

Higher School of Applied Sciences and Private Technology of Gabès Department of Studies and Internships

- 1. Internship Guide
- 2. Internship Journal

Identification*

Academic		Year:
Intern's	Full	Name:
Registration		Number:
Specialty:		



Гур	be of Internship (please check the appropriate	e option):
≻	Introduction to the company internship	
۶	Engineering Internship	
	Final Project Internship (PFE)	
Pe	ernship riod:	
Ho	ost Company:	
		Address of the company:
		. Company Supervisor:
•••		

Supervisor's Signature / Company Stamp

* This form must be signed by the supervisor on the first day of the internship.



Internship Guide

Internship Objectives

The internship program aims to achieve the following objectives:

- Establish professional contact with the company;
- Provide interns with the opportunity to apply and integrate their knowledge;
- Acquire skills and knowledge specific to the labor market;
- Foster the personal development of the engineering student;
- Introduce the engineering students to the professional world and create employment opportunities;
- Encourage entrepreneurship...

Under the responsibility of a professor from the department and a supervisor at the company, the intern must carry out the tasks assigned to them and comply with the policies in force in the company, just like the other employees.

Here is a summary of the main steps of the internship:

- It lasts for:
 - \circ (04) four weeks for introductory internships in the company;
 - \circ (04) four weeks for engineering internships;
 - At least (16) sixteen weeks for final project internships (PFE).
- The intern must keep a journal detailing their activities and reflecting on their learning and experiences in relation to the internship objectives.
- The supervisor, the professor, and the intern will participate in the evaluation of the internship according to the modalities presented in this guide.

1. Internship Commitment

The engineering student intern commits to:

- <u>Maintaining their status as an engineering student in the company. They will be supervised by an</u> ESSAT teacher in formal agreement with the head of the host company.
- Filling in this journal daily and submitting it, along with a detailed report on the internship, to the ESSAT administration at the end of the internship.
- Accepting practical training in all services offered to them.
- Performing the tasks requested within the framework of their training.
- Respecting the company's regulations and treating the work tools provided with care.
- <u>Respecting the company's interests</u>, particularly by not disclosing any company information without written consent.
- <u>Informing the company in case of prolonged absence. In case of illness, presenting a medical certificate</u> within three days at the latest.
- Not claiming any salary. However, a gratuity may be decided in their favor.
- Potentially covering the cost of food and accommodation during the internship period

2. Intern's Objectives:

Assigned Tasks

- Know how to use the resources made available;
- Be attentive to the formulated requests;
- Ask for appropriate explanations;
- Plan the work to be done;
- Provide quality work;
- Apply the various working methods and techniques acquired during their training.



Integration into the Team

- Show motivation towards work;
- Communicate effectively with colleagues both verbally and in writing;
- Demonstrate discretion and cordiality;
- Take responsibility within the team.

Developing Autonomy

- Be capable of managing themselves even in the absence of a supervisor;
- Develop initiative to complete assigned tasks successfully;
- Plan the organization of their time;
- Ask questions to deepen their professional knowledge.

Becoming Aware of a New Environment: the Workplace

- Punctuality: strict adherence to the company's schedule;
- Completing the requested work and submitting corresponding reports on time;
- Dressing appropriately for the work environment;
- Identifying, recognizing, and respecting the accessible areas.

Understanding the Functioning of the Company

- Know the company's organizational chart;
- Understand and respect the company's policies and procedures related to their work

3. Roles and Responsibilities of the ESSAT Administration

- Ensure the organization of internships.
- Act as a liaison between the engineering student, the internship supervisor, and the host company on all matters related to the pedagogical and administrative aspects of the internship.
- Ensure compliance with the policies outlined in the internship guide.
- Assign, if necessary, a professor to the engineering student with the following roles:
 - > To guide the student in their readings, visits to organizations, and field studies;
 - > To ensure that the pedagogical and professional process progresses gradually, so that the engineering student meets their training objectives.
- Facilitate the engineering student's awareness of their motivations, values, interests, and abilities related to work.
- Resolve any unforeseen situations, both for the engineering student and the host company.
- Ensure the final evaluation of the engineering student.

4. Roles and Responsibilities of the Host Company

Provide a resource person (supervisor) with sufficient availability to train the engineering student. This resource person has the following roles:

- To help the engineering student integrate into the internship environment;
- To establish with the student the specific conditions of the internship: explanation of tasks, material working conditions, etc.;
- To facilitate the student's observation and integration into professional practice;
- To inform the student of the company's main rules and policies;
- To coordinate the student's activities overall and address any issues if necessary;
- To evaluate the student during the internship to assess their contributions at the end.

5. Choosing the Internship Environment



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Engineering students must find their internship location themselves. To do this, they contact the company of their choice, presenting themselves with civil and academic identification documents, a written request, and a CV. The administration then proceeds with validation.

6. Internship Eligibility Criteria

To be eligible for the internship, the engineering student must have successfully completed their academic year.

7. Supervision of the Intern

By the professor (if applicable):

- The professor and the supervisor define the general plan of the internship.
- Before the internship begins, the professor meets with the student to inform them of the main modalities and the general plan of the internship, as agreed upon by the supervisor.
- The professor takes the necessary steps to ensure the smooth progress of the internship.
- The professor participates in the evaluation of the engineering student, mainly based on the internship journal and the feedback obtained during meetings with the supervisor at the company.

By the supervisor:

- The supervisor informs the student of the company's main rules, policies, and tasks related to the internship. The student is under the responsibility of the supervisor throughout the internship. It is the supervisor who coordinates the student's activities within the company and addresses any issues if necessary.
- The supervisor evaluates the student based on their performance, using the final page of the internship journal for assessment.



Internship Report

Content

The intern must write a summary of their internship activities. For example, here are some content suggestions:

- The department or service where they worked;
- The position they held;
- The main tasks accomplished;
- The policies and procedures followed to complete the tasks;
- The research steps taken, if applicable;
- The administrative links between the different services or positions held;
- The differences or similarities between the tasks accomplished and the subjects studied;
- Noteworthy experiences, activities, relationships, and learnings.

Presentation Guidelines

Special attention should be paid to the quality of the writing. This report should be concise (15 to 20 pages) and must be written using a word processor.

Submission Deadline

The internship report must be submitted to the administration no later than one week after the start of the academic year.

Suggestion

During the work, the engineering student is advised to take note of key points and complete their internship journal each week.

• <u>Internship Evaluation</u>

Meeting Deadlines: yes no (to be completed by the ESSAT internship service)	<u>5 %</u>
Evaluation by the Supervisor:	<u>20 %</u>
Consistency of the Internship Project and Plan:	<u>20 %</u>
Written Internship Report:	<u>25 %</u>
Oral Presentation and Discussion	<u>30 %</u>
TOTAL	<u>100 %</u>



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Internship Journal

1. <u>Internship Program defined by the Company Supervisors</u>



2. Schedule to be completed by the candidate during the internship Date Activities and			
Date	Activities and		
	Observations		

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