UPEC UNIVERSITÉ PARIS-EST CRÉTEIL VAL DE MARNE

Connaissance - Action

After completing the internship agreement, this document has to be submitted to: baip-sciences@u-pec.fr

Surname and first Name : ……

Create your internship agreement: Data sheet UPEC – Host organization

➲ Internship:

Field *(please see back page)*: ……

Subject : ……

Tasks and function: ……

Competence to obtain during you internship: ……

Dates: from _ _ / _ _ / _ _ _ _ to _ _ / _ _ / _ _ _ _ **equivalent to** _ _ _ **hours** at the host organization

Remarks (holidays, work on bank holiday):
……

Working days per week: _ _ _ **Working hours per week:** _ _ _

Weekly schedule (e. g.: Monday to Friday): ……

Bonus / wage *(compulsory for internships with more than 308 working hours in France)*: ☐ Yes ☐No.

If yes, amount in euros …… gross / net hourly/monthly *(delete as appropriate)*

Payment: ☐ Bank transfer ☐ Check ☐ Cash

Benefits in kind: ……

Internship subject confidentiality (the subject will not be written on the agreement) : ☐ Yes ☐ No

➲ Host organization

Name: ……

Type: ☐ Association, NGO ☐ Private company ☐ Public company ☐ Administration

For private companies, legal status (SA, SARL, EURL…): ……

Size: ☐ Less than 50 employees ☐ Between 50 and 500 employees ☐ More than 500 employees

SIRET: …… **APE / NAF code**: ……

(only for internships in France)

Address: …… **ZIP code:** ……

City: …… **Country**: …… **Phone:** ……

➲ Administrative base:

Administration: ……

Address (if different) **:** ……

➲ Tutor

Surname/ First name: …… **Position/function**: ……

Phone: …… **E-mail**: ……

➲ Signing party (host organization representative):

Surname/ First name: …… **Position/function**: ……

Phone: …… **E-mail**: ……

➲ The Intern:

Primary Health Insurance Fund

Address of your CPAM: .....
.....

CPAM Department: ....

CPAM district: .....

Note that every field has to be completed. From this data sheet, your head teacher will approve the internship subject and will name a learning tutor. A mail from your head teacher to **baip-sciences@u-pec.fr**, will confirm the internship subject and the tutor's name.

- Professional field of the internship:
- Purchase / import / Export Audit / Advice
- Management / Accounting / Finance IT
- Legal / Tax Engineer
- Human Resources Sales – Marketing
- Communication – Press Relations Administration / Secretariat Architecture / Town planning Crafts / Artistic professions
- Creation – Multimedia General Directorate Teaching / Training Journalism
- Logistics / Transport Production / Maintenance Quality / Control / Safety Research / Development Health / Social
- Telecom / Network
- Sector of activities of the establishment :
- Agri-food
- Construction / Real estate / Civil engineering Banking / Insurance / Credit Public services / Communities Audit / Consulting
- General and specialized distribution IT / Telecom / IT service provider Catering / Hospitality
- Real estate
- Industry / Mechanics / Maintenance Luxury / Fashion / Textiles
- Health / Social / medico-social Transport / Logistics Tourism / Leisure Aeronautics
- Army / Maintaining order Arts / Culture / Shows Associations / Humanitarian Commerce/Sales
- Accounting / e-commerce management control / Internet
- Energy / Oil / Nuclear Teaching / Education / Training Environment / Water / Waste management
- Human Resources / Recruitment / Temporary work Advertising/Communication/Events Physical and sporting activities Chemistry/Biology
- Media/Press/Publishing Pharmacy/Parapharmacy/cosmetics (industry)
- Research and Development/Engineering Urban Planning
- Legal Activities Personal Services
- Various business services