

# ensIIE internship booklet

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# 1 Introduction

The ensIIE curriculum includes three internships, two of them mandatory. The common goal of these internships is to enable students to familiarize themselves with the workplace and apply the various techniques and practices covered during their academic studies.

This document is intended primarily for ensIIE students undertaking internships, for the various people involved in the internships including academic tutors.

It specifies the various aspects relating to the different internships. It is referred to in the ensIIE internship agreement and as such, is deemed accepted by the various parties involved in any ensIIE internship agreement.

## 2 Common organization

Each internship type has its own specific objectives, which will be explained later in this document. They normally take place after the second semester for the first year internship, after the fourth semester for the second year one, and during the sixth semester for the third year one. They must be completed and validated in this order.

A report is drawn up for each internship and an oral presentation is assessed.

A pedagogical manager and an administrative manager are appointed for each type of internship. From the student's point of view, the role of the pedagogical manager is to ensure that internship proposals are in line with ensIIE's expectations, and to appoint a tutor for each internship. The role of the administrative manager is to validate the administrative aspects of the internship agreement (start and end dates, amount of bonus ...) and manage the agreement's life cycle (issue, signatures ...).

### 2.1 Internship Course

The various ensIIE internships take place within a company, an administration or an association (called *organization* in the following). They can take place in France or abroad.

The host organization undertakes to provide the intern with a working environment suited to the internship. Trainees are provided with a dedicated workspace and all the resources they need to accomplish their tasks (computers, computer access, etc.). The organization ensures that trainees are properly supervised, and provided with technical assistance. An internship based mainly on teleworking cannot meet ensIIE's expectations.

### 2.2 Common procedures for drawing up an agreement

Regardless of the type of internship, there are a certain number of steps to be taken by the various parties involved.

1. Finding an internship is the student's responsibility. ensIIE supports and assists students in their search for internships.
2. The student and the host organization then agree on a subject that meets ensIIE's expectations.
3. The student then submits the proposal for approval to the relevant educational supervisor via the appropriate application. This proposal must include at least:
  - the name of the host organization,
  - the name, telephone number and e-mail address of the internship supervisor,
  - the start and end dates of the internship,
  - the location where the internship will be carried out,
  - a detailed description of the subject, including all information useful for validation,
  - the amount of any gratuity received for the internship (and any other information of this type).
4. The supervisor may ask for clarification, refuse to validate or validate the proposal. In the first two cases, the student takes the comments into account and acts accordingly. In the latter case, the supervisor appoints a tutor for the internship.
5. In case of pedagogical validation
6. In the case of pedagogical validation, the administrative manager checks the administrative validity of the proposal and can either refuse or accept it. In the former case, the student takes the comments into account and corrects the proposal before resubmitting it. In the second case, the agreement can be edited.

7. The agreement is signed by the five parties involved (ensIIE, the host organization, the student, the internship supervisor and the academic tutor).
8. Once the agreement has been signed, the internship can take place under the conditions specified in the agreement.
9. At the end of the internship, the intern submits a report in electronic format (unless the host organization requests otherwise in writing, stating the reasons for doing so), defends his or her work at a presentation, and fills in an evaluation of the reception at his work placement.
10. At the end of the internship, the internship supervisor completes an evaluation form for ensIIE.

## **2.3 Responsibility of the intership supervisor**

The internship supervisor's role is to provide regular supervision of the internship. He or she ensures that the internship runs smoothly. In addition to the technical aspects, he or she ensures that the trainee is provided with an appropriate working environment (office, equipment, etc.). At the end of the course, he or she fills in an evaluation form and ensures the quality of the student's various reports and presentations.

## **2.4 Responsibility of the intern**

In addition to carrying out the tasks set out in the internship agreement, the intern is responsible for ensuring that his or her behavior complies with current practices in the host organization. He or she is also responsible for communication between ensIIE and the host organization.

## **2.5 Role of the academic tutor**

The academic tutor monitors the internship in accordance with the procedures defined by ensIIE's Board of Directors. He or she is also involved in evaluating the internship and, where necessary, ensuring that it runs smoothly.

## **2.6 Terms and dates of the defense**

The dates and procedures for defenses are defined by ensIIE and made available to other participants via the school's dedicated website (<http://stages.ensiie.fr/docs>). Details of each presentation (time and place) are made available to the student, who is responsible for informing the host organization.

## **2.7 Confidentiality**

By default, ensIIE internship reports and defenses are public. Any host organization may request confidentiality of the report, defense or both. To this end, it sends a letter via the trainee explicitly requesting confidentiality.

# **3 First-year internship**

## **3.1 General information**

The first internship at ensIIE normally takes place at the end of the second semester of study. The normal internship period runs from the end of spring semester courses to the start of the ensIIE fall semester. These dates may be modified, with the written agreement of the Academic Director and the internship coordinator, on a case-by-case basis for certain students with non-nominal schooling.

The minimum duration of the first-year internship is 8 weeks.

## **3.2 Pedagogical objectives**

The pedagogical objectives of the first-year internship are:

- the practical application of knowledge acquired during semesters 1 and 2 at ensIIE in a professional environment;
- the understanding of the internal workings of the host structure;
- the acquisition of techniques for the written and oral restitution of work carried out during the internship.

In technical terms, the minimum goal is to implement a solution that is well-defined in advance and clearly detailed in the subject submitted to ensIIE.

## 4 Second-year internship

### 4.1 General information

ensIIE's second internship normally takes place at the end of the fourth semester of study. The normal internship period runs from the end of spring semester courses to the start of the ensIIE fall semester. These dates may be modified, with the written agreement of the Academic Director and the internship coordinator, on a case-by-case basis for certain students with non-nominal schooling.

Certain students doing their fourth semester outside ensIIE may be exempted from this internship if the agreement with the partner institution so specifies, or under a contract signed between the student, the Academic Director and the ensIIE internship coordinator.

The minimum duration of the second-year internship is 10 weeks.

### 4.2 Pedagogical objectives

The pedagogical objectives of the second-year internship are:

- the practical application of knowledge acquired during the first four semesters at ensIIE in a professional environment;
- the development of techniques for the written and oral presentation of work carried out during the internship.

In technical terms, the minimum aim is to design and implement a solution to a problem clearly detailed in the subject submitted to ensIIE. Students are expected to work in relative autonomy.

## 5 Third-year internship

### 5.1 General information

The third and final ensIIE internship is the sixth ensIIE semester. The normal internship period runs from February to the start of the fall semester. These dates may be modified with the written agreement of the internship coordinator or the third-year internship coordinator.

Students who spend the whole of their third year abroad are exempt from the third internship via ensIIE.

Students officially enrolled in a bi-curricular master's program are exempt from the third-year internship via ensIIE, which is carried out via the master's program.

The duration of a third-year internship is 6 months.

Unless this is impossible (internships abroad), a visit to the internship site or ensIIE is organized between the intern, the internship supervisor and the academic tutor around the middle of the internship. This visit includes at least a progress report and presentation.

### 5.2 Pedagogical objectives

The aim of the final internship is to put the future engineer in an autonomous professional situation. The subject must involve a complex problem requiring the intervention of an engineer. The internship cannot aim to implement a solution determined in advance and must involve a search for the most appropriate solution to the problem posed.

Trainees are expected to tackle a complex problem related to their training, and to present a documented state of the art concerning the field of their internship. The various choices must be duly mentioned and justified.