

	<b>Instruction</b>	
	<b>Internship Guide</b>	<b>Code: GSP-IN-01-00</b> <b>Date: 08/12/2023</b>

*Dear student,*

*We are delighted to welcome you to the UPES internship program. This guide has been designed to provide you with all the information you need to make your internship experience a rewarding and productive one. Please read each section carefully and follow the instructions to ensure a successful internship.*

### **1. Internship request:**

- To apply for an internship, start by collecting an internship application form from the internship department or downloading it from the official UPES website.
- Complete the form carefully, providing all the required information.
- Attach a cover letter describing your motivations for this specific internship and your relevant skills (Optional).
- Be sure to follow the application instructions for each internship offer.

### **2. Confirmation of Internship:**

- Once you have received an internship offer, confirm your acceptance to the company and UPES.
- Inform the internship department of your acceptance by providing the details of the internship.
- Return the internship application duly **completed and signed** by the company in the service of internships.

### **3. Internship Agreement:**

- The internship service will provide you with:
  - A letter of assignment
  - A mandatory internship agreement to be completed and signed by you, the company and a UPES representative.
- Return the assignment letter to the company manager before the start of the internship.

### **4. Internship Diary:**

- Make a daily update of your internship diary provided by the UPES. Each update consists of briefly describing in two to three lines the tasks performed.

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- Ask your professional tutor and your supervisor or academic supervisor to validate your internship journal electronically on average once a week.
- Note that the internship diary and the evaluation made by your professional tutor will be given to the jury on the day of the defence.

#### **5. End of the Internship:**

- At the end of your internship, be sure to submit the following documents to UPES:
  - A report respecting the guide and using the standard UPES cover page;
  - Internship diary (validated by your professional tutor);
  - A copy of the internship certificate provided by the company.
- Prepare to present a defense in front of a jury appointed by the UPES.

*We hope this guide will help you get the most out of your internship. Remember that this experience is a valuable learning opportunity that can positively influence your professional future.*

*Sincerely,*

*UPES Internship Service*