

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 kania.lal-gurmes@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**