



École nationale
de la statistique
et de l'analyse
de l'information

Dossier suivi par : Carine LAC et Patrick GANDUBERT
Tel. : +33 (0)2 99 05 32 86 / 32 72
Fax : +33 (0)2 99 05 32 05
stage@ensai.fr

**Objet FIRST-YEAR INTERNSHIP
(AT THE END OF 1ST YEAR)**

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This first-year internship is to be completed within a company or organization, whether small or large. It is to be carried out under an ENSAI Internship Agreement. However, it may be possible that **an employment contract (in France or abroad) replaces this Agreement** when the work entrusted to the student as part of this contract is of the same nature as that which would have been carried out by one of the salaried personnel. This occurs in particular for seasonal work on the production lines in intensive industries (e.g. textiles, clothing, agribusiness).

It is highly recommended to carry out this internship abroad. In doing so, the internship will also satisfy the 4-week minimum **required period abroad** (or the POE; please refer to the conditions in the international guide).

Observation:

No internship can be validated by the Office of Communications and Public Relations if it has not been subject to an Agreement or employment contract. For the employment contract, the appropriate form must be handed in before leaving the school. The original of the employment contract must be handed in to office 251, or failing that, a certificate on letterhead paper from the company and an original salary slip will be required.

Objectives

The first-year internship, whether it's completed in France or abroad, is not an applied statistical internship.

Preferably, it is not to be carried out within a statistical service, department, or institution. Its main objectives are:

- To discover the business world in aspects of its social organization
- To identify and follow the entirety of manufacturing and distribution methods for a product or service from the pre-production phase (consumer needs, design...) to the post-production phase (market distribution, satisfaction studies...)

If completed abroad, this internship also aims to:

- To discover another social and professional culture
- To deepen one's knowledge of a foreign language

Intern status

The ENSAI student is assigned as an intern to a non-executive, non-management position, and they remain a student registered at the school. During the internship, the student must abide by the internal rules, regulations, and guidelines of the host organization. When the period takes place within a business that has signed an employment contract with the

■
Campus de Ker Lann
rue Blaise Pascal BP37203
35172 BRUZ CEDEX
Tél : 33 (0)2 99 05 XX XX
Fax : 33 (0)2 99 05 XX XX
communication@ensai.fr



student, the student is no longer the responsibility of the school but becomes subordinate to the business and is subject to its general regime as far as insurance coverage, civil liability, and labor code for working organization and conditions are concerned. Their status as student is only re-instated once the employment contract comes to an end.

Duration

The internship must last for a minimum of 4 weeks between June and the end of August.

Internship content

The internship (or employment period) must be designed in such a way that the objectives are met. At the end of this period, each student should have a better understanding of the ways in which work is assigned/distributed/organized in the business or organization, as well as the different mechanisms that govern the production and distribution of a product (or service). It is therefore composed of several observation steps:

- Observation of work distribution methods (decision centers, intensity of hierarchies, functional links between the different departments or services, for example between “production” and “marketing”...)
- Observation of social relationships (work distribution, identifying conflict, role of Human Resource Management (HRM), role of unions...)
- Observation of the “production and distribution line” of a product or service
- Finally, if permitting, the observation of instances or services where statistical methods are (or could be) used.

The internship (or employment period) to be carried out by the students is, above all, a time of discovery and observation (even if a certain number of tasks are entrusted to the intern during this time), offering the student the opportunity to find out more about the professional world.

Internship Report (Work Report)

In the first part (1 page), the student specifies the practical details of searching for, finding, and choosing the host organization, as well as the difficulties encountered during the search for an internship. In the second part (2 pages maximum), the student will describe the host organization (size of the business, main activity, revenues...) and will present a detailed flowchart showing the personnel structure (business’ managers, employees, etc). The student then strives to tell about their experience working within this organization, highlighting the operational aspects of the work or tasks which were given to them (2 pages maximum). Finally, the last part (2 pages maximum) will be dedicated to the assessment (professional and personal) of these weeks spent within the host organization. Most notably, it will be the opportunity to identify the benefits gained from this experience (acquiring new knowledge and a better understanding of the professional world...), yet also to make suggestions for improvement in terms of content, length, and the search for a host organization.

The Internship Report will be written while taking into account the observational phases that the student will have identified: observation of the work distribution methods, social relations, production methods for products and/or services...