Credited Internship Program (CIP)
MA1 & BA3 Info Session

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Octobre 2014
Agenda

- Why an internship?
- Benefits of Doing an Internship
- Internship Features
- Internship Integration
- Key Deadlines
- Steps
- Your Contacts
What recruiters want?

Experience
Experience is gained by not doing the same thing twice!

Training
Knowledge useful abilities. backbone of required for a today
Have a strategy!

« Most European business schools operate mandatory internships » - HEC Paris

« Our main recruitment source is internships » - L’Oréal

« Internships are our way to spot talents and the guarantee of a job » - Google

« 80% of candidates competing for a position have an internship » - Page Personnel

« In a situation of recruitment freeze – interns still have a chance! » - Electrabel

1% of your working career… which could change your career!
Credited Internships Programme (CIP)

- **2013-14**
  - Significant increase of registrations and placements of students

  ![Bar Chart]

  - **Info Session**: 250 (x3)
  - **Registrations**: 136 (x5)
  - **Coaching**: 136 (x9)
  - **Internships**: 80 (x13)

- Significant increase of market awareness of the program, resulting in many self-initiated high-quality internships in companies of all sizes across all industries and domains.
2013 internships

Internship 2013

Strategic / Talent Partnership & Sponsorships
Credited Internships Programme (CIP)

- **Stylized facts - 80 internships**
  - Management Science 30%
  - Business Economics 14%
  - Business Engineering 57%
  - Q1 vs Q2 70% / 30%
  - Abroad vs Local 70% / 30%

- **Countries**
  - Australia, DOMTOM, France, India, Luxembourg, Malaysia, Mongolia, Thailand, USA
Companies

Emakina
Bain & Co
Deloitte
Everis
PWC

Audi
Dior
L'Oréal

BGF
Emakina
L'Assurance
La Monnaie
Wild Gallery

Dow Coning
GDF Suez
Total

Ecole Sante Publique
Santéa

Assurances Fédérales
BNP Paribas Fortis
Degroof
ING
KBC
Société Générale

Blackfin
Deminor
European Microfinance Network
Lazard

INBEV
Mars
P&G
Puratos
Unilever

BCG, Pirelli, Transeurope, Mondelez, Cushman & Wakefield, Page Personnel, Indutec …
Ashoka  
Assurances Fédérales  
Audi  
AWEX -USA  
Bain  
Banque centrale Inde  
BDO  
BESIX  
Blackfin  
BNP Paribas Fortis  
CCL  
CentralApp  
Cushman & Wakefield  
Mondelez  
PWC Lux  
L'Oreal  
CVTrust  
Daler Rowney  
Degroof  
Deloitte BE  
Deloitte Lux  
Delvaux  
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Ecole Sante Publique  
Emkina  
European Microfinance Network  
Everis  
Frontiers Capital - MICC  
GDF Suez  
Google  
Guerlain  
GSK  
IBIS  
Impulse.Brussels  
INBEV  
Indutech  
ING BE  
ING Luxembourg  
Ingenieurs sans frontieres  
KBC  
Kigalifarms  
La Monnaie  
Laboratoire C.C.D Paris  
Lazard  
L'Oreal  
LVMH  
Made in Asia  
Malaisie  
Mars  
Mobile clinic  
Mondelez  
Orange  
Page Personnel  
Pirelli  
Procter and Gamble  
Puratos  
Pure Capital  
PWC Lux  
Santéa  
Société Générale  
Sony Japan  
Taiwan  
Total  
Topino  
Transeurope  
Unilever  
Urban Farm Company  
Wild Gallery
Benefits of Doing an Internship

- Self-awareness
- Requirements and responsibilities of a specific job
- Examine the theories and skills in a real world situation
- soft-skills such as team work and interpersonal skills
- Familiarize with the culture of a specific company
- Build and expand your professional network
- Increase your chance to find a job
Internship Features

For Who: MA2 in B.Economics / Mgmt.Science / B.Engineering Optional

Duration: One semester (min 16 weeks), Full-time

When: Mgmt.Science / B.Engineering: MA2Q1 or MA2Q2
      Business Economics MA2Q1

Credits: 25 ECTS

Evaluation: Mid-term + Final employer & supervisor evaluation

Acceptance: Approval from Internship team

Where: Belgium or abroad
## Internship Integration

For Business Engineering (Advanced Management) and Management Science

Depending on when the exchange is done, the internship will take place in MA2Q1 or MA2Q2:

1\textsuperscript{st} scenario – exchange in MA1

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| Mandatory courses | Exchange 30 ECTS | **Internship** 25 ECTS | Mandatory & option courses 30 ECTS | **Seminaries & Thesis** 30 ECTS |

2\textsuperscript{nd} scenario – exchange in MA2

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For Business Economics students: for the moment, the internship can only take place in MA2Q1: it is therefore not possible to combine exchange and internship. The structure is:

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- **Mandatory courses**
  - Master 1:
    - Q1: 25 ECTS
    - Q2: 35 ECTS
  - Master 2:
    - Q1: Internship 25 ECTS
    - Q2: Field project/Business economics workshop/Dutch 15 ECTS
    - Q3: 15 ECTS 1st « filière » & Thesis (15 ECTS) 30 ECTS

- **Options**
  - Master 1: 1st « filière » options
  - Master 2: 30 ECTS

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Key Deadlines

- **November 30th 2014**: End of Registration period
- **Q1 – 31st July 2015**: Q1 have confirmed an internship
  - Convention de Stage
- **Aug/Sept./Oct. 2015**: Start your internship
- **15th Oct. 2015**: Q2 have confirmed an internship
- **31st Oct. 2015**: Q1 / Q2 documents d’étalement completed
Registration

Send an email to internship@solvay.edu

- Matricule ULB
- First Name
- Last Name
- **Master:** B.Economics / Mgmt.Science / B.Engineering
- Q1 or Q2
When to start and how much to apply

• As soon as possible: Do not waste your time!

• Start looking in which kind of company you would like to work for

• Multiply phone calls and emails: Take note of which company is interested in internships
Common mistakes

- Starting your research too late: The process can take a long time
- Giving up after a refusal: It can take a few tries to get your internship

- Not applying because you assume they don’t have internships or the dates don’t match

- If a company accepts you: contact the others to tell them you are not available anymore

- Aiming too high: A not-so-interesting position can turn out better than your dream
Searching: pre-requisites

- Thank you Google
- Be curious
- Don’t assume

- Use your network, the SBS alumni and [www.solvay.edu/talents](http://www.solvay.edu/talents)
About aids and grants

Erasmus and FAME (if outside Europe) allow grants for internships if the conditions are respected

http://www.ulb.ac.be/enseignements/cpe/cpedocs/reglement-FAME.pdf


http://www.ulb.ac.be/enseignements/cpe/OUT-hors-europe.html
Where to look – some ideas

◆ In Belgium:
  • « internship » Search Agents on recruitment websites:
  • Specialised sites:
    http://www.stageshopping.be/, http://www.monstage.be/, www.bruxellesformation.be,
Where to look – some ideas

◆ International:
  • Programme « www.exploir.be »: Organized in partnership with the Forem and Awex. For the students looking for experience in international marketing,
  • International youth office: www.lebij.be
  • www.eurodyssee.eu
  • Portal websites about internship:
    • EUROPE - Commission Européenne - Jeunesse - Stages
    • Kapstages
    • Europlacement - plateforme de recherche de stages partout dans le monde
    • INTERNATIONAL IAGORA : étudier, travailler faire un stage à l'étranger
Where to look – more ideas

Different websites for some countries:

- USA internship: ETATS-UNIS - Commission for educational exchange USA - Belgique (fulbright) ; BACC - Belgian American Chamber of Commerce
- Canada internship : Expérience internationale au Canada - Programme vacances travail ; Jeunesse Canada - Stages
- Australia internship: Australian Internships (stages)
- United Kingdom internship: Intern UK
- France internship: Direct Etudiant : stages France ; iQuesta.com - Stages et emploi France et la fiche conseil "trouver un stage"
- Norway internship: Trainee

Internship in international organisations:

- EUROPE - Commission européenne - Bureau des Stages : offres de stage
- EUROPE - Parlement européen - Stages : offres de stage
- Programme de stages de l'OTAN : offres de stage
- Programme de stage du siège de l'ONU : offres de stage
- Programme de stage de l'AIEQ (Association internationale des Etudes Quebecoises : offres de stage
Documents needed

Once you found an internship:

- Get confirmation in WRITING!
- Get the CONVENTION DE STAGE done as soon as possible (Legal Contract)
- WHEN INSCRIBING TO MA2, complete the DEMANDE D’ETALEMENT
During your internship

1. **Objectives settings**: By the end of your first month of Internship, you must have defined the objectives to be achieved with your Internship coordinator from the host company. A document will support you in this.

2. **Mid-term review**: By the middle of your Internship, a meeting or teleconference will be organized with your Internship coordinator, as well as you, to ensure that you are on the right track to achieve your Internship goals and that neither of you have questions or issues.

3. **Final evaluation**: By the end of your Internship, you will have to submit and present a report to both your host company and your SBS-EM supervisor.
Evaluation

The students will be evaluated both by the SBS-EM staff and by the company. The evaluation will be based on the **REPORT** and the **SKILLS EVALUATION FORM**.

The following criteria will apply for the evaluation:

- Ability to meet defined objectives
- Ability to work autonomously
- Quality of the analysis and the discussions
- Quality of the conclusions (realistic and useful)
- Ability to integrate the company’s team (demonstrated team spirit)
- Ability to take initiatives and demonstrate creativity
- Ability to demonstrate an helicopter view
- Quality of the communication
- Professional and responsible behavior
- Respect of the code of conduct
- Ability to efficiently use the project management tools
Some of the FAQs

✓ Am I stuck once registered: NO - but we will ask for proof of real commitment

✓ Thesis: In JANUARY 6 months later, WARN your director

✓ Graduation: Finishing later than your promotion: a problem?

✓ I loose on some courses: NO
Your contacts

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Internship Supervisor

Alexandre Geeraerts
Internship Supervisor

Jean-Michel Dartaguiette
Internship Officer

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Just ask!