



Grenoble
phelma **INP**

Les technologies de demain
s'imaginent aujourd'hui

Internship Presentation

Edwige BANO

**Professor at Grenoble INP
Phelma Internship Department Member**



Internship Department

Educational field

Internship Department Manager : Saïd OBBADE

Phelma – Minatec 4th floor – Office M405

Phone: 04 56 52 92 11

Supervisors:

- Bachelor Internship (1st year): Aurélien KUHN
- Master1 Internship (2nd year – Master1) : Jean-Christophe TOUSSAINT
- Master Thesis (3rd year – Master2): Edwige BANO

Industry Relations :

Jean-Christophe TOUSSAINT

Administrative field

Assistants

Aurélie DINOLA, Cindy JARGEAIS, Joëlle MELER, **Annie DUCHER**

Phelma – Minatec 4th floor - Office M426-M427

Phone: 04 56 52 91 13



Your Contacts at Phelma

- **Your official email address:**

firstname.lastname@phelma.grenoble-inp.fr

- **Your Industry Relation Correspondent:**

Panagiota.Morfouli@phelma.grenoble-inp.fr for Internship (Master1)

Liliana.Prejbeanu@phelma.grenoble-inp.fr for Master Thesis (Master2)

- **Your Administrative Contact:**

annie.ducher@phelma.grenoble-inp.fr for Internship and Master Thesis



The Internships

2 key periods in the Master:

- **The Internship (for Master 1)**
 - How long? 10 weeks minimum
 - When? From end of May
 - To do what? Assistant Engineer position
- **The Master Thesis (for Master 2)**
 - How long? Between 20 and 26 weeks
 - When? from beginning of February up to August 31th
 - To do what? Engineer position

For Students registered at Phelma:
at least, one of them **must take place in Industry.**



Internships Evaluation and Reporting

- **The Internship (for Master 1):**
 - Is mandatory for students registered at Phelma and for the other ones who are interested in the Phelma Degree
 - Is evaluated by Phelma
 - How? By a report
 - => 4 ECTS for the Phelma Degree
- **The Master Thesis (for Master 2):**
 - Is mandatory for all
 - Is valued by the principal registration institution
 - How? At Phelma, by a report (+miniposter) and a defense
 - => 26 ECTS
- In the reports, plagiarism is strictly forbidden. Reference all figures and citations clearly.



Important remarks

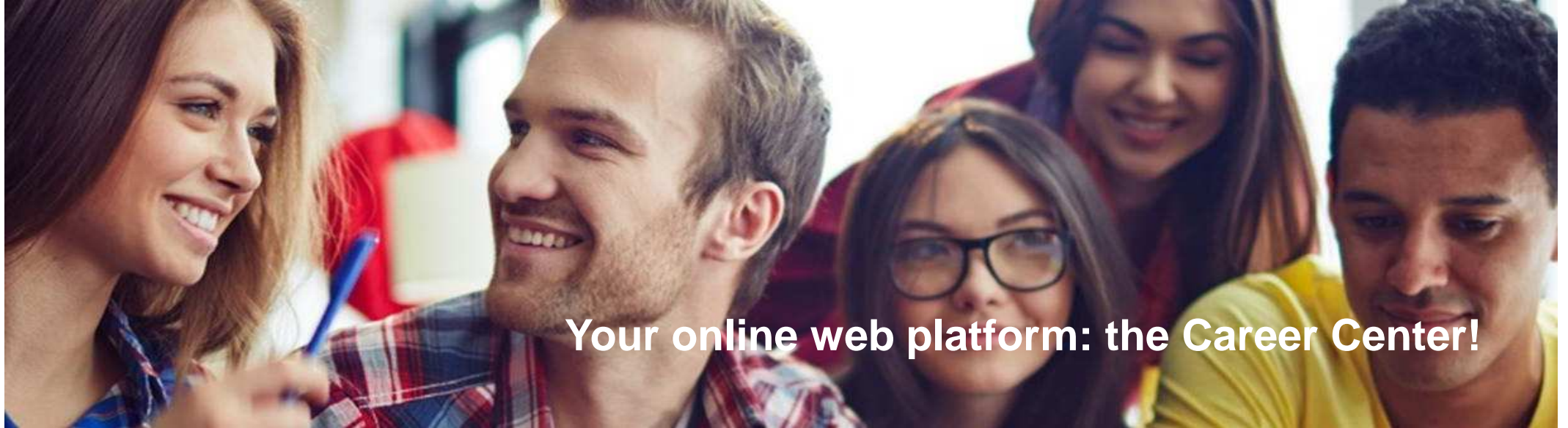
- **Both internship and Master Thesis can be done in France or abroad.**
- **A lots of offers are proposed on Grenoble INP Career Center website** (with Phelma login and pwd, application on line is possible):
www.grenoble-inp.fr/career-center
- Personal search is also encouraged on companies websites directly.
- **For any internship, an agreement is mandatory**, signed by the 3 parts: Phelma / Company / Student, edited via Intranet by the Phelma Internship Office:
<http://intranet.phelma.fr/entreprises/>
- **For an Internship in France : according to the French law, students are payed :**
~ 546 € minimum per month (for intership in France and > 8 weeks)
- **For a Master Thesis abroad: possibilities of grants:**
please contact Phelma International Office (4th floor) : ri@phelma.grenoble-inp.fr



Career Center

Helping you set and achieve your career goals

- Grenoble INP Career Center is a **free career placement service** designed to assist you throughout your studies as you think about and refine your career goals.
- Whether you are **enrolled at the school** or are a **recent graduate**, you can take full advantage of our:
 - ⇒ **online platform,**
 - ⇒ **weekly workshops.**



Your online web platform: the Career Center!

A website designed to help you handing in your job search and to open doors companies :

- Internship and job **offers** (*lots of offers written in English available*)
- **Company** profiles
- Job **videos**
- **Events**
- Guidance and **ressource articles**
- Live video Chat and **recruiters**

User interface language
+ some content
=> available in English



Also available on your mobile app – download JobTeaser for iOS and Android



www.grenoble-inp.fr/career-center

Log on with your usual student username and password

Need a demo in English? Contact career-center@grenoble-inp.fr



The weekly workshop

Meet one-to-one with a **professional** for **personalized support!**

- Boost your **resume** and **cover letter** ([available in English](#))
- Practice **job interviews** ([available in English](#))
- Other services can be provided under request in case of specific difficulties (please contact us!)

Length of each appointment? About one hour

When? Thursday between 1:30pm to 7:00pm

Where? Grenoble INP Career Center - Entrée R – 46 av Félix Viallet

How to register?

⇒ For **English speakers**, please contact: career-center@grenoble-inp.fr

⇒ For **French speakers**, log on www.grenoble-inp.fr/career-center,

Useful links> Weekly workshops



Opening hours

Mon. Tue. Fri.

9:00 – 12:30 ● 13:30 – 17:00

Thu.

9:00 – 12:00 ● 13:00 – 19:00

career-center@grenoble-inp.fr

+33 (0)4 76 57 43 87





The 5 phases to edit the internship agreement

<http://intranet.phelma.fr> > Entreprises > Stages

The different steps are done via Phelma Intranet website.

For internships (> Espace 2A):

- **Step 0** : Visit this presentation and download the useful documents
- **Step 1** : Search for an internship actively (CV-Letters) and find one (contact your Industry Relation Correspondent if necessary)
- **Step 2** : Input your proposal on line
Wait for the validation from your Industry Relation Correspondent
- **Step 3** : Complete your Internship Form in order to edit the agreement.
- **Step 4** : Sign your agreement at the Internship Office on notification