

CONSIGNES STAGES PROFESSIONNELS L.E.A.

Université Toulon-Var

**WANTED
INTERNS!**



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A noter:

Tous les documents ci-après se trouvent également sur

Facebook: Stages Lea Abroad

Le Stage en 3ème Année - Les conditions

Présentation des Stages

En troisième année de Licence LEA (**Semestre 6**) et afin de valider l'obtention de son diplôme, chaque étudiant(e) doit effectuer un stage en entreprise à l'étranger. Pendant au moins 8 semaines (prévoir un retour pour une soutenance le 26 juin au plus tard), l'étudiant va donc s'immerger dans la langue, la culture et la vie économique d'un pays étranger. Ce stage à l'étranger sera également l'occasion pour chaque étudiant(e) de mieux comprendre la vie en entreprise dans un cadre international et d'approfondir ses connaissances, sans parler de l'enrichissement personnel procuré par cette enrichissante expérience.

Point essentiel :

La recherche du stage incombe exclusivement à l'étudiant(e). Cette démarche, délibérément conçue par le Département LEA, permet ainsi à chaque étudiant(e) de s'entraîner à une probable future recherche d'emploi et de s'immerger dans le monde professionnel.

Contexte et Objectifs à respecter:

Un stage en entreprise est une **période de formation pratique** complémentaire à la formation académique. Tout stage en entreprise fait l'objet d'une convention obligatoire entre l'entreprise, votre établissement de formation et vous-même.

Le stage a des objectifs de formation. L'étudiant sera évalué sur les compétences et connaissances qu'il aura acquises pendant le stage. La recherche d'un stage s'apparente à celle d'un emploi : il faut cibler les entreprises dont l'activité correspond aux matières étudiées, envoyer votre CV accompagné d'une lettre de motivation et souvent passer un entretien.

CHECKLIST DE RECHERCHE DE STAGE (JOUR J : Départ en Stage)

J – 5/ 6 mois (Octobre - Novembre)

___ Je possède un **CV et une LM en anglais**. J'ai vérifié que mon anglais est impeccable. J'ai fait relire ces documents au CRL ou à un enseignant pour vérifier mes fautes.

___ Je possède un **compte LinkedIn** à jour. J'ai vérifié que ce compte est également écrit dans un anglais irréprochable.

___ Je suis inscrit sur **la liste de diffusion** tenue par mon responsable de stages (Melle GROS) sur laquelle Melle GROS diffuse régulièrement des annonces de stage.

___ Je possède un **email type à envoyer** à un employeur potentiel.

___ J'ai assisté à la **réunion d'informations** de Parenthèse Paris (si offerte par l'Université de Toulon) et j'ai noté les bonnes adresses d'offres de stage. (1 pm 21th of Oct. W 300)

J – 4 / 5 mois (Novembre - Décembre)

___ J'ai demandé mon **passport**. ⇒ even for England.

or être prof = copie carte judiciaire

___ Je suis allé au **SRI (Relations Internationales)** situées au-dessus du Bréal) pour connaître les aides financières dont je peux bénéficier pendant ma période de stage.

___ Sur la liste de diffusion, j'ai lu le **document qui répertorie les entreprises** ayant déjà pris des élèves en stage les années précédentes.

___ J'ai noté les coordonnées de ces entreprises et j'ai commencé à envoyer mes premiers emails de prospection de stage.

___ Je me suis renseigné sur **la procédure d'obtention des visas J-1** (stage) aux USA et j'ai comparé les prix.

___ J'ai commencé à **visionner des vidéos** « youtube » en tapant job hunting; job interview, etc.

J – 2/3 mois (Janvier/Février)

___ J'ai lu **la procédure de stages LEA**, document établi par mon responsable de stages.

___ J'ai eu mes premières réponses d'employeurs éventuels. Je persévère et élargis éventuellement mon champ de recherche (ne pas se cantonner à l'enseignement, par exemple).

___ Si je souhaite un stage dans une école OU au contact d'enfants, je suis au courant qu'il me faudra fournir un **extrait de casier judiciaire**. (à demander en ligne sur <http://www.cjn.justice.gouv.fr/>)

___ J'ai **préparé mon entretien d'embauche éventuel**. Je suis passé au CRL (Centre de Ressources en Langues, salle) demander une préparation type avec un anglophone. Je suis allé feuilleter au CRL ou à la BU, de très bons livres pour se préparer aux phrases type que je vais entendre au cours d'un job interview ou auxquelles il me faudra répondre. Ce livre avec CD est d'une grande aide: <http://www.amazon.fr/Cambridge-English-Job-hunting-Students-Audio/dp/0521722152>

J - 15 jours/1 mois

___ J'ai trouvé mon stage et désormais, je suis la **procédure de stages LEA**.

Rappels importants :

Email type:

Dear Mrs (or Mr.....),

I am a French student, currently in my last year of a Bachelor degree in Foreign languages and Business Studies. I would like to inquire as to whether you have any openings for a 2 to 4 months' internship placement in your company, ideally starting in April this year.

During my course of study, I have concentrated particularly in Business English, English and Spanish translations, Marketing, Tourism, and Law. I am reliable, dynamic and punctual, and eager to get an insight into the Business world and put my academic knowledge to use.

Please find attached my CV. Do not hesitate to contact me if you require any more information.

I am available for a phone call or a skype interview at your earliest convenience. In the meantime, I look forward to hearing from you.

Yours sincerely,

(Your first name and last name)

La Foire aux Questions

Quand faut-il commencer à chercher un stage ?

Il n'y a pas de date précise pour commencer à chercher à un stage. Cependant, rien ne sert de commencer à chercher trop tôt. Peu d'entreprises pourront en effet vous donner une réponse définitive un an à l'avance. Le mieux est donc de commencer vos recherches pendant l'été et de les approfondir après la rentrée.

Comment rédiger mon CV et ma LM?

Votre résumé ou CV est abordé dès la Licence 2 et approfondi en L3. Quelques bons sites pour vous inspirer: [<http://www.parenthese-paris.com/etudiant/stage-etats-unis>] ou encore [<http://www.career.uci.edu/documents/JobSearchGuide/CoverLetterSamples.pdf>]

Quelles sont les dates pour partir en stage ?

La durée d'un stage est de 2 mois (8 semaines) minimum mais vous pouvez le prolonger autant que vous le souhaitez. Vous devez effectuer votre stage dans la période prévue à cet effet, à l'issue des cours du Semestre 6, **entre avril et juin**. Afin de vous permettre de partir le plus tôt possible après la fin des cours, le S6 sera évalué au contrôle continu (pas de partiels de fin de semestre).

Quand aura lieu la soutenance de stage ?

La soutenance doit avoir lieu avant la fin juin. (date limite de soutenance : _____).

Faut-il cibler certains secteurs en particulier ?

Il n'y a pas de domaines ou secteurs à privilégier. Il s'agit de choisir, si possible, une entreprise opérant dans un secteur ou un domaine qui vous plaît. Ensuite, l'important réside dans les tâches que vous effectuerez durant votre stage. Il faut dans l'idéal qu'elles soient en adéquation avec les enseignements acquis pendant votre formation en LEA et cohérentes **avec votre projet professionnel**.

Peut-on effectuer son stage dans une école ou une université ?

Oui, mais sous certaines conditions. En effet, les stages en tant que lecteur / lectrice ou assistant(e) seront autorisés, sous certaines conditions. En revanche, il est tout à fait possible de faire son stage dans le service Commercial ou le service Communication d'une université par exemple.

Quel est le quota d'heures à faire ?

Un quota est toujours difficile à imposer mais en général il se situe entre 35h et 40h. Mais par contre certaines missions d'enseignement ne pourront aller au-delà de 25h, typiquement assistant de français par exemple. Dans ce cas-là, pour tout ce qui est Enseignement et Formation, nous considérons un plein temps en enseignement (18heures à 25h/semaine) comme équivalent.

« J'ai envie de faire du woofing ou du fruit picking à l'étranger. Ca marche ? »

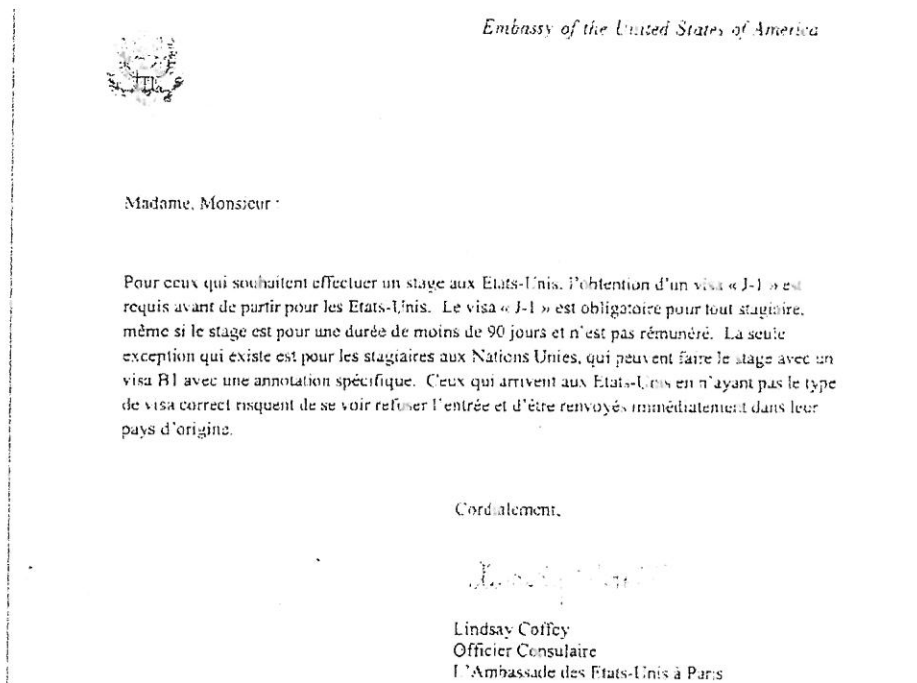
Ce cas est un cas très particulier et le contexte est assez facile à imaginer : aucune mission intellectuelle, aucun tuteur, etc. Logiquement donc, ceci n'est pas vraiment un stage **professionnel**. L'étudiant devra donc nous envoyer le lien vers le site ou le lieu où il/elle travaillera et l'équipe enseignante avisera en fonction des conditions de travail. Assurez-vous quand même que le futur employeur est capable de signer une convention de stage.

Je veux partir au pair ? Est ce que ça marche? Et surtout me faut-il un visa?

Attention : Vous ne pouvez pas prétendre à faire valider votre licence grâce à un séjour au pair, car la famille **ne pourra signer** une convention de travail/de stage. Le stage professionnel n'a, en effet, rien à voir avec le séjour linguistique de L2. Au pair, vous pouvez le faire en L2 ou en plus de votre stage, ou avant, après, mais ce n'est pas un « stage ».

Me faut-il un visa pour aller faire mon stage aux USA ?

Oui et pour cela, il vous faudra passer par un organisme agréé (et payant) qui vous délivrera le document DS2019. Une fois ce document en poche, vous pourrez prendre rendez-vous auprès de l'Ambassade des Etats-Unis à Paris et vous y rendre en personne pour obtenir le visa J-1 obligatoire (que votre stage soit rémunéré ou non) qui sera apposé dans votre passeport.



Les stages à l'étranger sont-ils rémunérés ?

Les entreprises étrangères n'ont nullement l'obligation de rémunérer leurs stagiaires. Vous percevrez donc (ou non) un salaire en fonction de la mentalité ou de la situation économique de l'entreprise qui vous accueille. S'il est fréquent qu'un stage de 2 mois ne soit pas rémunéré, il est toutefois possible que votre entreprise vous verse une certaine rétribution en fonction des efforts fournis. Par ailleurs, il existe bien entendu des aides financières pour aider les étudiants stagiaires. Elles sont cumulables avec les bourses de l'enseignement supérieur et parfois cumulables entre elles.

Comment présenter votre filière LEA à un employeur étranger

La filière LEA est particulièrement bien reconnue en France, mais elle n'est peut-être pas toujours reconnue à l'étranger. Peut-être donc, vous faudra-t-il définir votre cursus. Voici donc quelques idées pour vous aider:

Name of the diploma:

Bachelor Degree in Applied Languages.

OU:

3-year University Degree in Foreign Languages (Spanish, English) applied to Business Studies (Law, Marketing, Economics, etc.)

OU: Bachelor's Degree in Foreign Languages (Spanish, English) applied to Business Studies (Law, Marketing, Economics, etc.)

OU: Undergraduate Degree in Foreign Languages (Spanish, English) applied to Business Studies (Law, Marketing, Economics, etc.)

Contents of the LEA Program (Bachelor Program):

The Applied Languages program is a three-year program, divided into six semesters. It includes at least a total of three months spent abroad in work placement and study abroad. Working and studying abroad gives students a fantastic opportunity to deepen their linguistic skills and cultural knowledge.

Students acquire specialist skills, such as Teaching English as a Foreign Language (TEFL) or Technical Communication while you study languages.

Students combine the study of languages with the study of subjects like Marketing or Politics and International Relations.

Objectives of the Bachelor Degree in Applied Languages:

This program aims to produce graduates [*diplômés*] with a high level of competence in at least two languages combined with a specialist knowledge of the societies in which those languages are spoken. Graduates will also possess professional expertise in an area such as Marketing, Politics and International Relations, Teaching English as a Foreign Language (TEFL) and Technical Writing. Students will also acquire specialized, advanced skills such as interpreting and translating.

This program aims to [a pour but de] develop an in-depth understanding of the culture and society where the languages are spoken and an appreciation of how they might best be used in a range of professional contexts at home and abroad.

Career Prospects

Careers open to students with a degree in Applied Languages include;

- Translating and interpreting
- Communications, media and public relations
- Modern language teaching at secondary level
- International business, marketing, exporting
- Software, IT and internet sector
- English Language Teaching
- Further study with a view to professional qualification (e.g. Speech and Language Therapy) or a research and academic career.

First Sample of a Good Cover Letter

[Enter your address here]
[Enter your telephone here]
[Enter your mobile here]
[Enter your Email here]

Date

Enter Employers Address Here

Dear [Enter name of recipient],

(Enter Position / Ref Here)

As a French undergraduate in the Pau University (Bayonne campus) in Business and Marketing Studies, I am seeking the opportunity to apply for the position of [Enter position here] to capitalise on both my educational and professional experience whilst helping a definite business. [Enter position here] seems an ideal prospect, in view of my training, work experience and career interest.

Over the past year, I have added practical work experience to my technical knowledge, rising swiftly to being a serious and motivated student. I am responsible for implementing workshop projects within my training in a multi-disciplinary team, resolving issues proactively, working to schedule, in close liaison with Program Instructors, ensuring smooth operations at all times. The modules attended have enhanced my organizational, leadership and communication skills, increased my ability to synthesize complex technical issues quickly and independently.

This was followed by an internship as a [enter position here]. I administered and undertook extensive client liaisons, honing my communications and analytical skills. I was also responsible for, providing technical support to fellow associates, training staff and general troubleshooting. This role enhanced my ability to multi-task while working accurately under pressure. I also benefited by increasing my ability to organize work proactively.

The position of [enter position here] would utilize the knowledge and skills I have gained through my education and work experience. I believe I am a suitable candidate in view of my education, experience and long term commitment within [Enter field]. I hope therefore, that on consideration of my resume, you will be persuaded of my potential to perform well and make a real contribution as a member of your organization. In the meantime, I look forward to hearing from you at your earliest convenience.

Sincerely,

Skills based CV

ASHLEY GILL

PERSONAL DETAILS

Lappage Court,
Tyler Green,
Bucks,
HP8 4JD

Telephone: 01882 652349

Mobile: 07717 121824

Email: ashleygill01@hotmail.co.uk

Keep profiles concise and showing career focus

PERSONAL PROFILE

Adaptable and ambitious business studies undergraduate with proven customer service skills and an excellent understanding of business finance, keen to take on the daily challenges and rewards of working for Innovate Car Hire.

SKILLS & ACHIEVEMENTS

Business Awareness

- Experience in financial assistant roles in the commercial and voluntary sector with competence in business finance developed abroad.
- Active member of the university business club – winner of the 'Bucks Best Business Pitch' award in 2007 Enterprise Week, judged by Michael Eavis.
- Customer service awareness and skills developed working for Sainsbury's and McDonald's, achieving supervisor status in a short time.

Initiative & Adaptability

Skills headings suggested by the vacancy

- Self-funded an evening course in bookkeeping during first accountancy role with the Cats Protection League to increase my effectiveness at work.
- Successful study and work in Spain and Mexico demonstrate my ability to adapt and thrive in new and different environments.
- Volunteering as an English language tutor and raising money for Diabetes UK during my studies required initiative, dedication and discipline.

Team Working & Leadership

Quantify achievements

- Worked in a small team of 5 at Sainsbury's running a local store and a large financial team of 20 at First Choice taking on a variety of roles.
- Built team spirit as a supervisor at Sainsbury's by ensuring that staff were supported to meet testing team sales targets.
- Planning and coordination role taken in university group assignments - achieved an overall average 70+% grade in group assessments.

Effective Communication

- Strong interpersonal skills developed in customer service roles in retail, library and as a university tour guide.
- Ability to build rapport with customers in a short time evidenced by working as an English language tutor in Spain and Mexico.
- Strong presentation skills and confidence demonstrated by presentations in different languages to groups of 5 to 50.

IT Skills

- Competent with all Microsoft Office applications
- OCR Level 1 & 2 Web Design (MS Frontpage)
- Experienced user of Sageline 100

Languages

- French: Semi-fluent
- Spanish: Fluent

IT & language skills will always be of interest to employers

EDUCATION & QUALIFICATIONS

- 2003 – 2007** **Buckinghamshire Chilterns University College**
BA International Business Studies with Spanish (2:1)
- Study semester at The University of Valladolid (Spain)
 - 6 month work placement in Barcelona
 - Modules studied included: Business Planning; Sales Promotion and Marketing; Business Operations Management
- 1995 – 1998** **Tonbridge School**
A-Level: French (C) and Business Studies (B)
GCSE: French, A; Maths, B; Spanish, B; Biology, C; Chemistry, C; Physics, C; English, C; Information Technology, C.

WORK HISTORY

- 2003 – 2007** **Buckinghamshire Chilterns University College**
Campus Librarian (Dec 05 – Jun 06)
Tour Guide (Sep 02 – Jan 03)
- 2006 (Feb – Aug)** **Audigest S.A (Barcelona) Audit Assistant**
- 2005 (Jun – Dec)** **Sainsbury's Local (Hazelmere) Supervisor**
- 2003 (Jan – Aug)** **First Choice Holidays and Flights Ltd (High Wycombe) Financial Assistant**
- 2002 (Jul – Aug)** **Cats Protection League (Chalfont) Financial Assistant**
- 2001 (Jan – Dec)** **McDonald's (High Wycombe) Crew Member**

All the relevant transferable skills from your work history should be on page 1

VOLUNTARY WORK

- 2006 (Feb – Aug)** **Teaching English (Valladolid, Spain)**
- 2002 (Sep – Jan)** **Teaching English (Guadalajara, Mexico)**

REFERENCES

Available on request

Marie DUPONT
☐ 3, rue des Bois 64100 Bayonne FRANCE
☎ Intl+33 (0)559 123 456 ☎ Intl+33 (0)612 345 678 ✉ marie.dupont@iutbayonne.univ-pau.fr

TRAINEE/INTERN

OBJECTIVE STATEMENTS To work for a business abroad and implement organizational/social skills and the academic knowledge learned at University

SUMMARY/PROFILE A University undergraduate in Business and Marketing studies with an international line.

EDUCATION

June 2014 **DUT Degree/Diploma** (Higher Education Degree/Diploma) equivalent to the BBA specializing in/with a major in Marketing Techniques; Business Faculty, Bayonne Campus, part of the Pau University; South West France. Selected Coursework: Marketing, Statistics, Finance, Organizational Behavior, Computing, English, and Communications

June 2012 **French National Baccalaureate** equivalent to the A Level specialising in/with a major in Sales Techniques/Math/Economics; Lycée Durand (Secondary School/High School), Bayonne, France. Modules included: Computer Science, Math, Economics, Marketing, Logistics, English and Negotiations

WORK EXPERIENCE/EMPLOYMENT SUMMARY

January 2013 **Sales Assistant** at La Grande Récré (Toy Store) - Pau, France.

- Planned and calibrated items for window displays
- Advised customers
- Assisted management with closing operations, cashiering, preparing bank deposits and registering funds

Summer 2012 **Real Estate Assistant** at Century 21 (Realty) - Bordeaux, France;

- Prepared the store for opening/closing
- Handled visits for Marketing Professionals
- Updated customers files

Summer 2010 **Marketing Representative** at Logicom (Computing Systems) - Bayonne, France;

- Implemented marketing skills to increase sales
- Cultivated client relationships
- Placed advertising in magazines

July 2009 **Babysitter** for The Durands (Private Individuals) - Bayonne, France;

- Took care of 2 year-old toddler
- Cooked meals
- Organized outings

August 2008 **Corn Detasseler** at the Gautiers (Farming Business) - Anglet, France;

- Processed corn detasseling activities
- Helped other outdoor field workers in their tasks

SKILLS/ADDITIONAL INFORMATION

Languages: English: Bilingual/fluent/proficient/upper or lower advanced/academic/upper or lower Intermediate; Spanish: basic notions/elementary...; French: mother tongue/native speaker

Computer skills: Proficient in/Fully literate in/Working knowledge in... Microsoft Word/Excel, Powerpoint, Lotus/Access spreadsheet

Driving: Full clean driving licence (September 2012)

Date of Birth: 28th June 1994 - single

Nationality: French

PERSONAL/INTERESTS

Interests: Music composer/player, travels (Morocco, Spain, England), avid outdoor mountain-climber

Miscellaneous/Other: Full permanent and valid Driver's License (September 2012)

Active member of BO's rugby club

Volunteer for "Restau du Cœur", a charity organization

First-Aid Certificate (April 2012)

REFERENCES

Upon request

Pr Gisele Sigal, Dept Head, Business and Marketing Dept, Business Faculty, Bayonne Campus, Pau U: gisele.sigal@univ-pau.fr or +33 (0)645 882 056.

Pr Franck Luthon, Dept Head, Industrial Maintenance & Management dept, Engineering Faculty, Anglet Campus, Pau U: franck.luthon@univ-pau.fr or +33 (0) 559 574 344.

Traditional Employment Interview Questions

Here is a list of sample interview questions job-seekers can expect, especially at first, more traditional interviews.

It's best to prepare answers to these questions, but do not memorize your answers so that you come off sounding like a robot; in other words, be prepared for these questions and have an outline or script ready, but do not worry about remembering your answers word-for-word.

Looking for some sample excellent answers to traditional interview questions? Then go to the Job Interview Questions Database at quintcareers.com/interview_question_database/, where you will find traditional, behavioral, and mixed interview questions for both experienced job-seekers and college students and recent grads.

Traditional Job Interview Questions:

"réponses type"

- How would you describe yourself?
- Why did you leave your last job?
- Why should I hire you?
- What makes you qualified for this position?
- What qualifications do you have that make you successful in this career?
- How do you determine or evaluate success?
- What do you think it takes to be successful in a company like ours?
- In what ways do you think you can make a contribution to our company?
- Do you have any interests? What do you do in your spare time?
- Have you ever been fired or forced to resign?
- What qualities should a successful manager possess?
- Mention two or three accomplishments that have given you satisfaction? Why?
- Describe the most rewarding experience of your career thus far.
- If you were hiring a job-seeker for this position, what qualities would you look for?
- Do you have plans for continued study? An advanced degree?
- In what kind of work environment are you most comfortable?
- What have you accomplished that shows your initiative and willingness to work?

Career objectives:

- What are your long range and short range goals and objectives?
- What specific goals other than those related to your occupation, have you established for yourself for the next ten years?
- What do you see yourself doing five years from now? Ten years from now?
- What do you really want to do in life?
- What are your long range career objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- What do you expect to be earning in five years?
- Why did you choose this career?
- What motivates you to go the extra mile on a project or job?
- Why did you decide to seek a position in this company?
- What can you tell us about our company?
- What interests you about our products?
- What do you know about our competitors?
- What two or three things are most important to you in your job?

- Are you seeking employment in a company of a certain size? Why?
- What are your expectations regarding promotions and salary increases?
- What criteria are you using to evaluate the company for which you hope to work?

On teamwork:

- How well do you work with people? Do you prefer working alone or in teams?
- What do you like most about working with others? What least?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What's more important to you -- the work itself or how much you're paid for doing it.
- How well do you work with others?
- Describe a situation in which you sacrificed your immediate needs for the larger good of a team.
- Have you participated in any team activities? What were they and what did you learn from them?
- How important is recognition to you?
- What do the words "team player" mean to you?

Strengths and weaknesses:

- Can you explain this gap in your employment history?
- What do you consider to be your greatest strengths and weaknesses?
- How would a good friend describe you?
- Do you consider yourself a leader?
- What are the attributes of a good leader?
- Which is more important: creativity or efficiency? Why?
- Describe the workload in your current (or most recent) job.
- How do you work under pressure?
- Are you good at delegating tasks?
- What's one of the hardest decisions you've ever had to make?
- How well do you adapt to new situations?
- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?
- If you were hiring someone, what attributes would you define as being the most desirable and why?
- Describe the relationship that should exist between the supervisor and those reporting to him or her?

Attention to details/organization:

- How important are details to you? Why or why not?
- What does it mean to you to be organized?
- What role do you think organization plays or should play in this position?
- How important has organization been to your past positions?
- Are you naturally an organized person? If not, what steps do you take to organize yourself?

Miscellaneous:

- What does the word "service" mean to you?
- What are willing to do to make a client happy? Where do you draw the line?
- Describe some of your strategies for dealing with difficult people.

- A customer calls in to complain about the product, demanding a discount. You suspect they aren't telling the truth. What do you do?
- Do you have a geographic preference? Why?
- Are you willing to relocate?
- Are you willing to travel for the job?
- What's the most recent book you've read?
- Why do you think you might like to live in the community in which our company is located?
- Describe the best job you've ever had.
- Describe the best supervisor you've ever had.
- What would your last boss say about your work performance?
- Describe the most creative things you've done in past jobs. In your personal life.
- What are the criteria you would use to determine success? How should a company determine success?
- Describe your most rigorous intellectual challenge to date.

Entretien SKYPE – De quelles motivations parler ?

An internship will give me a competitive edge in the job market.

The knowledge and experience I will gain abroad will significantly boost my future job prospects.

I want to gain real-world experience.

I want to develop the professional skills needed to enter my particular career field.

Get an invaluable professional asset that sets you apart from other students and graduates.

Guidelines AFTER finding your internship

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Dr. Emmeline GROS

PROCEDURE STAGES LEA (AVANT VOTRE DEPART):

Tout d'abord bravo et félicitations pour vos efforts - vous avez trouvé un stage; suivez bien la procédure qui suit pour éviter toutes surprises. Rendez-vous également au SRI pour connaître les aides dont vous pouvez éventuellement bénéficier.

ETAPE 1 : L'ACCORD PREALABLE DE STAGE :

___ Une fois votre stage trouvé, faire **d'abord** remplir l'accord préalable de stage par l'entreprise qui vous accueille comprenant **OBLIGATOIREMENT** votre adresse email et **l'adresse email de la personne qui sera votre tuteur sur place à l'étranger** (ainsi que ses coordonnées de manière lisible). Ceci me permettra de contacter régulièrement l'entreprise pour savoir si votre mission de stage est bien respectée, si vos heures de travail sont respectées, et si votre employeur est satisfait de votre travail.

___ Si vous pensez pouvoir bénéficier de la bourse offerte par le SRI (Relations Internationales), renseignez-vous au plus vite et faites signer les papiers pour votre bourse de mobilité en même temps que votre accord préalable.

___ Faire **ensuite** signer l'accord préalable de stage (et votre papier pour bénéficier de la bourse de mobilité) par votre responsable de stage (en anglais : Emmeline GROS); le mieux étant de scanner ces papiers et de les envoyer directement par email à emmelinegros@gmail.com.

___ L'accord préalable de stage, une fois signé par l'entreprise et signé par Melle GROS, doit **enfin** être déposé au secrétariat LEA, auprès de Delphine Camera. Delphine vous demandera également d'autres pièces nécessaires (photocopie carte identité, carte scolarité, assurance responsabilité civile, etc.).

___ Gardez une copie de votre accord préalable pour l'insérer dans votre rapport de soutenance.

___ Une copie de cet accord préalable **doit également être déposé** dans le casier de votre responsable de stage (Melle GROS).

ETAPE 2 : LA CONVENTION DE STAGE :

___ Si tous vos papiers sont en ordre et si Delphine a reçu une copie de votre accord préalable de stage, Delphine vous transmet, par email ou en personne, votre convention de stage. Ne pas hésiter à passer voir Delphine Camera en personne ou à envoyer un email au secrétariat pour récupérer la convention de stage si les choses tardent un peu.

___ Cette convention de stage devra être **complétée** entièrement (6 pages) **par l'entreprise**, et **signée** par vos soins et signée également par l'entreprise.

___ Une fois signée, cette convention doit être **transmise** par email ou en personne à **Delphine Camera** (qui fera **ENSUITE** signer votre responsable de stage, Melle GROS et le directeur de l'UFR).

___ Vous pourrez **ensuite récupérer votre convention** au bout de quelques jours. Gardez précieusement ce document pour l'insérer dans votre rapport de stage. Ne pas hésiter à passer voir Delphine Camera en personne ou à envoyer un email au secrétariat pour récupérer la convention signée par toutes les parties concernées.

ETAPE 3 : FIN MARS-DEBUT AVRIL

___ Assurez-vous **d'avoir récupéré une copie des instructions** sur votre rapport de stage. Ces instructions '*Guidelines for Report's Thesis Preparation*' détaillent le contenu de votre rapport de stage, la mise en page à suivre, et la checklist à suivre une fois sur votre lieu de stage. Tout rapport incomplet ou mal présenté sera automatiquement REFUSE.

ETAPE 4 : PLANIFIER VOTRE DATE DE SOUTENANCE

Quelques jours après votre départ en stage, vous recevrez un email détaillé vous affectant un enseignant d'anglais (ou tuteur) qui sera chargé de lire votre rapport de stage, qui vous fera soutenir votre rapport à la fin de votre stage et qui vous affectera votre note de rapport et de soutenance de stage. Une fois que vous connaissez cette personne, celle-ci sera votre SEUL point de contact. C'est avec cette personne que vous organiserez: a) la date de la soutenance de votre rapport; b) l'envoi de votre rapport de stage dans le délai demandé par l'enseignant; c) les questions relatives à votre stage (si besoin est).

___ Commencez à **anticiper votre date de soutenance** sachant que la session de soutenance doit avoir lieu avant le dernier délai. Une soutenance skype est également possible, sous certaines conditions. Pour les cas exceptionnels (élèves rentrés trop tard pour soutenir à la session 1), il vous faudra soutenir entre le

1^{er} septembre au plus tard. Pour les élèves qui ont échoué leur soutenance de stage le rattrapage devra être fait avant le 10 septembre.



Faculté
des Lettres
et Sciences
Humaines
Département
des Langues
Etrangères
Appliquées

ACCORD PREALABLE DE STAGE PROFESSIONNEL PRELIMINARY AGREEMENT OF TRAINING PERIOD

Note to the student : Assurez-vous que l'accord préalable soit correctement rempli et signé (cadres 1, 2 et 3) bien avant le début du stage puis remettez une photocopie au Secrétariat Pédagogique (Y202) pour obtenir la convention de stage proprement dite. **L'exemplaire original sera joint en première page du rapport de stage puis complété lors de la soutenance.**

Attention : Veillez à joindre au rapport une attestation de stage de votre employeur.

1 A remplir par l'étudiant ▼	_____	_____	_____
	NOM de naissance du stagiaire	Prénom	Année de Licence (2è ou 3è)
	_____	_____	_____
	Adresse permanente	Code Postal	Ville
_____	_____	_____	
Adresse de l'étudiant / Lieu de travail	Code Postal	Ville	
_____	_____	_____	
Langue de rédaction du rapport de stage en entreprise	Langue de rédaction du rapport de séjour linguistique		

2 To be filled by the structure / firm ▼	_____	_____	_____
	Name of the company / institution	Name of the person in charge of the student	Company telephone
	_____	_____	_____
	Address of the company / institution	Postal code	Town
	_____	_____	_____
	Description of the content of the training period	_____	
EMAIL: _____	_____		
_____	_____	_____	
Location of the training period if different from the headquarter	Tel to reach the student		
<input type="checkbox"/> uninterrupted period <input type="checkbox"/> fractionned	Planned dates		
Date, stamp and signature of the head of department :	<i>A ne pas oublier!</i>		

3 A remplir par les enseignants ▼	_____	_____	4 A compléter lors de la soutenance ▼
	Avis de l'enseignant responsable de la langue	Nom et signature	
	_____	_____	Date de soutenance
Nom et signature du correcteur	_____		Note/20
Si la note de soutenance est inférieure à 10 et dans l'hypothèse d'un redoublement, l'examineur décide que l'étudiant devra :			
<input type="checkbox"/> Effectuer de nouveau un stage. <input type="checkbox"/> Seulement rédiger et soutenir de nouveau son rapport.			

à remplir par l'étudiant

INTERNSHIP CONTRACT

BETWEEN

The higher education institution:

Name of institution:
 Address:
 Represented by:
 Job title:
 Department/Faculty:
 Tel: Fax: E-mail:
 Address: (if different from address of institution)

The host organisation:

Name: GROUPAUTO UK
 Address: ROYSDALE WAY, BRADFORD, WEST YORKSHIRE BD4 6SE
 Tel: 01274 654600 Fax: E-mail: chris.chaplin@grouppauto.co.uk
 Represented by: (name of person signing contract): CHRIS CHAPLIN
 Job title: COMMERCIAL MARKETING MANAGER
 Name of department where internship will take place: MARKETING
 Place of internship (if different from host organisation):

And the intern student:

Student's number: 21102943
 Surname: SCHMITT First name: Erika
 Gender: F M Date of birth: 15/04/1995
 Address: 18 rue des escudiers 83260 LA CEAL
 Tel: +33 6 75 00 52 51 E-mail: erika.schmitt@etud.univ-tln.fr
 Title of course taken at the higher education institution: Licence Langues étrangères appliquées

SUBJECT OF INTERNSHIP: Marketing tasks
 DATES OF INTERNSHIP: From 7th April 2014 to 5th June 2014
 DURATION OF INTERNSHIP: 2 hours / weeks / months (cross out the options which do not apply)¹

Supervision of intern provided by:

On behalf of the higher education institution:

On behalf of the host organisation:

Surname:
 First name:
 Job title:
 Tel:
 E-mail:

Surname: CHAPLIN
 First name: CHRIS
 Job title: COMMERCIAL MARKETING MANAGER
 Tel: 01274 654600
 E-mail: chris.chaplin@grouppauto.co.uk

Healthcare insurance office to be contacted in the event of an accident (place of residence of student unless otherwise indicated):

1 Article L612-9 of the Education Code: "The duration of any internship(s) undertaken by a single intern in any one organisation must not exceed six months per academic year", subject to certain exceptions.

à remplir par le responsable de Stages. 1/6

à remplir par l'entreprise!



Article 1: Purpose of the contract

The present contract governs the relationship between the host organisation (company, public agency, association...), the higher education institution and the intern.

Article 2: Objective of internship

The internship offers the opportunity to spend a fixed period of time in a working environment, during which time students can develop their professional skills and apply the theoretical knowledge gained in the course of their training, with a view to obtaining a degree or other certification. Interns will be entrusted with one or more responsibilities which correspond to the educational objectives of their academic institutions, and which meet with the approval of the host organisation.

The objectives of the internship programme are determined by the HE institution and the host organisation in accordance with the general nature of the course curriculum.

Duties to be carried out:

MARKETING TASKS INCLUDING
CREATIVE IDEAS FOR MAGAZINE
ATTENDING SHOWS, VISITS TO OUR
MEMBERSHIP AND DATA INPUT INFO
.....
.....
.....

Article 3: Practical terms of internship

The maximum weekly amount of time the intern will be present at the company is 35 hours.

The internship is full time / ~~part-time~~ (Cross out the option which does not apply) (please specify the percentage.....)

If the intern must be present at the host organisation at night, on a Sunday or on a bank holiday, the organisation must indicate these special cases here:
.....
.....

Article 4: Status of intern – Reception and monitoring

The student will retain his/her previous status throughout the duration of the internship in the host organisation and will receive regular monitoring from the HE institution. The host organisation will designate a *host organisation tutor* who will be responsible for mentoring the student and optimising the conditions for carrying out the internship.

Throughout the duration of the internship, the student may return to the HE institution for any lessons they are explicitly required to take as part of the course or to attend meetings, provided the host organisation is informed of the dates by the HE institution and the student receives authorisation to travel, if applicable.

Terms of monitoring (Follow-up by the host organisation tutor).....
.....

Article 5: Remuneration – Benefits in kind – Reimbursement of expenses

This article is applicable subject to compliance with the legislation of the host country and legislation governing the type of host organisation.

The intern must receive remuneration if the length of

the internship is longer than two months (consecutive or non-consecutive) and the internship takes place on French territory, notwithstanding special rules which apply in certain overseas territories, or the conditions set out in Article L4381-1 of the French Public Health Code.

When the length of the internship is longer than two months (consecutive or non-consecutive) and the internship takes place in a public or private enterprise, an association or a commercial or industrial public institution on French territory, the intern must receive remuneration.

When the length of the internship is longer than two consecutive months and equal to at least 40 working days, and the internship takes place in administration or an administrative public institution of government on French territory, the intern must receive remuneration.

Remuneration is fixed by a sector-specific or professional agreement, or failing this, at 12.5% of the hourly social security limit defined in accordance with article L 241-3 of the Social Security Code.

For internships in administration or an administrative public institution of government, remuneration must be equal to the hourly limit outlined above.

When the duration of the internship is less than or equal to two months and takes place in a public or private enterprise or an association on French territory, the student may receive remuneration.

Amount of remuneration:

Method of payment of remuneration:

If an intern receives benefits in kind (for example, free meals), the amount representing the value of these benefits will be added to the monthly amount of remuneration before comparison with 12.5% of the hourly social security limit for a legal duration of weekly work equal to 35 hours.

Accommodation and travel costs incurred by the student at the request of the organisation in addition to any training expenses required to carry out the internship will be covered by the organisation in accordance with the terms in force within the organisation.

List of benefits provided:

Interns can access social and cultural activities listed in article L2323-83 of the Employment Code under the same conditions as salaried employees.

When the internship takes place in administration or in an administrative public institution of government, the student's assignment expenses will be covered under the 2006-781 decree, with the place where the internship takes place as the place of work for administrative purposes.

For internships in administration or administrative public institutions of government: travel expenses for travel between the place of residence and the place of work will be covered in accordance with the conditions outlined in decree 2010-676: NO (please indicate yes or no)

Article 6: Social security

The student remains affiliated with his/her prior social security system throughout the duration of the internship and will retain student status.

In the case of internships undertaken abroad, social security must be informed and verification must be received from them prior to the departure of the student.

The following clauses are applicable subject to compliance with the legislation of the host country and legislation governing the type of host organisation:

6.1 Remuneration less than or equal to 12.5% of the hourly social security limit multiplied by the number of hours of internship completed within the month in question:

In accordance with the legislation in force, in this situation, the remuneration received for the internship is not subject to social security contributions.

The student continues to benefit from the legislation relating to accidents in the workplace under article L 412-8-2 of the Social Security Code, student scheme.

In the event of the student being involved in an accident, regardless of whether this takes place whilst undertaking work in the organisation, during travel or on any premises pertaining to fulfilling the requirements of the internship, *and for students of medicine, dentistry or pharmacy who do not hold a medical position, in relation to medical internships carried out under the conditions outlined in section b) of 2o of article L 412-8, the host organisation shall send a declaration* to the "Caisse Primaire d'Assurance Maladie" (healthcare insurance office) (see address on the first page), specifying the institution as the employer, **and must send a copy to the institution.**

6.2 Remuneration greater than 12.5% of the hourly social security limit multiplied by the number of hours of internship completed within the month in question:

Social security contributions are calculated on the difference between the amount of remuneration and 12.5% of the hourly social security limit for a legal duration of weekly work equal to 35 hours.

The student benefits from legal cover in accordance with the clauses of article L 411-1 and onwards of the Social Security Code. In the event of the student being involved in an accident, regardless of whether this takes place whilst undertaking work in the organisation, during travel or on any premises pertaining to fulfilling the requirements of the internship, the host organisation will take all necessary steps required by the "Caisse Primaire d'Assurance Maladie" and inform the HE institution as soon as possible.

6.3 Health protection for interns abroad:

1) Protection under the French student scheme:

- For internships in the European Economic Area (EEA) undertaken by students who are nationals of member states of the European Union, the student must obtain a European Health Insurance Card (EHIC).

- For internships carried out in Quebec by students who are French nationals, the student must obtain a SE401Q form (104 for internships in companies, 106 for internships in universities).

- In all other cases:

Students who incur health costs abroad can be reimbursed by the organisation which serves as "Caisse de Sécurité Sociale" for students, on their return to France and on the presentation of documentary evidence: the reimbursement is granted on the basis of French healthcare costs, meaning major differences may exist.

° It is therefore strongly recommended that the student takes out additional private health insurance which is valid in the country where the internship takes place and for the duration of the internship, with the host organisation of his/her choice (student insurance company, insurance company of parents, private company on a one-off basis...).

° Exception: if the host organisation provides the student with health insurance pursuant to the clauses outlined in local law (see section 2) below), the student can choose to benefit from this local health insurance cover. Before making a decision, the student should verify the specific details of cover provided.

2) Protection from the host organisation:

By ticking the appropriate box, the host organisation indicates hereunder if it will provide the intern with health insurance pursuant to local law:

YES (this is in addition to the rights of the student under the French student insurance scheme, which continues when the student is abroad)

NO (protection follows exclusively from the rights of the student under the French student scheme, which continues when the student is abroad)

If neither of these options is ticked, section 1) of article 6.3 will apply.

6.4 Occupational accident insurance for interns abroad:

1) In order to benefit from French legislation in relation to occupational accident cover, the present internship must:

- Be no longer than 12 months, including any extensions
- Not give rise to any remuneration likely to grant rights to occupational accident insurance in the foreign country (an allowance or remuneration is accepted up to 12.5% of the hourly social security limit for a legal duration of weekly work equal to 35 hours subject to the consent of the "Caisse Primaire d'Assurance Maladie").
- Take place exclusively in the company party to the present contract.
- Take place exclusively in the foreign country stated.

When these conditions are not fulfilled, the host organisation agrees to pay contributions for the protection of the intern and to make the necessary declarations in the event of an accident in the workplace.

2) The declaration of occupational accidents is the responsibility of the HE institution who must be informed by the host organisation in writing within 48 hours.

3) The student is covered for accidents occurring:

- Within the confines of the location of the internship and the hours of the internship.
- On the daily journey between the place of internship and the place of residence abroad.
- On the journey between the place of residence of the intern on French territory

and the place of residence abroad (at the beginning or the end of the internship).

- In the course of any assignment commissioned by the host organisation and where the activity is a necessary part of the given assignment.
- 4) In the event that any condition outlined in point 6.4 1) is not met, in accordance with the present contract, the host organisation agrees to provide cover for the intern against the risk of a workplace or travel accident and against occupational diseases and to provide any declarations required.
- 5) In all cases,
- If a student suffers an accident in the workplace during the internship, it is imperative that the host organisation informs the HE institution of the accident immediately.
 - If a student completes limited tasks outside of the host organisation or outside the country where the internship takes place, the host organisation must make all the necessary arrangements to provide the student with appropriate insurance.

Article 7: Civil liability and insurance

The host organisation and the student declare that they have civil liability coverage.

Regardless of the nature of the internship and the destination country, the intern agrees to obtain cover for him/herself by way of a general insurance policy (medical repatriation, legal assistance, etc) and a personal accident insurance policy.

If the host organisation provides the intern with a vehicle, it is the responsibility of the host organisation to confirm beforehand that the vehicle insurance policy covers use of the vehicle by a student.

When the student uses his/her own vehicle or a vehicle loaned by a third party within the framework of the internship, the student expressly agrees to declare this use to the insurer of the said vehicle, and if required, to pay the relevant premium.

Article 8: Conduct

Throughout the internship, the student is subject to the conduct and internal regulations of the organisation, specifically, in relation to hours of work, and hygiene and safety regulations in force within the host organisation.

Disciplinary procedures may only be determined by the HE institution. In the event of a breach of discipline, the host organisation should inform the HE institution of the breach(es) and provide the constitutive elements.

In the event of a particularly serious breach of discipline, the host organisation reserves the right to terminate the internship while respecting the clauses fixed in article 9 of the present contract.

Article 9: Leave of absence and curtailment of internship

Any difficulties which occur during the course of the internship shall be brought to the attention of all parties concerned in order to resolve the issue as soon as possible.

Temporary curtailment:

During the course of the internship, the intern can take annual leave subject to approval from the host organisation and with respect of the duration of the internship.

For any other temporary curtailment of the internship (illness, maternity, unauthorised absence...), the AMUE – 04/10/2013

host organisation should inform the HE institution representative in writing.

Definitive curtailment:

In the event that one of the three parties (host organisation, HE institution, student) wishes to permanently curtail the internship, the party in question shall inform the other parties in writing immediately. The reasons outlined will be considered together. A definitive decision to curtail the internship will only be made after this dialogue phase.

Article 10: Duty of circumspection and nondisclosure

The duty of circumspection is absolute. In this respect, intern students agree that in no circumstances will they use information they have gathered or obtained, including the internship report, for the purpose of publication or communication with third parties, without prior consent from the host organisation. In addition to the duration of the internship, this continues to apply after the internship has ended. The student agrees not to keep, take or make a copy of any document or software belonging to the host organisation, regardless of its nature, without consent from the host organisation.

Note: Within the framework of nondisclosure of information contained within the report, the host organisation can request a restriction on the distribution of the report and even the withdrawal of certain elements of highly confidential information.

Those who have knowledge of the information contained within the report are restricted by professional confidentiality not to use or disclose any information contained therein.

Article 11: Intellectual property

In accordance with the Intellectual Property Code, if the work undertaken by the intern results in the creation of a piece of work protected by copyright or industrial property (including software), and if the host organisation wishes to use the work and the student consents to this, a contract should be drawn up and signed by the intern (author) and the host organisation.

The contract should notably include the extent of transferred rights, the conditions of exclusivity, the destination of the work, the resources used and the duration of the transfer of rights as well as the total remuneration owed to the student in relation to the transfer of rights, if applicable.

This clause also applies in the case of internships carried out in public institutions.

Article 12: Recruitment

In the event that a work contract is signed by the host organisation and comes into effect before the end date of the internship, the present contract will become null and void; the HE institution is no longer responsible for the student. It is imperative that the HE institution is informed of the work contract before it is signed.

Article 13: End of internship – Report – Evaluation

At the end of the internship, the host organisation will provide the intern with an internship certificate and will complete an evaluation form in relation to the performance of the intern (see appendix) which should be returned to the HE institution.

At the end of the internship, the student shall: (specify the nature of work to be provided by an

attachment in the appendix, if necessary)

State the terms of validation of the internship, if required:

Number of ECTS credits:

Quality evaluation of the internship: At the end of the internship, the three parties involved are invited to formulate an appraisal of the quality of the internship.

The host organisation tutor or any other member of the host organisation required to visit the HE institution as part of the preparation, implementation or validation of the internship may not claim reimbursement or compensation from the HE institution.

An addendum to the contract may be drawn up in

the event of an extension of the internship at the request of the host organisation and the student.

For diplomas following the university calendar, the final day for the placement will be no later than **September 30** of the current year.

For diplomas based on calendar year, the placement will end on **December 1st** at the latest.

The successive hosting of interns undertaking internships in a certain post under internship contracts is only possible after a waiting period equal to a third of the duration of the previous internship. This clause is not applicable when the previous internship was curtailed by the student before the end of the contract.

Article 14: Applicable law – Courts of competent jurisdiction

The present contract is governed exclusively by French law. Any dispute which cannot be settled out of court will be submitted to the competent French jurisdiction.

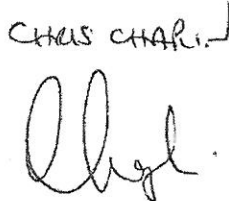
At Bradford on 7th April 2014

On behalf of the higher education institution
(name and signature of representative)



Dr. Emmeline GROS

On behalf of the host organisation
(name and signature of representative)

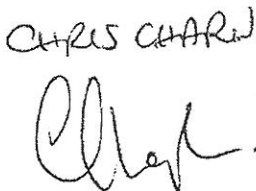


On behalf of the student
(name and signature)



SIGNATURES OF TUTORS:

Host organisation tutor
(name and signature of representative)



Higher education institution tutor
(name and signature of representative)

Annexe 1 (conformément à l'article 5 du Décret n° 2006-1093 du 29 août 2006)

Le Ministre de l'Emploi, de la Cohésion sociale et du Logement
Le Ministre de l'Education nationale, de l'Enseignement supérieur et de la Recherche
Le Ministre délégué à l'Emploi, au Travail et à l'Insertion professionnelle des jeunes
Le Ministre délégué à l'Enseignement supérieur et à la Recherche

CHARTRE DES STAGES ETUDIANTS EN ENTREPRISE

I – INTRODUCTION

Le développement des stages est aujourd'hui fondamental en matière d'orientation et d'insertion professionnelle des jeunes. En effet, le stage permet la mise en œuvre de connaissances théoriques dans un cadre professionnel et donne à l'étudiant une expérience du monde de l'entreprise et de ses métiers. Dans cette perspective, il est fondamental de rappeler que les stages ont une finalité pédagogique, ce qui signifie qu'il ne peut y avoir de stage hors parcours pédagogique. En aucun cas un stage ne peut être considéré comme un emploi. La présente charte, qui a été rédigée par les services de l'Etat, les représentants des entreprises, les représentants des établissements d'enseignement supérieur, et les représentants des étudiants, a dès lors pour objectif de sécuriser la pratique des stages, tout en favorisant leur développement bénéfique à la fois pour les jeunes et pour les entreprises.

II – CHAMPS, DEFINITION

1 – Le champ de la charte

Le champ de la charte concerne tous les stages d'étudiants en entreprise, sans préjudice des règles particulières applicables aux professions réglementées.

2 – Le stage

La finalité du stage s'inscrit dans un projet pédagogique et n'a de sens que par rapport à ce projet. Dès lors le stage :

- permet la mise en pratique des connaissances en milieu professionnel ;
- facilite le passage du monde de l'enseignement supérieur à celui de l'entreprise.

Le stage ne peut en aucun cas être assimilé à un emploi.

III – ENCADREMENT DU STAGE

1 – La formalisation du projet de stage

Le projet de stage fait l'objet d'une concertation entre un enseignant de l'établissement, un membre de l'entreprise et l'étudiant. Ce projet de stage est formalisé dans la convention signée par l'établissement d'enseignement, l'entreprise et le stagiaire.

2 – La convention

La convention précise les engagements et les responsabilités de l'établissement d'enseignement, de l'entreprise et de l'étudiant. Les rubriques obligatoires sont mentionnées en annexe à la charte.

3 – Durée du stage

La durée du stage est précisée dès les premiers contacts entre l'établissement d'enseignement et l'entreprise. L'étudiant en est tenu informé. La durée du stage figure explicitement dans la convention de stage.

4 – Les responsables de l'encadrement

Tout stage fait l'objet d'un double encadrement par :

- un enseignant de l'établissement ;
- un membre de l'entreprise.

L'enseignant et le membre de l'entreprise travaillent en collaboration, sont informés et s'informent de l'état d'avancement du stage et des difficultés éventuelles. Le responsable du stage au sein de l'établissement d'enseignement est le garant de l'articulation entre les finalités du cursus de formation et celles du stage, selon les principes de la présente charte. Leurs institutions respectives reconnaissent la nécessité de leur investissement, notamment en temps, consacré à l'encadrement.

5 – Evaluation

a - Evaluation du stagiaire

L'activité du stagiaire fait l'objet d'une évaluation qui résulte de la double appréciation des responsables de l'encadrement du stage.

Chaque établissement d'enseignement décide de la valeur qu'il accorde aux stages prévus dans le cursus pédagogique. Les modalités concrètes d'évaluation sont mentionnées dans la convention. L'évaluation est portée dans une « fiche d'évaluation » qui, avec la convention, constitue le « dossier de stage ». Ce dossier de stage est conservé par l'établissement d'enseignement.

b - Evaluation du stage

Les signataires de la convention sont invités à formuler une appréciation de la qualité du stage.

IV – ENGAGEMENT DES PARTIES

1 – L'étudiant vis-à-vis de l'entreprise

L'étudiant s'engage à :

- réaliser sa mission et être disponible pour les tâches qui lui sont confiées ;
- respecter les règles de l'entreprise ainsi que ses codes et sa culture ;
- respecter les exigences de confidentialité fixées par l'entreprise ;
- rédiger, lorsqu'il est exigé, le rapport ou le mémoire dans les délais prévus ; ce document devra être présenté aux responsables de l'entreprise avant d'être soutenu (*si le contenu le nécessite, le mémoire pourra, à la demande de l'entreprise, rester confidentiel*).

2 – L'entreprise vis-à-vis de l'étudiant

L'entreprise s'engage à :

- proposer un stage s'inscrivant dans le projet pédagogique défini par l'établissement d'enseignement ;
- accueillir l'étudiant et lui donner les moyens de réussir sa mission ;
- désigner un responsable de stage ou une équipe tutorale dont la tâche sera de :
 - guider et conseiller l'étudiant ;
 - l'informer sur les règles, les codes et la culture de l'entreprise ;
 - favoriser son intégration au sein de l'entreprise et l'accès aux informations nécessaires ;
 - l'aider dans l'acquisition des compétences nécessaires ;
 - assurer un suivi régulier de ses travaux ;
 - évaluer la qualité du travail effectué ;
 - le conseiller sur son projet professionnel ;
- rédiger une attestation de stage décrivant les missions effectuées qui pourra accompagner les futurs *curriculum vitae* de l'étudiant.

3 – L'établissement d'enseignement supérieur vis-à-vis de l'étudiant

L'établissement d'enseignement s'engage à :

- définir les objectifs du stage et s'assurer que le stage proposé y répond ;
- accompagner l'étudiant dans la recherche de stage ;
- préparer l'étudiant au stage ;
- assurer le suivi de l'étudiant pendant la durée de son stage, en lui affectant un enseignant qui veillera au bon déroulement du stage ; mettre à la disposition de ce dernier les outils nécessaires à l'appréciation de la qualité du stage par l'étudiant ;
- pour les formations supérieures qui l'exigent, le guider et le conseiller dans la réalisation de son rapport de stage ou de son mémoire et organiser la soutenance en permettant à un représentant de l'entreprise d'y participer.

4 – L'entreprise et l'établissement d'enseignement

L'entreprise et l'établissement d'enseignement supérieur veillent à échanger les informations nécessaires avant, pendant et après le stage. Ils respectent par ailleurs leurs règles respectives de confidentialité et de déontologie.

5 – L'étudiant vis-à-vis des établissements d'enseignement

L'étudiant s'engage à fournir l'appréciation de la qualité de son stage à son établissement d'enseignement.