

	Instruction	
	Recommendations for students to succeed in the Summer Internship	Code: GSP-IN-02-00 Date: 08/12/2023

The summer internship is a valuable opportunity to gain work experience, develop practical skills and explore the world of work. Here is a step-by-step guide to help you get the most out of your internship:

Step 1 - Define your goals

1.1. Think about your goals: Before you begin your internship, clearly define what you want to accomplish. Identify the skills you want to develop, the areas you want to explore and the knowledge you want to acquire.

1.2. Contact your UPES supervisor: Speak with your internship supervisor to clarify internship objectives, mutual expectations and the projects you will be working on.

Step 2 - Prepare for the internship

2.1. Search for the company or organization: Find out about the company or organization where you will do your internship. Understand their industry, company culture, and recent accomplishments.

2.2. Revise your knowledge: Review the specific technical skills and knowledge required for your internship. If necessary, update your knowledge before the start of the course.

Step 3 - Integration and first days

3.1. Make a good impression: Be punctual, dress appropriately and show your enthusiasm for the course from day one.

3.2. Meet the team: Get to know your colleagues, professional supervisor and team members. Get involved in company activities and show interest in ongoing projects.

Step 4 - Involvement and active learning


4.1. Be proactive: Take initiative, ask questions and seek to actively contribute to company projects.

4.2. Learn from others: Take the opportunity to learn from experienced professionals around you. Observe their work practices, listen to their advice and ask questions.

Step 5 - Time and task management

5.1. Be organized: Plan your tasks and respect the deadlines set for you.

5.2. Prioritize tasks: If you have multiple tasks, identify the ones that have the most impact and focus on those first.

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Step 6 - Communication and collaboration

6.1. Communicate effectively: Be transparent in your communications with your professional supervisor and team members. Report any problems or obstacles encountered.

6.2. Work as a team: Collaborate with your colleagues and actively participate in team meetings.

Step 7 - Reflection and adjustment

7.1. Evaluate your progress: Regularly take stock of your achievements, learnings and challenges. Identify areas where you can improve.

7.2. Ask for feedback: Do not hesitate to ask your professional supervisor or colleagues for feedback on your work and your professional behavior.

Step 8 - End of the internship

8.1. Take stock: Reflect on your internship experience, lessons learned and skills developed.

8.2. Thank and keep in touch: Express your gratitude to your professional supervisor and the team for the opportunity provided. Save professional contacts for the future.

Step 9 - Internship report and defense

9.1. Write the internship report: Follow your faculty's guidelines for writing the internship report. Be concise, clear and precise in your report.

9.2. Prepare for the defense: If a defense is planned, prepare a captivating and well-structured presentation of your internship experience.

Don't forget that your professional internship is a unique opportunity to train yourself on the job and improve your professional skills. Be committed, determined and ready to take on new challenges. Good luck in your professional internship.