

INTERNSHIP ASSIGNMENTS

BA 0 & 1-CR INTERNSHIPS & MA 0-CR INTERNSHIPS

Students who have registered for a 0 or a 1-CR internship with AUP are not required to submit an internship report. **However, they are required to complete a series of short assignments to clear the incomplete grade for their internships.** The assignments are designed to help students reflect on the internship experience and to prepare for their next professional and academic steps.

1. List of assignments

Bachelor's students & Master's students	
Mandatory	
Information about the hosting organization	One to two pages, in English, PDF format. Please mention your sources. Please indicate: name of the organization, location(s), activities (product, service), structure and size, brief history, slogan and mission statement. When applicable, also include the function of the particular department in which you were working. If possible, describe the "corporate culture".
Student evaluation form	Student evaluation form to be completed online. The aim of this exercise is for you to reflect on your internship experience: to compare your expectations with actual results, whether you feel better equipped to enter this field/industry as a result of this internship, the internship's contribution towards your future choices (next internship, graduate school, career, etc.).
Updated resume/CV	One or two pages, in English, PDF format, including internship tasks and responsibilities. See AUP's guide .
Informational Interview	Write-up of a brief informational interview (one page, in English, PDF format) with a colleague or your internship supervisor. See array of questions below for examples and ideas. The aim of this exercise is to acquire useful information for your career plans.
Employer evaluation form	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.
Optional	
E-portfolio	You may also submit an e-portfolio at http://pathbrite.com (or elsewhere) that comprises examples of projects undertaken during the internship (with the employer's permission). The e-portfolio can also include the items outlined above. Creating an e-portfolio is a great way to prepare for future applications – either for internships or jobs. Keep this in mind!
Submission process	
Submission deadline	One month after the end date of the internship. Send to: internship@aup.edu
Grade awarded	AP/NA (0-CR internships) or CR/NC (1-CR internships)

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2. Submission deadline & assignment recipient

The [student evaluation is to be completed online](#). The rest of the assignments are to be sent to: internship@aup.edu. The employer evaluation form is to be filled out by your internship supervisor.

The submission deadline for the student evaluation form, your CV/resume, the informational interview and the information about the hosting organization **is one month after the official end date of the internship** (as indicated on the *convention de stage*, on the *avenant* or on the internship registration request form). You will not be held responsible if your internship supervisor does not submit the employer evaluation within this timeframe.

The grade of NO CREDIT (for undergraduate 1-CR internships) or NOT APPROVED (for undergraduate and graduate 0-CR internships) will be awarded for assignments which are incomplete, late, or not submitted.

3. Guidelines for the informational interview

RECOMMENDED PROCEDURE

1. Call or write directly to request permission to interview your contact. You should inform him or her of the interview's purpose and approximately how much time it will take. Schedule an appointment.
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 his/her time, consideration and ideas. Send him or her 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.

POSSIBLE QUESTIONS FOR INFORMATIONAL INTERVIEWS

Select the questions most appropriate to the person you are interviewing, and/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?

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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?