

INTERNSHIPS

What is an internship?

An internship is a temporary period of placement in a professional environment which allows a student or young graduate to acquire professional skills and implement the acquired knowledge of their training. The internship aims to obtain a diploma or certification and to promote professional integration. The trainee is supervised by a tutor who guides and evaluates him.

FAQ

↓ What are the objectives of an internship?

The primary goal of an internship is to allow you to concretely approach the professional environment. This principle can be developed through the following objectives:

- Know the business world and/or that of the chosen professional environment
- Confirm or deny a professional project or reorientation
- Put the theoretical contributions of the training into practice
- Develop professional skills and build a relational network
- Gain initial experience

- › Benefit from a springboard into employment

↓ How far in advance should you apply for an internship?

Generally allow a delay of more than **3 months**.

↓ La convention de stage est-elle obligatoire ?

Yes. The internship agreement is the **equivalent of the employment contract** for interns. Its aim is to clarify the commitments and responsibilities of the educational establishment, the host company, and the intern. Moreover, to be valid, the internship agreement must be **signed** by:

- › Trainee
- › The host organization
- › The internship tutor within the host organization
- › The educational or training establishment
- › The reference teacher within the educational establishment

↓ How long should an internship be? Is there a time limit?

The duration of an internship can vary from **a few weeks to several months** depending on the companies and establishments, but it cannot exceed **6 months**.

↓ Am I covered in the event of a work accident?

Yes. You remain affiliated to the **student mutual** fund to which you subscribed when you registered.

↓ How much will I be paid for my internship?

The gratuity is optional if the internship lasts **less than two months**. For internships that exceed this duration, compensation is mandatory. Companies must reward their interns up to **4.35 euros per hour** (in 2024).

↓ **Am I entitled to the same benefits as other employees?**

During your internship, you have access to the **same benefits as other employees**, such as reimbursement of transportation costs, restaurant vouchers and company social and cultural activities.

↓ **Am I entitled to paid time off?**

In agreement with the company, the internship agreement may provide for **days off**, particularly for internships lasting more than two months. A trainee also has the right to be **absent** to take an exam or for personal or medical reasons (pregnancy, illness, etc.). But in all cases, the host organization is not obliged to compensate these absences.

↓ **Will I be required to declare my internship compensation?**

No. The bonus is exempt from income tax up to the annual minimum wage amount.

↓ **In the event of a dispute during my internship, who should I contact?**

Talk about it first with your tutor and the head of your establishment. If no solution is found, you can refer the matter to the common law civil judge.

↓ **Can interns telework?**

Yes, if the company offers it to interns (as was the case notably during the Covid-19 pandemic). The internship can then take place **100% teleworking** or **partial** teleworking. On the other hand, certain internships cannot be carried out remotely and outside the host structure. Teleworking is then not possible.

Find an internship

Sites to find an internship :

- Euroguidance (<https://www.euroguidance-france.org/>) and Study.eu (<https://www.study.eu/>)
(internship offers abroad)
- L'Etudiant (<https://jobs-stages.letudiant.fr/>)
- Stage.FR (<https://www.stage.fr/>)
- Direct étudiant
(<https://www.directetudiant.com/DE/home>)
- HelloWork (<https://www.hellowork.com/fr-fr/>)
- Indeed (<https://fr.indeed.com/>)

The city of Le Havre is recruiting:

Ville du Havre (<https://www.lehavre.fr/pratique/la-ville-du-havre-recrute>)

The Le Havre Seine Métropole Urban Community is recruiting:

Le Havre Seine Métropole (<https://www.lehavresinemetropole.fr/offres-demploi>)



It is important to use your social networks to find an internship
! **LinkedIn** (<https://www.linkedin.com/feed/>)