

You are thinking of doing an internship or about to start one? Please take the time to read this brochure.

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1. What needs to be ready for the first day of my internship?

Please ensure that your internship is registered with AUP and that you have the required paperwork to start your internship. More information here. [LINK](#).

The hosting organization may have asked you to provide them with a list of documents. Please make sure that you follow their instructions.

- For proof of health coverage, please contact: health@aup.edu
- For proof of civil liability coverage, please contact: internship@aup.edu
- If you have any questions or need assistance, please contact: internship@aup.edu

Please also make sure to get in touch with your internship supervisor or the Human Resources department of the hosting organization to verify at which time you should come in on your first day.

Dress smartly for your first day, unless you were told otherwise. You may adjust your dress code after a few days once you have a better sense of what is expected of you.

2. What is going to happen during the first day(s) and week(s) of my internship?

Each internship and organization is different. It is difficult to predict how the beginning of your internship will go. Your first few days or weeks may be rather slow, or you may be off to a fast-track training. Each internship supervisor handles the situation differently: some prefer to gradually give more and more responsibilities to their intern while others wish they could be independent from day 1.

Don't hesitate to speak out if you have any questions or any concerns, but also remain patient and focused.

Basic advice for your first day

- Bring an agenda or a notebook with you,
- If you are interning at a French company but don't speak much French, try to make the effort of saying a few words in French. It will help break the ice and will be much appreciated,
- Review your internship description with your supervisor to ensure you are both on the same page. Don't hesitate to ask questions and take notes as he/she introduces you to your new role,
- Inquiry about the corporate culture such as rules of politeness between colleagues, dress code, etc.
- Ask practical questions regarding lunch hours, vacations days, etc. to either your internship supervisor or the HR team. Please verify if you'll need to provide them with any sort of documents in addition to the *convention de stage*/training agreement.
- Don't hesitate to ask to be introduced to the extended team if your internship supervisor does not spontaneously do it,
- Be curious about your colleagues' jobs and situations.

3. Is the working culture any different in France? What should I expect?

Yes, and it is only natural as working cultures vary from one country to another.

- Work relationships in France tend to be more formal than in other countries and by default the *vous* is used instead of the *tu*. At first, try to call people by their last names (i.e. Mrs. or Mme. Petit) instead of using their first names (i.e. Marie).
- It may be expected of you to request a meeting whenever you would like to discuss something important with your internship supervisor.
- French internship supervisors are not renowned for using superlatives. Do not alarm yourself! On the contrary, expect to receive feedback about what you did wrong or what you could improve. It is common practice in France and it is considered part of the learning process.

Nonetheless, it is true that corporate cultures vary from one organization to the other. Small NGOs and big corporations do not function the same way. Observe, learn and adapt!

Be patient and don't hesitate to express your opinion in a polite and respectful way.

If you are unsure about how to react or if you have any questions, give a call to the Internship Coordinator at: 01.40.62.06.25

4. Do you have any recommendations for me?

- You are representing AUP during the entire length of your internship and your actions will have consequences on the ability of other AUP students to secure an internship or a job at the company for which you are interning. Remember that by registering your internship with AUP you have agreed to adhere to the company/organization's guidelines for employee behavior and the University's standard of conduct at all times.
- If you have signed a confidentiality agreement, take it very seriously. Legal actions may result for failing to do so. If you have any questions, please be in touch with the Internship Office.
- Take weekly notes about your internship experience to facilitate the restitution work at the end of the internship. If you need to submit an informational interview as part of your assignments, we would advise that you conduct it during the internship, not afterwards. If you are required to write an internship report, we encourage you to discuss potential confidentiality-related restrictions with your supervisor at the start of the internship.

More information about internship assignments may be found here. [LINK](#)

- Work hard. However, if you think that your internship workload is negatively impacting on your academic performance at AUP, please contact the Internship Office to discuss potential solutions.
- Network
- Keep track of your working hours by filling out attendance sheets. [LINK](#)

- If you are hoping to get offered a job or to stay in France after your internship, remember to research visa requirements applicable to your situation.

5. I would like to request a day off, what should I do?

In certain cases – internships lasting more than 44 days, or when mentioned on the *convention de stage* for internships lasting less than 44 days – interns are legally entitled to request a few days off. The hosting organization does not however have to pay you during your days of absence.

You should make a request to your internship supervisor as early as possible. If the hosting organization would like to sign a formal agreement (for insurance purposes, etc.), please download a leave of absence form from the AUP website and return it to the Internship Office by email at: internship@aup.edu. [LINK](#).

6. I am ill or I have hurt myself during the internship, what should I do?

If you are feeling unwell and cannot go to work, please make sure to contact your internship supervisor – if not, it will be considered as an unjustified absence. Unless being specifically told otherwise, you will not need to obtain any documentation from a doctor for a 24-hour absence. However, if you are ill for more than 24 hours, you will need to see a doctor to ask for a certificate (*arret de travail*).

If you hurt yourself on the way to the organization, during the internship or on the way home, please note that it is considered as a work accident in France. In such cases, you must contact your internship supervisor and the Internship Office.

7. I am encountering an issue during my internship, who should I contact?

Please know that the Internship Office is always available to answer your questions.

You must inform AUP of any serious health, work-related or family-related problems which occur during your internship so we can provide help and support, and be in contact with your supervisor if needed.

We treat any personal information with extreme care and never release it to your internship supervisor without prior consent.

8. I would like to extend the duration of my internship, what should I do?

If you wish to extend the length of your internship, please contact the Internship Coordinator to discuss details and see if or under what conditions this is feasible. [LINK](#)

9. I need to terminate my internship earlier than planned, what is the procedure?

If you would like to end your internship earlier than planned for any given reason, please contact the Internship Coordinator to discuss your situation. Be aware this is not automatic. [LINK](#)

10. Should I do anything special towards the end of my internship? How can I best prepare for the next step?

- Don't hesitate to ask for an internship certificate. You are legally entitled to it.
- In addition, we strongly encourage you to ask your internship supervisor if he/she would consider recommending you for another internship or for a job in the (near) future.
- In preparation of a discussion regarding future employment by the hosting organization, don't hesitate to reach out to the Internship Office or the Career Development Office. We advise that you also research visa requirements applying to your case.
- If you need assistance with your resume/CV as you have started to apply to jobs, don't hesitate to contact the [Career Development Office](#).

11. Do I need to do anything in particular once my internship has ended?

Please remember that all students are required to submit assignments by a set deadline following the end of their internship. Failing to do so will have academic consequences. Please have a look at the appropriate brochure on the following page. [LINK](#)

We also strongly encourage you to [book an appointment with the Career Development Office](#) to debrief your internship experience and to update your resume/CV and your LinkedIn profile, figure out your next academic and professional steps, create an e-portfolio to attract potential employers, etc.

Don't hesitate to keep in touch with your internship supervisor and colleagues after the end of the internship. It may prove very useful in the future.