Faculté des **sciences économiques** et de **gestion**
Université de Strasbourg

« La qualité de l'enseignement par l'excellence de la recherche »

Licence: 3ème année (L3)
Mention: Économie et gestion (EG)
Parcours: International Economics and Management (IEM)

Internship

Objectives of the internship

The internship is an important step in this programme. The overall objective is to make the connection between the practical and theoretical achievements obtained in the Licence and the reality of the business world.

The internship should enable the student:

- To be involved in a real company project to gain field experience
- To practice one or more skills developed during the training cycle, or develop a skill in a field related to the general thematic of the Licence and / or has not been developed during the Licence's teaching. This may be a technique or method or more generally an approach to economic analysis, management or organization.
- To demonstrate his/her ability to adapt to the workplace, to make relevant use of knowledge developed during his/her studies and to acquire new skills.

Internship search and procedures, administrative matters

Duration and period

The internship lasts for three months at minimum, but a longer period is possible.

It takes place the first week of April of academic year until July 1st. September is the absolute limit: the internship period cannot exceed the academic year that ends late September.

Search for the company / host organization and the theme

The internship must take place abroad, exceptionally in France according to different conditions (foreign company, English is the language for communication, international project).

The internship must include a specific mission regarding the contents of the courses learned during the Licence. The mission should be fulfilled for the hosting company or organisation. The student should also identify a specific topic for the internship essay, also in relation with the content of the Licence. The internship mission and, at least in broad outline, the topic that will be developed in the internship essay must be formally endorsed by the responsible of the Licence before the start of the internship. The topic of the internship essay can correspond exactly to the mission, or can simply be relating to this mission, allowing the student to explore a peculiar dimension of the mission.

Students find the internship by themselves, with the support of the management of the Licence as: information on internship offers sent directly by the companies to the Faculty, the internships of other promotions, informal contacts, the Cellule FISE, and so on. The methodological support is provided by the supervisor (university tutor) and the responsible of the licence IEM. For the student, this research is well training in preparation for the job search.

Given the widespread use of internships, students must quickly contact the business or organisation they are interested. The first contact must preferably be made before the end of October / November, to finalize the internship agreement (length, topic, etc.) in January / February. Once the mission of the internship and the topic of the internship essay are specified, it may be useful to start considering an initial literature search, as the student can easily benefit from the resources of the Faculty; assistance is provided by the supervisor and the responsible of the licence IEM.

The university tutor

A university tutor, who should be member of the teaching staff of the Licence (or failing that, possibly others teacher in the Faculty) will monitor the internship on the Licence "side", and will be the contact point with the company and especially the company tutor (see below). The first role of the university tutor is to ensure the smooth running of the internship and participate (except in special cases) to the viva of the internship. In this perspective, he/she will follow the orientation of the essay. If necessary, the university tutor can also visit the student and its company tutor at the company place. He/she can also, according to his/her skills, provide more technical advice or refer people who can make such advice. The choice of the university tutor is in the first place to the responsibility of the student.

The company tutor

A company tutor must be clearly identified in the company. He/she is the person responsible for monitoring the activity of the student, and to be the contact point of the Faculty and of the teaching staff within the host company. The company tutor is involved (except in special cases) in the viva, and is responsible for the internship essay on the side of the company (including confidentiality issues). The choice of the company tutor is made by the company itself.

The internship period

Upon his arrival in the host company, the student asks his company tutor to send an email to the secretariat of the Licence to confirm his/her arrival. During the internship period, the student addresses to the university tutor, according to a regular set with him/her, an account of the work performed in the hosting company and a report on the progress of his/her internship essay.

A record of arrival in internship (see copy attached "arrival to internship form"), given to students at the beginning of the internship, must be fulfilled by the company and sent back to the secretariat no later than 15 days after the beginning of the internship. It summarizes information on the internship, and allows both coordinating support and conveying information to the following promotions of students.

Before the internship viva, the student will receive an electronic file with an evaluation form / scorecard of trainee (see copy attached "evaluation of the activity of the trainee form"), to be fulfilled by the company tutor, and to be returned to the secretariat of the Licence, before the date of the viva.

The internship agreement ("convention de stage")

An internship agreement governing relations between the host company, the student and the University of Strasbourg must be established. The internship agreement is a contract that commits the student, the company and the university.

A key point is that the request for internship agreement to the University is to be made by the student *via* Ernest, at least one week before the start of the internship.

The internship essay

Purpose of the internship essay

This essay must demonstrate the ability of the student to put in practice acquired knowledge, and to enrich this knowledge through experience in the workplace. It should highlight the qualities of synthesis and analysis, with a further reflection on the topic for the essay. Unlike a simple internship report, it must go beyond the description of facts, show the student's ability to define and treat a topic in a structured way, and relate to and use the reference literature. Finally, it must demonstrate the student's ability to step back and to put his/her own work into perspective, about the situation in which it is has been conducted, his/her contribution to the hosting company and his/her own professional and personal enrichment at the end of the internship.

Elements of content and form

The plan must be structured in a way to facilitate the understanding of the approach and the results. It is therefore necessary to specify the topic of work and to organize the essay accordingly. It is imperative to discuss the plan with the university tutor before starting to write.

In general, the internship essay necessarily includes (the bullet points listed below are neither a plan nor a list of parts and sub-parts of the essay, but the elements that the reader must find in a way or the other):
- The overall presentation of the company (business areas, establishment locations, main business indicators, brief history, etc.), brief presentation of organization and management, analysis of company's environment and strategies,
- The mission to be fulfilled by the student and how it is related to objectives and organisation of the company,
- The definition of a topic related to the mission, the theoretical and/or practice analysis of this topic, based on a literature search,
- The presentation of hypotheses and of the methodological approach followed by the student to address this problem,
- A statement of work and the difficulties encountered in applying this approach,

- A summary of findings and results including, where appropriate, quantitative results to which the work had led
- A critical assessment of the work, and an assessment of the skills (technical and human, including social / soft skills) acquired during the internship or that remain to be acquired, with a view of establishing a skills assessment that may help in a future job search.
- Overall, the internship essay must of course highlight the specific contribution of the student.

The internship essay must comply with the following presentation requirements:

- The length generally ranges from 30 to 35 pages excluding annexes (Times new roman, 12 point font, 1.5 spacing).
- The cover page must show the names of the University, of the Faculty and of the Licence, the name of the company tutor, the name of the university tutor, the name of the student, the name of the company, the start date and end date of internship, the title of the internship topic (see example attached)
- Table of contents: it presents a detailed plan of the essay with reference to page numbers (bibliography and annexes should be listed). It is possible to put the acknowledgments between the table of contents and the introduction.
- Introduction: on the one hand it presents the company and the context of the student's activities, and on the other it introduces the topic of the essay (justifying the title) and the method used to treat it. Especially, it allows to expose and explain the plan used in the document.
- If the topic developed in the essay does not correspond exactly to the mission completed by the student, the presentation of the mission, the work done and results obtained as part of this mission will be treated separately and will be the subject of a short first part.
- Conclusion: it summarizes the key points developed in the paper by offering some answers to the questions raised in the introduction. It specifies the limitations of the study and possible deepening.
- Bibliography: references are organized by broad categories (sources like internet and other sources should at least be distinguished), ranked in alphabetical order of authors' names (or website). They must be complete, highly accurate, and presented under a unified and systematic format (e.g.: Name, Initial of first name (year), "title", publisher or journal name, place of publication; for websites, indicate the date of last access).
- If necessary, a glossary, a list of abbreviations used and annexes are also included. These are numbered, classified in a logical order (often following the page order of the main text, and / or grouped by theme) and paginated. Their goal is not to increase the size of the document; annexes should not consolidate disparate and unnecessary information. They provide additional information on certain points somewhat marginal to the main argument but of interest to some readers. Their goal is to enable easier reading of the main document by avoiding that the reader loses the thread of the main text with details of little importance for the global understanding.

The internship essay is written in English.

The internship essay must be submitted in 2 copies (as well as pdf version) at least one week after the end of the internship (three month).

If the duration of internship is longer than three months, then the length of the essay will be increased in proportion to the additional period.

It is possible to deal with confidentiality issues on a case by case basis.

Citations and references

To make a citation or a reference, it is enough to simply indicate in brackets the name of the author and year (e.g. (Smith, 2006) or (Smith and Smith, 2006) or (Smith *et al*., 2006)) in the text, and thus refers to the complete reference to be included in the bibliography.

It is imperative to cite all sources used, either for the figures, text passages, ideas, definitions, classifications, models or analysis tools.... It is possible to take verbatim text passages, but only if appropriate (e.g., definition, sentence expressing a central idea for the analysis ...), by ensuring clear evidence (e.g. quotes) and by giving the reference.

Any loan of a text, whatever its origin (article, book, website, thesis or internship report ...), which is not explicitly cited will be liable to a penalty which may affect the assessment of internship essay, and may even lead to a request for referral to a disciplinary committee of the University of Strasbourg.

Evaluation

The UE "International Internship" accounts for 18 credits (ECTS). The overall mark associated with the UE will be the average of two evaluations, with the following weighting:

- The internship evaluation by the company (mission), based on the evaluation form of the activity of the trainee (20%)
- Assessment of internship essay by the university tutor (80%)

Schedule

Request for creation of the internship agreement: From October via Ernest website

Choice of university tutor: Before the beginning of the internship

Sending back of the "arrival to internship form" by the student:
Within 15 days after arrival in hosting company/organisation at the latest (to your school administrator)

Sending back of the "evaluation of the activity of the trainee form" by the company tutor:
One week before the viva at the latest (to your school administrator)

Delivery of the internship essay (for the tutor and the library):

Annexes

Faculté des sciences économiques et de gestion
Université de Strasbourg

« La qualité de l'enseignement par l'excellence de la recherche »

Academic Year

Licence Economie et Gestion
Parcours INTERNATIONAL ECONOMICS AND MANAGEMENT

ARRIVAL TO INTERNSHIP FORM

I undersigned, Ms / Mr_____

Company:

Mailing Address:

Phone:
E-mail:

Certifies that _____ Student of the Licence IEM - University of Strasbourg has arrived (e) in our society on _____ for an internship ending _____, and is under my tutorship during this period.

The exact coordinates of where the trainee can be reached in the company are:

Mailing address:

Phone:
E-mail:

Signatures :

The company tutor The student

This document must be returned to : Faculty of Economics and Management – 61, avenue de la Forêt Noire - 67085 Strasbourg Cedex OR to your school administrator by e-mail (no later than 15 days after the arrival at the place of internship).

Faculté des **sciences économiques** et de **gestion**
Université de Strasbourg

« La qualité de l'enseignement par l'excellence de la recherche »

Academic Year

Licence Economie et Gestion
Parcours INTERNATIONAL ECONOMICS AND MANAGEMENT

EVALUATION OF THE ACTIVITY OF THE TRAINEE FORM

Name and surname of the student :

Company :

Name of the company tutor :

General behaviour, attitude during the internship:
(Check the appropriate box)

Evaluation	Very good	Good	Well enough	Fair	Insufficient
General presentation					
General behaviour					
Attendance, punctuality					
Integration of the trainee in the company					
Open-mindedness					
Attitude to work					
Ability to communicate					
Efficiency					
Curiosity					
Creativity					
Capacity for teamwork					

see next page

What are the strengths of the training of the student?

……

……

……

……

What are the weaknesses of the training of the student?

……

……

……

Would you hire him/her if you had the opportunity? Yes no

Overall assessment of the trainee:

……

……

……

……

……

Overall assessment: very good good well enough

Fair insufficient

Mark on 20: ……

Date and signature of the company tutor:

This document must be returned to : Faculty of Economics and Management – 61, avenue de la Forêt Noire - 67085 Strasbourg Cedex OR to your school administrator by e-mail (no later than 15 days after the arrival at the place of internship).

Faculté
des **sciences économiques** et de **gestion**
Université de Strasbourg

« La qualité de l'enseignement
par l'excellence de la recherche »

Licence Economie et Gestion
Parcours INTERNATIONAL ECONOMICS AND MANAGEMENT

Internship Essay

(First name and Surname of the student)

Title of the Essay

(First name and Surname) **University Tutor**
(First name and Surname) **Company Tutor**