**SECTION I: INTERNSHIP APPLICATION FORM *(see Sections II and III below for detailed instructions)***

|  |  |
| --- | --- |
| Faculty/Staff Name |  |
| Position at AUP and Dept. |  |
| Email and telephone number |  |
| Do you currently have other AUP interns? Yes ( ) No ( ) |
| *If Yes, please provide the student names, internship position and the start/end dates of their internship below. An employee can supervise a maximum of 3 interns at a given time.* |
|  |
| Internship Position (job title) |  |
| Internship field of activity |  |
| Reasons for the request |
|  |
| Internship description  |
|  |
|  Intern tasks and responsibilities (list at least 5) |
|  |
| Learning Objectives (list at least 3) |
|  |
| Internship start date (DD/MM/YYYY) |  |
| Internship end date (DD/MM/YYYY) |  |
| Average weekly working hours *(cannot exceed 35)* |  |
| Weekly Schedule *(tentative, weekly schedule may be adjusted upon mutual intern/supervisor agreement so long as total number of hours worked does not exceed 35/week)* | Monday: \_\_\_\_h to \_\_\_\_\_ hTuesday: \_\_\_\_h to \_\_\_\_\_ hWednesday: \_\_\_\_h to \_\_\_\_\_ hThursday: \_\_\_\_h to \_\_\_\_\_ hFriday: \_\_\_\_h to \_\_\_\_\_ h |
| Will the student work weekends? Yes ( ) No ( )  |
| Will the student work nights? Yes ( ) No ( ) |
| Will the student work on a holiday? Yes ( ) No ( ) | If yes, which holiday(s): |
| Total number of hours worked *(cannot exceed 924)* |  |
| Will the internship be compensated *(required if more than 308 hours)?* Yes ( ) No ( ) |
| If yes, provide details about where compensation will come from |
|  |
| Has a student been preselected for the internship? Yes ( ) No ( ) |
| *If Yes, faculty must check that student is eligible to intern (see page 3)* |
| If No, would you like for this offer to be published in AUP’s Job and Internship Database? Yes ( ) No ( ) |
| Comments or additional information |
|  |

**SECTION II: INSTRUCTIONS AND PROCESS**

*Note: this application is to create an internship at AUP. The applicant is a prospective internship supervisor (*tuteur de stage*). This is* ***not*** *an application to be a faculty reader (the person who reads and grades internship assignments) – faculty readers are requested by students later in the internship registration process and approved by the relevant department chair.*

1. AUP Faculty/staff member (*tuteur de stage*) prepares the internship application (page 1 of this document).
	1. See **Section III** for detailed information about how to prepare the internship information, information about AUP internship policy and French law regarding internships, etc.
2. AUP Faculty/staff member (*tuteur de stage*) submits application to the following people for approval:
	1. Director of the Center for Academic, Career, and Experiential Advising (ACE Center)
	2. Director of AUP Human Resources
3. **After obtaining all approvals**, AUP Faculty/staff member (*tuteur de stage*) sends the following information to the AUP Internship Office (internship@aup.edu):
	1. Copy of approved application
	2. Copies of confirmation messages from Director of ACE Center, Human Resources

*If requested, the internship offer is posted on the AUP Job and Internship database.*

1. Internship candidates contact the AUP Faculty/staff member (*tuteur de stage*) to conduct interviews.
2. A candidate is selected and notified.
3. Candidate completes the internship approval request form found [here](https://www.aup.edu/academics/career-center/students/internship-forms).
	1. Undergrads: 0, 1, 4CR
	2. Grads: 0, 4, 6 or 8
4. The request is reviewed and approved by the following offices:
	1. SIS
	2. SAS
	3. Health
	4. Internship Office
	5. Program Director/Department Chair
	6. Faculty Reader (not to be confused with the *tuteur de stage* – faculty reader grades the assignments)
5. The convention de stage is created and signed by the following parties once all approvals are received.
	1. AUP (as educational institution): signed by Associate Dean for Academic Administration or ACE Director on behalf of Associate Dean for Academic Administration
	2. Faculty Reader: ACE Director signs on their behalf
	3. Student
	4. AUP (as the employer/organisme d’accueil) – signed by AUP Human Resources
	5. Tuteur de stage (Faculty or staff supervisor)
6. Once convention de stage is signed, internship is registered on student transcript and student may begin the internship.
7. Upon completion of the internship, student submits assignments.

1. Assignments submitted and graded.

**SECTION III: INFORMATION AND RESOURCES TO HELP YOU PREPARE YOUR APPLICATION**

*For more details, consult the* [*AUP Internship Handbook*](https://www.aup.edu/university-policies-guidelines/internship-handbook) *or contact the Internship Office (internship@aup.edu)*

**Internship description:**

Please write a brief description of the position which summarizes the essential responsibilities, activities, qualifications and skills for a role. Describe the type of work performed.

**Intern tasks and responsibilities:**

Describe main tasks and responsibilities of the intern. A bullet-point list is ideal. Must include at least five items.

For example, a communications internship might include the following tasks:

- Create & maintain a customer database

- Copy-writing & editing

- Consumer & market-trend research

- Social media strategy analysis

**Learning Objectives**

Identify some learning objectives and how these learning outcomes complement a student’s course of study.  A bullet-point list is ideal. Must include at least three items.

For example, a communications internship might include the following tasks:

1. To acquire a practical understanding of digital media industry trends in France and internationally.

2. Improve writing and content-creation skills

3. Improve branding skills, in preparation for a career in digital media and other professions.

**Overview of Internship Policy and French Legislation**

**Check student eligibility - academic requirements:**

Undergraduates: 32 or more credits earned, 2.0 or higher GPA

Grads: 16 or more credits earned, 3.0 or higher GPA

**Internship duration:**

0/1CR: 120 hours minimum, 924 hours maximum

4CR: 160 hours minimum, 924 hours maximum

6CR: 200 hours minimum, 924 hours maximum

8CR: 240 hours minimum, 924 hours maximum

**Compensation requirements:**

Unpaid internships must be less than 308 hours total duration

Above 308 hours, the minimum wage is currently 3.90€ net per hour

**Internship Approvals (to register the internship and receive a convention de stage):**

**All internships:**

SIS, SAS, Health, Internship Program

**Credit-bearing internships:**

Department chair/Program director

Faculty Reader

**Internship Supervisor (tuteur de stage):**

Per French law, all interns must have a designated supervisor and each supervisor cannot have more than three interns at any given time.

**Internship Faculty Reader Selection:**

Per French law, all internships must be assigned a faculty reader (enseignant réfèrant du stage). This person is responsible for grading the internship assignments, with the exception of 0 and 1 credit internships which are graded by the internship office.

Per the AUP faculty accord, no faculty member can be assigned to more than 5 internships at any given time, and are selected as follows:

**0/1CR:** Marc Monthéard, Danielle Savage, Darcee Caron, Kevin Fore, Claudio Piani, William Fisher

*Note: these faculty readers are nominal. The Internship Program Manager grades 0 and 1-CR internships.*

**4/6/8CR:** Requested by the student, approved by department chair and faculty reader.

|  |
| --- |
| **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-pages4 CR: 15-pages6 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) |
| **Journal** | - | - | - | - | - | 10 pages | 10 pages |
| **General Information** | 1-page organization summary | - | - | 1-page organization summary | - | - | - |
| **Resume** | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **Student evaluation** | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **Employer evaluation** | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| **Submission deadline** | 1 month after the end of the internship | October 31st orMarch 31st\*\*\* | 1 month after the end of the internship |
| **Grade awarded** | AP/NA or CR/NC | CR/NC | CR/NR | AP/NA | (A-F) | Letter grade(A-F) | Letter grade(A-F) |
| **Grade change submitted by** | Internship Office | Internship Office | Faculty Reader | Internship Office | Faculty Reader | Faculty Reader | Internship Office |
| **Grading timeframe** | One month for undergraduate internships and graduate zero and four-credit internships. Two months for graduate six and eight-credit internships. |
| **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. |

**\*\*\*Policy under review – submission deadline for assignments may be aligned to be one month after the end of the internship as**

**for other internships.**