

Policy Number: AA032EN
Issue Date: June 2020

1. PURPOSE

The Internship Handbook comprises policies and procedures pertaining to student internships. Topics include: credits, registration fees, pre-requisites, internship assignments and grades, required conduct, extensions, duration and timing, capstone internships, termination, and prolongation.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. RESPONSIBILITIES

Students must follow the policies and procedures outlined in the Internship Handbook. The Internship Office and Center for Academic, Internship & Career Advising manage all administration related to the internship experience, including the *Convention de Stage*.

4. APPROVALS & HISTORY

This collection of longstanding policies was reviewed and approved by the Associate Dean of Academic Affairs and the Provost in July 2018. It was updated in June 2020. The next review will occur in 2023.

5. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs
Tel. +33 1 40 62 06 04
5, boulevard de la Tour-Maubourg
Paris, 75007

Internship Academic Policy Handbook

**THE AMERICAN
UNIVERSITY 55
of PARIS YEARS**

June 2020

AUP Internship Office

Registration

To register an internship with AUP, the student must be currently enrolled at AUP as a degree-seeking student. Visiting students may, under certain conditions, register an internship. (See page 3 on *Visiting Students*.)

Internship approval requests must be received at least one week before the start date of the internship. Internships will not be registered until a fully executed copy of the internship contract is received, when applicable.

The internship must be registered within the first week of when the internship begins. Internships cannot be registered retroactively.

An internship registration is independent of the university's registration schedule and deadlines. An internship can start and end at any time of the semester.

All internship registrations are subject to approval by the AUP Internship Coordinator and the Director of Academic, Internship and Career Advising, Student Accounting Services, the Health Office, Student Immigration Services, and (in some cases) the Faculty Reader, and the Department Chair (undergraduate students) or Program Director (graduate students). The student will be notified via email and/or phone of any information needed to obtain approvals. The internship approval request will be considered inactive if the student is not responsive and the necessary approvals are not received within two months of the date of the submittal of the internship approval request.

Internships are registered to the academic semester(s) in which the internship takes place. If an internship continues into a second (or third) semester past a set deadline, a 0-CR internship extension will be registered in the second and/or third semester. (See page 6 on *Internship Extensions*.)

An internship can only be registered if there are no incomplete or blank internship grades on the student's transcript. (See page 3 for information on *internship assignments and grades*.)

Credits

Internships can satisfy core requirements towards some majors and minors. Students should check the website for the major and minor degree requirements to see if a credit-bearing internship can count towards their degree requirements. The internship office is not responsible for verifying if internships meet degree requirements. Credit-bearing internships may also be used as credit for an elective course.

Students who do not choose to earn credit for an internship may need to register their internship nonetheless, if:

- the internship is taking place in France (or with a French company abroad), AUP must issue an official French *convention de stage* (internship contract), or
- the student is interning abroad and requires AUP's signature on an official internship contract, or
- the student needs a proof of current enrollment (and is not enrolled in any other courses currently at AUP), for example for visa purposes or if required by the internship employer.

(See page 7 on *Internships Taking Place Abroad*.)

Please note that to be in compliance with French law, voluntary or non-obligatory internships (0-credit internships) must be in line with the student's studies/academic background.

Registration Fees

To register an internship with AUP, students must pay an internship registration fee. Undergraduate and graduate students registering a credit-bearing internship pay per credit the same rate as for all other courses at AUP.

Undergraduate students may register a credit-bearing internship at no extra cost in the Fall and Spring semesters, if they have paid full-time tuition and the total credits registered that semester (including the internship registration) does not exceed 18 credits. Credit-bearing internships for graduate programs are paid for per credit.

In some cases, students will be required to renew their health insurance coverage (ensuring their full coverage for the entire duration of their internship), which may involve additional fees.

(See page 6 on Internships Taking Place in France.)

U.S. federal regulations prevent students who receive (or have received) federal student loans at AUP from being able to register credit-bearing internships that take place in the United States. This rule applies regardless of how the student intends to pay for the registration of the internship itself, and still applies even if students refrain from taking out future loans while at AUP.

In the case of internships spanning more than one semester, zero credit internship extensions are free of charge.

(See page 6 on Internship Extensions.)

The policies in this section also apply to students that have extended their student status. *(See page 7 on Student Status Extensions.)*

Pre-requisites:

Undergraduate Students

Undergraduate students must have earned at least 32 university credits (advanced standing and transfer credits included) before registering an internship and have a minimum 2.0 GPA.

Credit options:

Internships may be registered for 0-, 1-, or 4-credits. 2 and 3-credit internship registrations are exceptional and can only be granted if the student is missing 2 or 3 credits to graduate. A maximum of 4 internship credits can be counted towards graduation for undergraduate students.

3 and 4-credit internships:

- Must intern for a minimum of 160 working hours.
- Internship registration is subject to Department Chair approval and the student will be allocated a Faculty Reader (*“enseignant-référent”*) who will review and grade his/her internship assignments.

2-credit internships:

- Must intern for a minimum of 120 working hours.
- Internship registration is subject to the approval of the Associate Dean of Academic Administration who will also serve as nominal Faculty Reader.

0 and 1-credit internships:

- Must intern for a minimum of 120 working hours. A nominal Faculty Reader (*“enseignant-référent”*) is assigned to the internship, but the internship assignments are reviewed and graded by the Internship Coordinator.

- An exception to the 120 hour rule (for 0-credit internships) may be granted for short, intensive, professionally relevant internships, such as those during Paris Fashion Week or certain film shoots.
- Students that have extended their student status may register one or more 0-credit internships. (See page 7 on *Student Status Extensions*).

Graduate Students

Graduate students must be in good academic standing (minimum 3.0 GPA) and must have earned 12-16 AUP credits (depending on the program) before registering an. All graduate internships are subject to Graduate Program Director approval and, with the exception of 0-credit internships, are assigned a Faculty Reader (“*enseignant-référent*”).

- Graduate students registering a 4-CR internship must intern for a minimum of 160 working hours.
- Graduate students registering a 6-CR internship must intern for a minimum of 200 hours.
- Graduate students registering an 8-CR internship must intern for a minimum of 240 hours.
- Graduate students registering a 0-CR internship must intern for a minimum of 120 working hours. An exception to the 120-hour rule may be granted for short, intensive, professionally relevant internships, such as those during Paris Fashion Week or certain film shoots.
- Students that have extended their student status may register one or more 0-credit internships. (See page 7 on *Student Status Extensions*).
- Graduate students who will or have, at any time, financed any part of their AUP education through US federal student loans may not register an internship taking place in the territorial United States with AUP.
- Graduate students who have already registered an 8-credit thesis may request to change their registration to an internship with approval of the Program Director and the Graduate Programs office. If an extension to the thesis has already been issued, the credits can only be changed to an internship with approval from Academic Affairs. Additional tuition and registration fees may apply.

Visiting Students

Visiting undergraduate students may register an internship with AUP under certain conditions.

Registration fees, and internship assignments and grading are the same for visiting students as for AUP degree-seeking students.

Visiting students should note that they might not have much flexibility in their course schedule while at AUP. Additionally, in France, employers often expect at least 20 hours per week of availability. Just as is the case for AUP degree-seeking students, internship approval requests for visiting students are subject to the approval of the AUP Internship Office and the AUP Associate Dean of Academic Affairs.

Visiting students who register an internship with AUP must

- be (or have been) enrolled as a full-time student at AUP in the Fall or Spring semester;
- prove that they have been continuously registered as a degree-seeking student at another university;
- prove that they have earned a minimum of 32 credits (or equivalent) at their home institution;
- be earning credits at AUP and therefore not just be auditing their classes at AUP; and
- take responsibility for verifying that any internship-related credits earned at AUP will transfer back successfully to their home institution.

Fall & Spring Semester Internships

- The internship must be part-time, and take place within the start and end of the semester.
- The student’s French student visa (if applicable) covers the entire duration of the internship.
- The student is covered by approved health insurance (valid in France) for the entire duration of the internship.

In some exceptional cases, visiting student may be able to do an internship in the Summer semester...

- The student must have been enrolled at AUP full-time the previous Spring semester.
- The internship must end on or before August 25th.
- The student's French student visa must cover the entire duration of the internship (if applicable).
- The student is covered by approved health insurance (valid in France) for the entire duration of the internship.
- The internship is not longer than two months.
- The internship is unpaid.

Internship Assignments & Grades

All internships require the completion of internship assignments (*see page 5 for details*).

Some portions of the assignments may, in part, be inspired by the hosting organization's corporate literature, but the majority of the assignments must be the student's own work. Students who draw heavily from other sources without citing them properly will be subject to university disciplinary action.

Students will not be held academically responsible if the employer does not complete the employer evaluation, or if the employer refuses to participate in the informational interview.

An incomplete grade (IN) will show on the student's transcript until all the assignments have been evaluated. No diplomas or proofs of graduation can be provided to students holding an incomplete grade. Holding an incomplete grade will not prolong student status vis à vis the French immigration authorities.

Credit-bearing internships:

The grade of 'no credit' (NC) for undergraduate internships, or 'fail' (F) for graduate internships, will be awarded if assignments are not submitted by the stipulated deadline.

For zero-credit internships:

The grade of 'not approved' (NA) will be awarded if assignments are not submitted by the stipulated deadline.

In all cases, students may not register another internship if there is an outstanding incomplete (IN) or a blank internship grade on their transcript.

Timing and deadlines:

- For all graduate student internships, assignments are due one month after the internships ends.
- For 0, 1, and 2-credit undergraduate internships, assignments are due one month after the internship ends.
- For 3 and 4-credit undergraduate internships, assignments for Spring/Summer internships (based on the first semester of registration, not on zero-credit internship extensions) are due on October 31st (same year), and assignments for Fall internships are due on March 31st (following year).

Students who believe that they have a legitimate reason to request an extension from their faculty reader and/or the Internship Coordinator may do so provided a reasonable and specific date is proposed as the new deadline, and accepted by the above parties.

If assignments are not submitted within two months of the submission deadline, the internship grade will automatically be changed to NA, NC, or F.

Conduct

While pursuing an internship, the student agrees to adhere to the hosting organization's guidelines for employee behavior and the university's standard of conduct at all times. Any problematic situation should be reported to the Internship Office at once.

If students are unsure about any aspect of their responsibilities to the hosting organization, they are encouraged to contact the Internship Office to discuss their specific cases.

Internship Assignments							
	Undergrad 0 &1 CR	Undergrad 2-CR (exception)	Undergrad 4-CR Undergrad 3 or 6-CR (exception)	Masters PO/LW 0-CR	Masters 4-CR	MSIM 6-CR	MAGC 8-CR
Mid-point note	-	-	-	-	-	Yes	Yes
Internship Report	-	7-pages	3 CR: 10-pages 4 CR: 15-pages 6 CR: 20-pages	-	15-pages	Internship report (26-31 pages); Consulting report (35-50 pages)	50-60 pages (including journals & interviews)
Informational Interview	1-page	2-pages	5-pages	1-page	5-page	2 interviews (6 pages)	2 interviews (6-pages)
Weekly Journal	-	-	-	-	-	10 pages	10 pages
General Information	1-page organization summary	-	-	1-page organization summary	-	-	-
Resume	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Online student evaluation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Employer evaluation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hand-in deadline	1 month after the end of the internship	1 month after the end of the internship	Spring and summer registrations: October 31- same year Fall registrations: March 31- following year	1 month after the end of the internship			
Grade awarded	AP/NA or CR/NC	CR/NC	CR/NR	AP/NA	Letter grade (A-F)	Letter grade (A-F)	Letter grade (A-F)
Grade change submitted by	Internship Coordinator	Internship Coordinator after review by the Associate Dean of Academic Affairs	Faculty Reader	Internship Coordinator	Faculty Reader	Faculty Reader	Faculty Reader
Grading timeframe	One month.						
Submission Process	All materials (reports, interviews, summaries, CVs, etc.) must be saved as individual documents (PDF format), and are to be uploaded and submitted via the online student evaluation web form.						

Internship Extensions

The internship will be registered in the semester(s) in which the internship takes place. If the internship runs into a second or third semester beyond a set deadline (see below), an internship extension will be registered and appear on the student's transcript.

An extension will be implemented when the internship:

- finishes after May 31st for a Spring registration (i.e. 0-credit internship extension in the Summer semester);
- finishes after August 25th for a Summer registration (i.e. 0-credit internship extension in the Fall semester);
- finishes after December 31st for a Fall registration (i.e. 0-credit internship extension in the Spring semester).

If the student does not wish a 0-credit internship extension to be incurred, he or she will have to ensure that the internship ends by the set deadlines above. Internship extensions are not allowed for visiting students (see page 3).

Internship Duration and Timing

Internships registered with AUP may last a maximum duration of 6 calendar months for a full-time internship, or 9 calendar months for a part-time internship.

AUP applies the same hours-based definition of "6 months" employed by French law regulating internships, where seven hours of work equals one day, and 22 days of work equals one month. As such, "6 months" is defined as 924 hours of work, consecutive or not.

By this logic, "6 months" can mean 6 calendar months (i.e. January 1st – July 31st) of full-time (35 hours per week) work. Alternatively, "6 months" can mean more than 6 calendar months of part-time work, up to 9 calendar months depending on the specific situation.

Students must have an official registration (internship course or internship extension) for each semester during which the internship takes place.

AUP policy allows for a maximum of three semesters of registration for any single internship. This means that the absolute maximum duration of a single internship is 9 calendar months (provided it is part-time and complies with the French legal maximum of 924 hours of work as explained above).

For example, if an internship begins on March 15th, and ends on November 15th: the primary registration would be in the Spring semester, a zero-credit extension would be registered in the Summer semester, and a zero-credit extension would be registered in the Fall semester.

Please note: Different rules regarding internship duration apply to internships being registered in a Student Status Extension. *Please refer to the section on "Student Status Extensions" (page 7) and the "Two Zero-Credit Semester Maximum" (page 8) for more information.*

Internships Taking Place in France

A *convention de stage* must be signed between AUP, the student, and the internship employer for all internships taking place in France, or with a French company operating abroad. The *convention de stage* will be issued by the AUP Internship Office before the internship is to begin, after all required approvals have been granted. (See page 1 on Registration.)

Non-EU citizens must hold a valid *titre de séjour* for the entire duration of the internship to be legally able to intern in France. If the *titre de séjour* expires during the internship, students are required to work alongside AUP student immigration services to renew their visa status. The *convention de stage*, which will be issued prior to the start of the internship, in combination with proof of student status will be required by the French Authorities during the renewal process.

All students must be covered by approved health insurance. If the health insurance coverage expires during the internship, students will be required to renew their health insurance in coordination with the AUP health office, which will incur additional fees.

Exceptions in France

Some organizations in France operate on international territory, or are exempt from certain national legislation, and enforce different policies. In this case, the *convention de stage* may not be required, nor is the intern required to receive an internship stipend.

The organization may still require the student to sign a contract or a memorandum of agreement and to provide a letter of endorsement from AUP. It is the responsibility of the student to request such a letter or any other required documents from the Registrar's Office and/or the Internship Office before the internship begins. Such documentation or signatures require that the internship be registered with AUP, either for credit or for zero-credits.

Internships Taking Place Abroad

An internship agreement (*convention de stage*) may not be needed for internships taking place abroad. However, note that students interning with French companies operating abroad will be required to sign a French *convention de stage*.

Students are responsible for keeping themselves informed about the internship legislation of the foreign country in question. Students must verify whether proof of student status and a relevant visa will be required.

AUP does not require students registering an internship abroad to show proof of basic health insurance coverage. Students are responsible for their own health coverage in the country they will be interning in for the entire duration of their internship.

All students must be covered by civil liability insurance and work accident coverage for the entire duration of their internship.

Student Status Extensions

Student status extensions are available to all degree-seeking students who are in their last semester of study and who wish to be eligible to register a zero-credit internship after their last credit bearing semester. In order to be eligible, students must submit a student status extension request by the stipulated deadline.

Last Credit-bearing Semester	Spring Semester	Summer Semester	Fall Semester
Request Deadline*	May (1 st week)	July (2 nd week)	December (1 st week)
Internship Possible Between**	June -31 December	September – 31 May	January – 25 August

* Exact deadlines vary each year. For exact dates, see [website](#).

**Internships registered through AUP may not exceed the legal maximum duration of 6 months (where 1 month = 22 days) full time (35 hours per week: 7 hours per day for a 5 day work week).

Once they have been officially graduated, students can no longer extend their student status.

Students must submit their request to extend their student status by the set deadline (for their request to be considered by the Internship Office) but are not required to have secured the internship before submitting the request.

Note that *Titre de Séjour* holders who need to renew their *Titre de Séjour* for the internship need to provide a *convention de stage* to the French authorities. Therefore, they must find and register the internship at least 2 months before their *Titre de Séjour* expires.

If the student has not registered an internship by mid-semester of the semester following their last credit-bearing semester, his/her graduation date will revert to the end of the student's last credit-bearing semester.

Fees for Student Status Extensions

There is no fee to extend student status. Once an internship is found, in some cases, students will be required to renew their health insurance coverage (ensuring their full coverage for the entire duration of their internship), which may involve additional fees. (See page 6 on *Internships Taking Place in France*.)

As with any other official registration, to register an internship, students must pay the CVEC (French student and campus life contribution) fee for the academic year in question.

Note: Students who rely on US federal loans to cover their living expenses will not be able to collect such living expenses in the context of a final internship after their last credit bearing semester, due to the fact that they will not be registered for the minimum 6-credits (in a given semester) required to qualify to receive such loans and living expenses.

Graduation Date after extending Student Status:

If a student extends their student status and registers an internship during this extension, and the duration of the internship itself extends into a second semester, a zero-credit internship extension will automatically be registered in the semester following the initial semester of registration.

An extension will be implemented when the internship:

- finishes after May 31st for a Spring registration (i.e. 0-credit internship extension in the Summer semester);
- finishes after August 25th for a Summer registration (i.e. 0-credit internship extension in the Fall semester);

- finishes after December 31st for a Fall registration (i.e. 0-credit internship extension in the Spring semester).

Students are officially graduated at the end of the semester in which their final course is registered. This includes the registration of 0-credit internships and 0-credit internship extensions.

The graduation date of students who have completed all of their course requirements and whose last registration at AUP is a zero-credit internship, or a 0-credit internship extension is:

- The day of the Commencement Ceremony for the Spring semester;
- The last day of the last summer session or courses held at AUP for the Summer semester;
- January 1st of the following year for the Fall semester.

The student will receive his/her diploma according to the last semester of registration.

The Commencement Ceremony (held each May) is for all students who finish their degree requirements in either: the preceding Fall semester, that Spring semester, or the following Summer semester. For example, students who finish their degree requirements in Fall 2017, Spring 2018, and Summer 2018 are all eligible to participate in the May 2018 Commencement Ceremony. This means that students who complete their degree requirements in Spring 2018, for example, and who choose to extend their student status into Summer 2018, are still eligible to participate in the May 2018 Commencement Ceremony, even if a 0-credit internship extension will be implemented in the Fall.

**Student Status Extension Duration:
Two Zero-Credit Semester Maximum**

Following the semester where a student has registered final credits to complete a degree, a maximum of two subsequent semesters comprising exclusively a zero-credit registration is possible under the following conditions:

1) a student is registered in an internship (for credit or no) during their final credit-bearing semester. The internship spills into the following semester, so a zero-credit internship extension is registered in the following semester (i.e. the internship spans two semesters). The student can do a final zero-credit internship, but the student still has a maximum of two semesters comprising exclusively a zero-credit registration – see example 2 below.

(2) the student registers a non-credit internship, the registration of which can span a second semester depending on the duration of the internship which may run a maximum of six months.

Examples:

1. The student's final credit-bearing semester is Spring. The student's status is extended to take an internship in Summer. In this case the student is eligible to register a zero-credit internship in the Summer, with a possible zero-credit internship extension in the Fall.
2. The student's final credit-bearing semester is Fall. The student is registered for a 4-credit internship in the Fall with a 0-credit internship extension in the Spring (the internship begins in the Fall and ends in the Spring). The student may register one final 0-credit internship after the internship ends in the Spring, but that new internship must begin before the end of the Spring semester and end on or before August 25th (the end of the summer semester). In this case, the last credit-bearing semester is Fall, and the student has been allowed the maximum two zero-credit only semesters following the completion of his or her degree requirements.
 - Note: in the example above, if the student plans to pursue a zero-credit internship, and that internship does not begin before the end of the Spring semester (ie. the internship takes place uniquely in the Summer); the student must submit a student status extension request by the stipulated deadline.

Early Internship Termination

The early termination of an internship can be requested by the student or by the internship employer. It is subject to the approval of the Internship Office and is not automatically granted.

Students who wish to terminate their internship must submit a formal internship termination request.

If approved by the Internship Office, all three parties to the *convention de stage* (internship contract, when applicable) must sign an *avenant* (addendum) to formalize the termination of the internship.

The Internship Office may also terminate an internship if a clear violation of the contract by the internship employer is documented.

The new end date of the internship may change the submission deadline for the student's internship completion requirements.

(See page 3 on *Internship Assignments and Grades*.)

Depending on the situation, the early termination of an internship could lead to an NA, NC, or F grade, especially if the internship academic requirements are not met when the internship ends. Students should be in close contact with the Internship Office and their Faculty Advisor (when applicable) to ensure requirements are met.

Internship Prolongation

The prolongation of an internship can be requested by the student and by the internship employer. It is subject to the approval of the Internship Office and is not automatically granted. Students who wish to extend the duration of their internship are required to submit a formal internship extension request.

All three parties to the *convention de stage* (internship contract, when applicable) must sign an *avenant* (addendum) to formalize the extension of the internship.

Extension included, the internship cannot last more than 6 months for a full-time internship, or 9 months for a part-time internship.

(See page 6 on *Internship Duration and Timing*.)

Students must have health insurance coverage for the entire duration of their internship, extension included, and this may incur additional fees.

Non-EU students who are requesting an extension and who are interning in France must ensure that they hold a valid *Titre-de-Séjour* until the end date of their internship, extension included.

The new end date of the internship may change the submission deadline for the student's internship completion requirements.

(See page 3 on *Internship Assignments and Grades*.)

Students may request more than one internship prolongation as long as they follow the procedures and the internship does not span beyond the stipulated length of time.

Implementation of this Handbook

Amendments to the AUP Academic Internship Policies were approved by the Associate Dean of Academic Affairs and the Provost on June 29, 2020.