



**What's the difference in number of permissions needed between off from company and joining company's activity?**

# MAIN NOTES BEFORE 2 - MONTH INTERNSHIP



## 4. Asking for permission to bring companies' laptop to the dorm

Send an email **to ERO & EDU team** to ask for permission.

**NOTE: You take full responsibility to keep the laptops (company's laptop or PNV's one) safe!**

# MAIN NOTES BEFORE 5 - MONTH INTERNSHIP



**5. Each company team will have 1 groupchat with ERO, PNV mentor & Edu.**

Students actively update to the group all problems and concerns occurring during the internship period.

**You're protected via the Internship Agreement,  
however, PNV will not take actions  
if you don't raise your voice.**

# MAIN NOTES BEFORE 5 - MONTH INTERNSHIP



## **6. Be professional during internship period**

- Communicate consistently and timely with the Company and PNV, especially ERO
- On time
- Suitable dress code
- Suitable behavior (drinks, etc.)
- Active, autonomous
- Transportation

# MAIN NOTES BEFORE 2 - MONTH INTERNSHIP



## **TIPS from Alumni & ERO:**

1. Take full advantage of mentor / supporter.
2. Take notes và reports as clear and specific as possible (Ex: To-do list, deadline, requirement,...)
3. Manage time actively (Ex: deadline, estimate the time to finish a task, etc)
4. Constantly communicate with mentor/supporter (Confirm task requirement carefully | Avoid: mentor chat on Friday but don't reply until Tuesday)
5. Active, maintain good relationship with other colleagues

# MAIN NOTES BEFORE 5 - MONTH INTERNSHIP



## **7. Confidential information and code of conduct**

**Students take all responsibilities !!!**

# MAIN NOTES BEFORE 2 - MONTH INTERNSHIP



## 8. Requirements for ERO for the first week

- Photos (with company's logo)
- Thoughts about the first day as an intern
- **Deadline: 11th July at 3.30 PM**
- Upload here: [link](#)



# Q&A Time



Thank you !



[www.passerellesnumeriques.org](http://www.passerellesnumeriques.org)