

## INTERNSHIP CHARTER – ASCENCIA MALTA

**The reception of an intern must present a triple commitment: guarantee of success**

- That of the trainee, who must respect the rules of the company as well as the missions that will be entrusted to him
- That of the company and department where the internship is carried out, which must guarantee the trainee optimal conditions of reception and completion of the internship as well as its adequacy with the pedagogical project and the training of the student
- That of the training structure, which must be the relay and the guarantor of the smooth running of the internship

**The trainee undertakes to:**

- Carry out the mission and tasks entrusted to him about the content defined in the agreement and, if applicable, the job / internship form given to the trainee
- Respect the rules of the company (schedules, safety rules, hygiene ...) and the requirements of confidentiality, neutrality, and discretion
- Carry out the internship period in accordance with the pedagogical and internship objectives defined in a concerted manner between the school and the host company
- Be available for the tasks that will be entrusted to him and be curious about the professional environment in which he will evolve throughout the internship
- Write and deliver your internship report or dissertation (if planned) within the deadlines
- Report any problems, difficulties or absences to the company and school
- Send to his educational institution an evaluation document of the reception he has received

**The host company undertakes to:**

The content and formalization of the internship:

- Propose an internship that is part of the teaching of the prepared diploma
- Precisely define the missions entrusted to the intern, if necessary, by writing an internship job description
- Learn about the objectives of the student's training

Reception and material conditions:

- Promote the integration of the intern within the company (anticipate the arrival of the intern, present the organization and functioning of the company)
- Provide the trainee with the material means necessary for the successful completion of the internship (office, telephone, computer access, etc.)
- Guarantee access to the necessary information as well as to the premises essential to the smooth running of the internship
- Enable the trainee to acquire professional and technical skills

### Supervision and follow-up:

- Designate a tutor in the community to accompany the intern throughout the internship
- Accompany the intern throughout the internship (guide, advisor)
- Make regular assessments / points with the intern
- Evaluate the internship and the trainee (sample evaluation sheet in the appendix)

### Gratification, absences, and benefits

- Compensate the intern for work done in the community
- Inform the training organization of any difficulties or special cases during the internship (accident, absence, behavior)
- Provide for leave and leave of absence
- If necessary, allow the trainee access to social and cultural activities, the administrative restaurant or restaurant vouchers, reimbursement of transport costs...

### **ASCENCIA MALTA undertakes to:**

- Clearly define the objectives of the internship, the modalities of follow-up of the trainee, evaluation of the internship
- Designate the referent training advisor responsible for the follow-up of the internship
- Accompany the student during his search for an internship
- Guarantee the articulation between the student's training and the internship
- Inform the company of the curriculum of the training courses followed by the student
- Ensure compliance with administrative formalities
- Inform the student of the methods of evaluation of the internship (instructions, writing of the report ...)
- Ensure regular follow-up of the intern during the internship and accompany him in the realization of his report (if planned)
- Maintain regular contact with the tutor during the internship to ensure the smooth running of the internship
- Invite the tutor during the defense of the intern