

# **INTERNSHIP ASSIGNMENT INSTRUCTIONS BA 0/1-CR & GRADUATE 0-CR**

**Students who register a 0 or a 1-CR internship with AUP are REQUIRED to complete a series of short assignments to clear the incomplete grade for their internships:**

1. Student Internship Evaluation and Assignment Submission webform (found [here](#))
2. Informational Interview
3. Organization Summary
4. Updated CV or resume
5. Employer evaluation request

**Internship assignments are required of all students by AUP academic policy and by French law.**

The purpose of the assignments is to give students a framework to summarize what they learned and observed at the internship, and to connect their future goals and endeavors with their internship and academic experience. If students run into difficulties completing a part of the assignments, they are encouraged to propose a creative or original solution when confronted with this challenge and to contact the internship office ([internship@aup.edu](mailto:internship@aup.edu)) for guidance.

**The Internship Office STRONGLY advises students to start thinking about their assignments before the internship has actually ended so that they gather information and arrange their informational interview more easily.**

## **0 and 1-Credit Internship Assignments:**

### **1. Student Internship Evaluation and Assignment Submission Webform**

[Click here to access the form.](#) **Note: You will also submit your assignments using this webform.**

- a. The aim of this exercise is for you to reflect on your internship experience:
  - i. To compare your expectations with actual results.
  - ii. To assess whether you feel better equipped to enter this field/industry as a result of this internship.
  - iii. To consider how the experience contributed to your future choices (next internship, graduate school, career, etc.).
- b. Submission requirements:
  - i. You must submit a webform that includes internship evaluation questions.
  - ii. Make sure you answer the reflective prompts with at least five full sentences.

### **2. Informational Interview**

Write-up of a brief informational interview (approximately 20 minutes) with your internship supervisor or a colleague at the internship. The aim of this exercise is to acquire useful information for your career plans. Please see the guidelines below for examples and ideas of what to discuss during the interview.

#### **a. Informational Interview Guidelines**

##### **i. RECOMMENDED PROCEDURE**

1. Call or write directly to request permission to interview your contact. You should inform them of the interview's purpose and approximately how much time it will take. Schedule an appointment (in person or remote).

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2. Prepare the interview by making a list of questions (see below). Please avoid personal questions.
  3. Be on time for the interview. Ask for permission to take notes or record the interview should you wish to do so. If discussing confidential information, make sure that the contact understands that the written summary will be read exclusively by members of the AUP community.
  4. Within a week following the interview, send a note to your contact to express thanks for their time, consideration and ideas. Send them a copy of the interview if he or she wishes to receive one.
  5. It is important to aim for a written copy of the interview that is informative and interesting, and which clearly sums up the interviewee's responses.
- ii. **SUGGESTED QUESTIONS FOR INFORMATIONAL INTERVIEWS:** Select the questions most appropriate to the person you are interviewing, or create some of your own.
1. How did you get involved in this line of work?
  2. Are any degrees or qualifications required or recommended for this position?
  3. In your opinion, what are some key skills and personality traits needed to succeed?
  4. How many hours a week do you work? Is it common to bring work home?
  5. How much variety is there in your work? How much specialization?
  6. What is a typical day like? A typical week?
  7. What are the most difficult problems and decisions you have ever faced? What about weekly decisions/problems?
  8. Does this job have any travel obligations?
  9. Are there any civic or social obligations that go with this job?
  10. Is it easy for someone in this field to move to another location?
  11. In your opinion, what is the best thing about this job? The worst?
  12. How visible are you in this job?
  13. What trends do you see happening in your field?
  14. What is a typical starting salary? What can someone expect to earn after five or six years of experience?
  15. Are there ways to "try out" this line of work, i.e. internships, summer jobs, part-time work?
  16. What is the supply/demand situation in this field?
  17. What do you wish you had known when you began your career?
  18. What advice would you offer to a recent graduate interested in working in this field?
- b. Document layout and specifications** (see Annex I for template)
- i. Include the following information in the header:
    1. First Name, Last Name, Student ID number
    2. Internship Assignments: Informational Interview
    3. Name of Interviewee, Company Name, Role at the Company
  - ii. 1-2 full pages. Assignments that are less than one full page will not be approved.
  - iii. Written in English
  - iv. A4 paper format
  - v. 1" margins top, bottom, left, and right

- vi. Times New Roman font size 12, Arial font size 12
- vii. Line spacing of 1.5. **Do NOT add extra spaces between paragraphs**
- viii. Save in PDF format

### 3. Organization Summary

The Organization Summary is a description of the company you worked for.

**a. Please include the following information:**

- i. Name of the organization
- ii. Location(s)
- iii. Company activities (products, services)
- iv. Company Structure and size
- v. Brief history of the company
- vi. Company slogan and/or mission statement
- vii. When applicable, also include the function of the particular department in which you were working. Describe the work culture of where you were working.
- viii. Short bibliography at the end of the summary citing your sources
- ix. Optional: information about company logo, images of logo or relevant photos of the company\*.

**b. Document layout and specifications** (see Annex II for template)

- i. Include the following information in the header:
  - 1. First Name, Last Name, Student ID number
  - 2. Internship Assignments: Organization Summary
  - 3. Internship Company Name
- ii. 1-2 full pages. Assignments that are less than one full page will not be approved.
- iii. Written in English
- iv. A4 paper format
- v. 1" margins top, bottom, left, and right
- vi. Times New Roman font size 12 or Arial font size 12
- vii. Line spacing of 1.5. **Do NOT add extra spaces between paragraphs**
- viii. Save in PDF format
- ix. \*If you would like to include photos of a company logo or photos of the company, please include these on a separate page.
- x. You **MUST** cite the sources you use to write the report in a Bibliography (see the information about Plagiarism below)
- xi. For questions about putting together a bibliography, please contact the [AUP Library](#) or the [Academic Resource Center \(ARC\)](#).

### 4. Updated Resume or CV

A resume or CV is a document that summarizes your education, experience, and skills. Make sure your resume or CV includes the internship tasks and responsibilities from the internship you just completed.

**a. Document layout and specifications**

- i. 1-2 pages
- ii. Written in English
- iii. A4 paper format
- iv. Save in PDF format

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- b. Scroll down to the bottom of [this page](#) for examples of sample resumes, and suggested templates. You may also wish to consult this [sample CV](#) or [video](#) put together by the ACE Center.

### 5. Employer Evaluation

- a. By submitting the student evaluation form, you trigger an automatic email to your internship supervisor prompting him/her to fill out the online employer evaluation and comment on your performance during the internship.
- b. The internship office recommends writing to your supervisor after you submit the form to let them know that you have sent them an employer evaluation, and request that they fill it out.

### **Assignment Submission Deadlines:**

0 and 1-CR assignments are due **one month** after the internship’s official end date.

For example, if your internship ends on March 15, your assignments are due on April 15 **at the latest**.

All materials (organization summary, interview, & CV) except the employer evaluation form must be saved as individual documents (PDF format). All materials must be uploaded and [submitted via the online student evaluation web form](#). Emailed assignments will not be accepted for grading.

### **Grading System:**

**0-Credit internships: Approved/Not Approved (AP/NA)**

**1-Credit internships: Credit/ No Credit (CR/NC)**

Student grades will remain as Incomplete until the assignments have been graded.

Students who do not turn in assignments by the deadline will be sent an overdue notice. If the assignments are not turned in, the grade will be changed to Not Approved or No Credit.

### **Grading system:**

0- Fail	1 – Inadequate	2- Good	3- Excellent
<ul style="list-style-type: none"> <li>- Fails to address the questions</li> <li>- Fails to engage with the assignment criteria</li> <li>- Does not follow the assignment guidelines (ex. too short)</li> </ul>	<ul style="list-style-type: none"> <li>- Barely addresses the questions</li> <li>-Barely engages with the assignment criteria</li> <li>- Barely adheres to the assignment guidelines</li> </ul>	<ul style="list-style-type: none"> <li>- Fully responds to the questions</li> <li>- Fully engages with assignment criteria</li> <li>- Follows assignment guidelines</li> </ul>	<ul style="list-style-type: none"> <li>- Fully responds to the questions</li> <li>- Fully engages with assignment criteria</li> <li>- Follows assignment guidelines</li> <li>- Provides meaningful answers with complex material and expresses compelling ideas</li> </ul>

**Students must receive a 2 (“Good”) or higher in order to earn credit for the assignments.**

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**Note: students who turn in assignments on-time are allowed to resubmit assignments that received a 0 or a 1.**

Students who wish to resubmit assignments must contact the Internship Office **within two weeks** of receiving a NA/NC grade to request this option and confirm a new deadline for resubmitting assignments.

No Credit (NC) will be awarded for assignments that are:

1. Incomplete
2. Late
3. Not Submitted

### **Late submissions and non-submission of Assignments**

Students who do not turn in assignments by the deadline will be sent an overdue notice. If assignments are not submitted within two months of the submission deadline, the internship grade is automatically be changed from “IN” (incomplete) to “NC” (No Credit).

If a student needs to request an extension due to exceptional circumstances, such as an unexpected illness, they must contact the Internship Office before the initial internship deadline. Extensions will be approved or denied on a case-by-case basis.

If the student would like to submit an extension or turn in assignments after the grade has been changed, the student must successfully petition for an exception to academic policy. Likewise, exceptions will be approved or denied on a case-by-case basis by the Internship Office and the Director of the ACE Center.

### **Assessment Rubrics:**

Assessment rubric for the **Internship Evaluation Webform Reflective Prompts and the Organization Summary**

	<b>0- Fail</b>	<b>1 – Inadequate</b>	<b>2- Good</b>	<b>3- Excellent</b>
Did the student follow the assignment guidelines?				
Has the student effectively communicated the internship experience with professionalism?				
Has the student engaged in clear and realistic self-reflection based on their experience?				
Has the student engaged in analysis of the experience and expressed how the experience can help prepare them for future success?				

Assessment Rubric for the **Informational Interview**

	<b>0- Fail</b>	<b>1 – Inadequate</b>	<b>2- Good</b>	<b>3- Excellent</b>

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Has the student effectively communicated the internship experience with professionalism?				
Did the student follow the assignment guidelines?				

### Assessment Rubric for the CV or Resume

	0- Fail	1 – Inadequate	2- Good	3- Excellent
Has the student effectively communicated their academic and professional qualifications with professionalism?				
Did the student follow the assignment guidelines?				
Does the CV or resume include the latest internship?				

Note: the Internship Office does not grade the employer evaluation. 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.

### **Internship Assignments and Confidentiality**

**When preparing your assignments, please be aware of any confidentiality or non-disclosure agreements you may have signed with your organization.** Employers may ask interns to sign confidentiality statements, which may have a bearing on the information you disclose in your internship report and elsewhere. If this is the case, individuals and client corporations may be described rather than named, and projects may be recounted in general terms rather than specific details.

**Students with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office** to make sure they fully understand the terms and conditions of the agreement.

### **Plagiarism**

The assignments may be inspired in part by the organization’s corporate literature, but the bulk of the project must be the student’s own. **Students who draw heavily from other sources without proper citation will be subject to university disciplinary action.** For more information, please see the [guidelines about academic integrity](#).

## Annex I : Sample Informational Interview

Interview with [REDACTED], Editor in chief [REDACTED]

**1. How did you get involved in this line of work?**

Literally because of fashion, I have always been passionate about it. I looked for people, started doing research, I looked for the PR in brands, worked on my magazine, started doing editorials, contacting brands and explained what the project was about. I then created a brand and a DNA and what it was about. I created and concept and looked for contributors and with my sister I slowly started forming a team.

**2. Are any degrees or qualifications required or recommended for this position?**

First of all it is important to be interested in fashion. A degree in fashion direction will also be good. Being knowledgeable of the fashion industry and participating in fashion weeks is also essential. This is how you create your own network and start meeting people.

**3. In your opinion, what are some key skills and personality traits needed to succeed?**

In my opinion, the most important of all is believing in yourself. Recognizing and spotting and exploiting your own talent and capabilities is also very important. Looking to the future and what it holds is essential. Never look sideways and try to compete with others, keep focused on your own work and your own material. This will help you a lot in developing your identity. Having a good eye and appreciating art is important, enriching art, culture and knowledge is important. Never stop learning and evolving.

**4. How many hours a week do you work? Is it common to bring work home?**

I work approximately 30 hours a week. Work is almost always home, which is good to keep it dynamic.

**5. How much variety is there in your work? How much specialization?**

There is a lot of variety, my work is always changing like fashion, but in the end the endgame is the same, to produce beautiful content for the readers and my audience.

**6. What is a typical day like? A typical week?**



The news cycle never stops, we work 365 days of the year because every day we publish news without missing. The daily routine is that the person charged to look for news everyday does research with visual images to publish the news and I pick the relevant news that are going to be published. That is normal day, obviously when we have editorials, fashion weeks, events, press days, meetings with clients etc. When that happens, then routine changes, which I love because it keeps me on my toes everyday of the week.

**7. What are the most difficult problems and decisions you have ever faced? What about weekly decisions/problems?**

With magazines the problem is that you have to take last minute decisions, sometimes we need to make an editorial and something happens or we are shooting someone and the clothes don't fit the talent, and these things have to be solutioned fast, think in the moment, make tough calls and improvise and solve problems. A magazine depends on many people like collaborators, talents, clients, brands, employees, photographers, makeup artists, hairstylists etc. but the work of an editor in chief is to keep it all together and make the best outcome out of it. A tough call I had to make over the years was to let go of someone that was a long time contributor and I had to let him go because he wasn't a suitable part of the magazine anymore. It was not an easy decision to make, but at the same it was the right one.

**8. Does this job have any travel obligations?**

Of course, and I love that. The magazine has to be represented on an international level and there are many things like shootings, fashion weeks etc. that have to be done in other countries and I have to assist. An example is Milan fashion week, I have to go there as editor in chief of the WALK to fashion shows like Prada, Versace, Missoni and events like Bulgari and Vogue magazine. The traveling can sometimes be exhausting, but at the same time it has helped me grow a network of people for the magazine, and draw inspiration for editorials.

**9. Are there any civic or social obligations that go with this job?**

No there aren't but I really want to expand into the social sphere, I feel like it is very important to help people that have sufferings, especially due to the increasing pollution of the fast fashion industry.



## Annex II : Sample Organization Summary

### Organization Summary: OECD

The OECD, or the Organization for Economic Cooperation and Development, is an intergovernmental organization dedicated to, “improv[ing] the global economy and promot[ing] world trade.” The OECD acts as a forum in which member countries, all of whom, “share a commitment to improving the economy and well-being of the general population,” can meet and discuss issues that affect each of them (Corporate Finance Institute, NA).

The OECD was originally created as the OEEC (Organization for European Economic Cooperation) in 1948, shortly after the Second World War. Its purpose was to carry out the policies set by the Marshall Plan to rebuild Europe. In 1960, when the Plan was finished, the OEEC became the OECD, ushering in new, non-European members like the United States and Canada. Today, there are a total of 37 member states from all over the world (Amadeo, 2021).

There are OECD offices in Tokyo, Berlin, Mexico City, and Washington DC, but the original headquarters stands in La Muette, in Paris’ 16th arrondissement (OECD, NA). The principal building there, the Château de la Muette, was sold to the OEEC at its inception by the heirs of Baron Henri de Rothschild, who, in 1920, had recreated the original 16th century royal chateau that had once stood on the property (OECD (2), NA).

The OECD consists of three main structural bodies: The Council, which is the “overarching decision-making body,” consists of ambassadors from each member state and is chaired by the Secretary General of the OECD. Committees, “propose solutions, assess data and policy successes, and review policy actions among member countries.” And the Secretariat, composed of 3,300 employees, is led by the Secretary General and carries out the work of the OECD, helping to, “guide policy making based on evidence in close coordination with committees (OECD (3), NA).”

The OECD’s slogan is, “Better policies for better lives.” It is a slogan I came across often working in the Public Affairs and Communications (PAC) directorate. As one would imagine, the directorate is concerned with all things published by the OECD, be it newsletters on the webpage, social media content, or audio/visual material on YouTube. My job had to do with the latter. Though working almost 100% remotely made it hard to fully appreciate the “corporate culture” in my department, I gathered a few insights.

In general, the OECD seems to attract older, long-term employees. Many full-time employees I met there had been at the organization for 10 years or more. The pace of change is

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glacial. Simple paperwork may take a month or more to be processed. People speak not in hours or days, but months and years. The upside of this is that people seem to feel they have a community at the OECD and a stable job around which they can plan their lives long-term. The downside (in my opinion) is that meaningful action is mired in bureaucracy.

### Sources:

Amadeo, K. (2021, April 25). The OECD and member countries. *Thebalance.com*. Retrieved on April 10, 2021 from: <https://www.thebalance.com/organization-economic-cooperation-development-3305871#:~:text=The%20OECD%20was%20initially%20called.governments%20recognize%20their%20economic%20interdependence>

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OECD. (NA). OECD Centres. *Organization for Economic Cooperation and Development*. Retrieved on April 16, 2021 from: <https://www.oecd.org/general/oecdcentres.htm#:~:text=The%20OECD%20is%20represented%20outside.business%2C%20labour%20and%20civil%20society>

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OECD (3). (NA). Organisational structure. *Organization for Economic Cooperation and Development*. Retrieved on April 16, 2021 from: <https://www.oecd.org/about/structure/>