

**Planning an internship can be complicated and sometimes confusing. It is an excellent exercise to prepare for life after graduation though.**

**Asking yourself the right questions will help you master internship planning and will ensure that your internship experience goes as smoothly as possible.**

The internship experience is part of a bigger picture.

- Internships have an important academic dimension: i) academic requirements apply to all internship registrations, ii) the internship is a part of your academic experience at AUP, and iii) you will need to submit academic assignments following the end of your internship.
- Internships can greatly influence your career planning. Be in touch with the [Career Development Office](#) if you wish to discuss this further.
- Internships also exist as part of a web of options and constraints. Don't neglect legal and practical aspects such as: the local internship legislation, visa requirements, your budget, housing options, etc.

We strongly encourage you to use the **internship planning checklist** (downloadable on website or see appendix).

### **1. Location**

Do you have any desires or requirements to consider (funding, housing, family, future career development, language) based on the location of your internship?

- If you are receiving U.S. governmental loans, please review location guidelines of where you can complete your internship to receive funding. Indeed, it is important to note that in order to be eligible for US federal loans, BA and MA students have to do their internship outside of the United States (New regulation by the U.S. Department of Education - valid as of 1 July 2011).
- Ask yourself if you will need a visa to intern and contact the relevant authorities.

### **2. Credit vs. non-credit?**

- Undergraduate students may register an internship for 1 or 4-credits. 3-credit internships registration are exceptionally granted if the student is 3 credits short of graduation. A 2 credit internship is not possible.
- Credit-bearing internships may count as general elective courses, but only a maximum of 4 internship credits may be counted towards graduation.
- MCB students may register an internship for 4 credits. MAGC students may register an internship for 8 credits. Students from other Master's programs may replace a class by a 4-credit internship if approved by their MA Program Director.

- Students who wish not to receive credit for their internship still need AUP to issue documentation in connection to the internship (*convention de stage* or enrollment certificates). Therefore, they must register their internship for 0-credit. French law stipulates that a 'voluntary' or 'non-obligatory' internship in France must be in line with the student's course of studies (i.e. in the field of the major and/or minor, or of the MA Program).
- Please keep in mind that there is a fee for all internship registrations.

BA or MA 0-credit	BA 1-credit	BA 3 or 4-credit	MA 4 or 8-credit
Fee of 200 euros (academic year 2015/2016).	Pay per credit. Fee of 850 euros per credit (academic year 2015/2016). Free of charge if part of the full-time tuition in fall or spring*, knowing that the credit limit is 18.	Pay per credit. Fee of 850 euros per credit (academic year 2015/2016). If the credit-bearing internship is part of the full-time tuition in fall or spring*, then the student does not need to pay any extra. The credit limit is 18.	Pay per credit. Fee of 800 euros per credit (academic year 2015/2016). Internship cost budgeted in the full program tuition (i.e. internship instead of class or thesis).

\*Tuition is based on a credit-by-credit charge in the summer.

Please get in touch with the Internship Office at: [internship@aup.edu](mailto:internship@aup.edu) if you have any questions.

### 3. When should I do and register an internship?

#### a. Student status and internships

French law stipulates that internships are reserved for currently enrolled degree-seeking students. Once a student has been coded as a graduate, he/she can no longer do an internship.

Therefore, you must double-check that you will indeed still have student status in the semester in which you are planning on registering the internship with AUP. Under certain conditions, you may be able to do a final internship (*stage de fin d'études*). Please review information about graduation deferment in this brochure or [on the website](#).

#### b. Please consider which semester(s) would be the best suited for doing an internship

- Credit requirements

Bachelor's students must have earned at least 32 credits before they can register an internship.

Master's students must have earned at least 16 AUP credit before they can register an internship.

- Doing a full-time internship

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If you are thinking of doing a full-time internship, please consider the following options: taking a semester off, doing a summer internship, registering your internship as your last requirement or deferring graduation to register a final 0-credit internship.

- Part-time Internships while studying

Taking classes 2 days a week and working 3 days a week can work very well for strong, dedicated students, but can be extremely challenging for students with a low GPA who need to improve their academic performance. Minimum GPA requirements for internship registration are currently 2.00 for Bachelor's students and 3.00 for Master's students.

Please discuss your particular situation with the Internship Coordinator.

- Doing a summer internship

The full course load in summer is 2 classes (maximum 11 credits). If one is an internship, the classes can run simultaneously. If a credit internship is done on top of the 2 courses during the summer semester, the internship must begin after the end of summer session (mid-July). Tuition is based on a credit-by-credit charge in the summer. Credit for an internship which starts after summer session will not be charged on an overload tuition rate. Instead, the usual per credit tuition rate applies. Summer is the most popular time to do full-time internships.

- General recommendations – applicable to all

We recommend that you take into consideration living expenses and the registration fee in the planning of your internship. Please check section 2.

We recommend that internship representing a degree requirement (CM, MAGC, etc.) be done towards the end of the students or full-time as the very last requirement.

Please remember that you can register several internships with AUP. We encourage you to discuss how best include several internships as part of your curriculum with the Internship Office, the Career Development Office and/or your Academic Adviser.

### **c. Ask yourself if you need to defer graduation to register an internship**

When looking for jobs – especially in France – candidates are often offered an internship that precedes employment. According to French law, when a student graduates, he/she ceases to be eligible for an internship. Therefore, it may be advantageous for students to postpone their graduation by one semester and register a final internship with AUP to improve their chances of finding employment just before or directly following graduation. Registration of the internship with AUP ensures student status for one additional semester and allows the student to obtain the required *convention de stage* to intern in France.

Deferring graduation and registration of the internship may also be necessary for an internship taking place abroad (i.e. visa application, request of the hosting organization, legislation of the country where the internship is taking place, etc.).

[Learn more about graduation deferment here.](#)

Don't hesitate to contact the Internship Office as well.

#### 4. Paid versus unpaid?

Do you need to be financially compensated for the internship or is the learning experience going to be valuable enough?

- FYI, internships taking place in France are paid a small remuneration when lasting more than 2 months or 44 days. To learn more, please download the [following brochure](#).
- FYI, internship taking place within international organizations are most of the time not compensated. Consider if this could become an issue before accepting an offer.

#### 5. Type of organization and type of internship

##### *Type of organization*

Do you have an entrepreneurial sense and want to see how a small organization operates or would you like to work for a multinational? Are you interested in interning for a small NGO or an international organization? Do you fancy the challenge of interning for a newly-born start-up or do you prefer interning for a well-established company? Would you prefer to work in the public or in the private sector? Etc.

##### *Type of internship*

What is your desired outcome of an internship? What do you need to do to fulfil your academic requirements? Which set of skills are you looking for? Etc.

The Career Development Office is here to assist you refine your interests and best target the kind of internships you are interested in. [Get in touch!](#)

### Appendix – Internship Planning Checklist

Tick boxes	Steps	Details
	<b>I have/will have student status for the time period of the internship.</b>	<p>I know I need to have student status to do an internship in France.</p> <p>AUP &gt; Academics &gt; Internship Office &gt; Plan &amp; Find an internship &gt; Register your Internship</p> <p>I know what graduation deferment means and if I need to defer graduation or not to register an internship.</p> <p>AUP &gt; Academics &gt; Internship Office &gt; Plan &amp; Find an internship &gt; Graduation Deferment</p>
	<b>I am aware of my course requirements.</b>	<p>I know if I need to earn credits or not for my internship.</p> <p>AUP &gt; Academics &gt; Graduate or Undergraduate Programs</p>
	<b>I am aware of the academic internship requirements.</b>	<p>Minimum numbers of working hours, minimum number of earned credits to be allowed to register an internship, rules regarding number of internship credits, internship completion requirements, etc.</p> <p>AUP &gt; Academics &gt; Internship Office &gt; Plan &amp; Find an internship &gt; Academic Requirements</p>
	<b>I am aware of the legal requirements applicable to internships.</b>	<p>I know I need an internship contract to intern in France. I know I cannot intern for more than 6 months within the same organization. I know my internship must be in line with my academic background.</p> <p>I have asked the Internship Coordinator if I needed a contract to intern abroad or within an international organization (answer specific to your situation).</p>
	<b>I understand that I must register my internship with AUP.</b>	<p>For all internships taking place in France.</p> <p>For internships at international organizations and internships abroad, check: AUP &gt; Academics &gt; Internship Office &gt; Register your internship &gt; section: Why do I need to register my internship with AUP?</p>
	<b>I know a registration fee applies to all internship registrations.</b>	<p>AUP &gt; Academics &gt; Internship Office &gt; Register your internship &gt; Internship registration process</p>

## INTERNSHIP PLANNING

	<p><b>I have considered which location(s) would be the best ones for my internship before starting looking for one.</b></p>	<p>I am aware of the restrictions applying to US federal loans recipients. I know I cannot do an internship in the USA.</p> <p>I have done my research regarding visa requirements.</p> <p>If the internship is taking place in France, I have checked the expiration date of my carte de sejour. If necessary, I have started the renewal application.</p> <p><i>Advice: if on US Federal loans, if you will need to apply for a visa, if you will need to use the internship registration to renew your titre de sejour in France, please start looking for an internship well in advance.</i></p>
	<p><b>I have discussed the timing of my internship(s) and how it fits with the rest of my course requirements.</b></p>	<p>Please consider which semester(s) would be the best suited for doing an internship. If you want to intern full-time, you cannot take classes alongside. If you are taking classes, a part-time internship is an option under certain conditions.</p> <p>AUP &gt; Academics &gt; Internship Office &gt; Plan &amp; Find an internship &gt; What to consider</p> <p>If you are planning to do several internships while at AUP – which we strongly recommend – you should discuss this with the Internship Coordinator.</p> <p>AUP &gt; Academics &gt; Internship Office &gt; Contact</p>
	<p><b>I am aware of my budget.</b></p>	<p>I know how I will pay for my living expenses during my internship.</p> <p>I know if I can afford doing an unpaid internship or not. If not, I understand that searching paid internships is the best option.</p>
	<p><b>I know what kind of organizations I want to target.</b></p>	<p>I have done my research. I have discussed it with the Career counselor, my advisor, etc.</p> <p>AUP &gt; Academics &gt; Career Development Office &gt; Contact &gt; Make an appointment</p>
	<p><b>I know what kind of internship I would like to secure according to my career plans but also to fulfil my course requirements.</b></p>	<p>I have done my research. I have discussed it with the Career counselor, my advisor, etc.</p> <p>AUP &gt; Academics &gt; Career Development Office &gt; Contact &gt; Make an appointment</p>
	<p><b>Other (specific to your case):</b></p>	