



OUTPUT 1

ANALYSIS OF NEEDS AND BARRIERS OF PARTIES IN IMPLEMENTING QUALITY INTERNSHIPS

Analysis conducted for the SPRINT Project

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THE QUESTIONNAIRE

- Presentation

This questionnaire was sent to different internship parties in Europe.

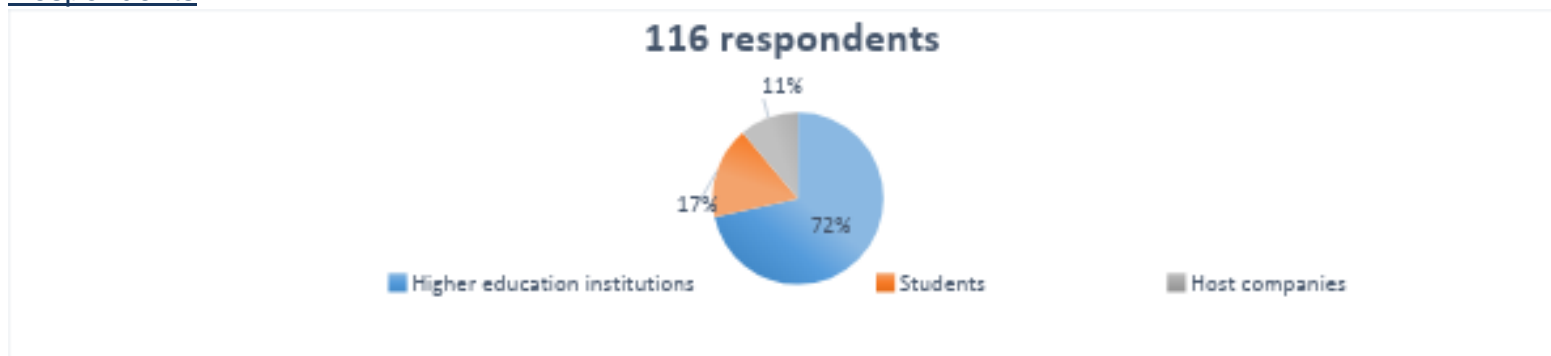
The aim of this survey was to question different parties about needs and barriers before, during and after internships.

The questions were deliberately broad to avoid influencing on the answers and obtain sufficient and general overview of different criteria and tasks.

- Questions

Before the internship	During the internship	After the internship	Additional remark
What are the necessary elements of qualitative internships?	What are the necessary elements of qualitative internships?	What are the necessary elements of qualitative internships?	
Which are the barriers to obtain a qualitative internship?	Which are the barriers to obtain a qualitative internship?	Which are the barriers to obtain a qualitative internship?	
What are the best practices?	What are the best practices?	What are the best practices?	
What recommendations would you make?	What recommendations would you make?	What recommendations would you make?	

- Respondents





THE MAIN IDEAS

1. Higher education institutions (or network, Union) – 83 respondents

BEFORE THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Tripartite contract signed • Defined missions of the intern • Intern's knowledge about the host company • Determined tutors (one in higher education institution and in the company) • Internship related to the study programs
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Lack of contract • Undefined missions • Lack of knowledge about the host company • Unpaid internship • Language barrier • Lack of responsibilities given to the intern • Lack of involvement of the intern • Undefined tutors • Lack of communication between parties (intern and tutors in company and in higher education institution)
What are the best practices?	<ul style="list-style-type: none"> • Tripartite contract signed • Clear internship missions, subject and objectives • Communication between parties at each step of the internship • Written CV and cover letter • Involvement of the intern • Researches of the intern on the host company • Common practices/framework in Europe
What recommendations would you make?	<ul style="list-style-type: none"> • Start early internship researches • Respect of the established missions • Sign a tripartite contract • Researches about the host company • Good behavior of the intern in the host company • Communication between parties



	<ul style="list-style-type: none"> • Internship linked to the intern's professional project • Make a CV and a cover letter • A quality supervision by tutors • Quality of language and writing level
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DURING THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Defined internship subject and missions • Communication between parties • Correct work material • Follow-up of the intern • Regular feedback of the intern to tutors • Respect internship objectives • Regular meetings between the intern and tutors • Monthly report • Good integration of the intern in the host company • Supervision by tutors
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Lack of communication between parties • Language barrier • Disrespecting of the conditions of the contract • Lack of supervision by tutors • Lack of involvement of parties • Unsatisfactory integration of the intern in the host company • Too short internship period
What are the best practices?	<ul style="list-style-type: none"> • Regular feedback from tutors • Supervision of the intern • Respect of subject and missions • Involvement of the intern • Visit of the internship placement by the tutor of higher education institution • Correct behavior of the intern • Communication between parties • Respect to the terms of the internship agreement • Knowledge of the language of internship • Mid-term assessment



	<ul style="list-style-type: none"> • Remuneration
What recommendations would you make?	<ul style="list-style-type: none"> • The intern informs the tutor about encountered difficulties • Regular feedback between the intern and the tutor of higher education institution • Development of the intern's soft skills by the himself in the company • Follow-up of the intern • Respect of mutual rights and obligations • Knowledge about the host company • Visit by the tutor of the host company • Compatibility between established missions and the tasks done • Start writing the internship report

AFTER THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Internship report and oral presentation • Certificate of stay signed by the tutor in host company • Assessment of internship by the tutors • Maintaining contact with the host company • Validation of credits
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Lack of an internship report • Lack of communication between the parties • Lack of certificate of stay • Lack of assessment • Low quality of the internship report and oral presentation • Lack of feedback about the internship
What are the best practices?	<ul style="list-style-type: none"> • The intern maintains contact with the host company • Internship report and oral presentation • Assessment of the intern • Presence of the tutor of host company at the oral presentation • Certificate of end • The intern thanks the host company • Completing CV
What recommendations would you make?	<ul style="list-style-type: none"> • Creating a database to reference the internships • Maintaining a contact with the host company • Internship report and oral presentation with the presence of tutors



	<ul style="list-style-type: none"> • Listing competences acquired during the internship • Objective assessment • Including the tutors in assessment
Additional remarks	<ul style="list-style-type: none"> • Internship is an insertion tool • Creation of a database in connection with international offers of internship • Remuneration of the internships • Lengthening internships' duration internships • Developing contact between higher education institution and host companies

2. Students (or student organization, network, Trade Union) – 20 respondents

BEFORE THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Tripartite contract • The intern makes researches about the host company • Financial help • Defined missions • Interesting internship topic
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Undefined missions • Lack of involvement of the tutors • Unpaid internship • Language barrier • Lack of communication between parties
What are the best practices?	<ul style="list-style-type: none"> • Researches on the host company • Learning basis of the language • Make a CV and a cover letter • Signed tripartite agreement • Defined missions
What recommendations would you make?	<ul style="list-style-type: none"> • Start early the internship's researches • Accompaniment of the intern by tutors • Good work atmosphere in the host company • Respect established missions



DURING THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Clear internship subject • Defined missions • Autonomy of the intern • Volunteer tutors • Remuneration of the intern • Good working atmosphere • Good integration • Regular feedback with interns • Correct work material
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Undefined tutors • Lack of communication between parties • Language barrier • Lack of involvement of the intern • Internship subject undefined • Lack of feedback to the tutor • Lack of correct work material • Bad integration of the intern in the host company
What are the best practices?	<ul style="list-style-type: none"> • Good working atmosphere • Supervision of the intern by tutors • Professional behavior of the intern • Regular feedback to tutors • Determined tutor • Clear missions
What recommendations would you make?	<ul style="list-style-type: none"> • Development of personal skills • Follow-up by tutor • Tripartite communication • Compatibility between established missions and tasks done • Integration of the intern in the host company



AFTER THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Assessment by tutors • Internship report • Maintain a link with the host company • Certificate of end
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • No internship report • Lack of contact with the host company • No feedback about problems encountered by the intern • Lack of assessment • Lack of communication • Lack of involvement of the tutor in the final report
What are the best practices?	<ul style="list-style-type: none"> • Maintain the link between the intern and the host company • The intern thanks the host company • Write the internship report • Complete CV
What recommendations would you make?	<ul style="list-style-type: none"> • List competences acquired by the intern during the internship • Maintain contact with the host company • Communication the three parties • Assessment • Development of the intern's network
Additional remark	<ul style="list-style-type: none"> • Some internships are too expensive



3. Host companies (or employers network, unions) – 13 respondents

BEFORE THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Compatibility between the intern's profile and the needs of the host company • Defined tutors • Supervision by tutors • Defined missions • Personal skills (motivation, communication, strong partnership, voluntary) • Good practice of the language • Sign an tripartite agreement
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Lack of intern's motivation • Lack of tripartite contract • Lack of correct work material • Too short internships • Unqualified tutors • A difficult integration of the intern in the host company • Lack of feedback • Language barrier • Lack of responsibilities given to the intern • Lack of signed contract
What are the best practices?	<ul style="list-style-type: none"> • Tripartite communication • Intern's autonomy • Qualified tutors • Written contract • Determined rights and obligations of each parties
What recommendations would you make?	<ul style="list-style-type: none"> • Involvement of the intern • Regular feedback to tutors • CV and cover letter • Tripartite communication • Good integration and working atmosphere • Supervision by tutor of higher education institution • Signed written contract • Intern's correct behavior



DURING THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Integration of the intern in the host company • Define internship objectives • Volunteer intern • Regular feedback • Supervision by tutors • Interesting tasks • Professional intern's behavior
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Lack of communication between the parties • Low quality of work material • Lack of involvement of the intern • Lack of the intern's autonomy • Unclear missions • Lack of supervision by tutors
What are the best practices?	<ul style="list-style-type: none"> • Regular feedback • Professional attitude of the tutor • Communication • Autonomy of the intern • Develop the intern's network
What recommendations would you make?	<ul style="list-style-type: none"> • Compatibility between established missions and tasks done • Regular feedback • Communication between parties



AFTER THE INTERNSHIP	
What are the necessary elements of qualitative internships?	<ul style="list-style-type: none"> • Internship report and oral presentation • Validation of credits • Maintaining a connection with the host company • Assessment of the intern • Internship's debriefing session with tutors • Reference letter
Which are the barriers to obtain a qualitative internship?	<ul style="list-style-type: none"> • Lack of assessment • Lack of internship report • Lack of communication between parties
What are the best practices?	<ul style="list-style-type: none"> • Certificate of end • End of internship interview • Maintain contact with the host company • Write the internship report • Assessment of the intern • List intern competences acquired during the internship
What recommendations would you make?	<ul style="list-style-type: none"> • Internship report and oral presentation • Maintain link between the higher education institution and the host company for future internships • Assessment • Remuneration • Follow-up



COMPARISON WITH LEGISLATION

This board compares elements from the legislation's board and from the answers to the questionnaire.

	Before the internship	During the internship	After the internship
Legislation	<ul style="list-style-type: none"> • 9 European countries don't have a definition of internship • Contract is not always compulsory • The intern can be not student • Not many rules for disabled intern • Different categories of host companies are allowed • Civil responsibility 	<ul style="list-style-type: none"> • Civil liability insurance is often only advisable • Accidents protection : the HEI is responsible or the host company • Remuneration of the intern is not compulsory • Often there is no rule of internship duration 	<ul style="list-style-type: none"> • Evaluation only in 2 countries • Assignments of ECTS credits is not compulsory • Certificate of stay is not compulsory
Questionnaire	<ul style="list-style-type: none"> • Internship as a part of studies • Contract is a fundamental element before the internship • Respondents didn't mention civil responsibility or disability 	<ul style="list-style-type: none"> • Civil liability not mentioned in answers • Some students don't do an internship because they are not remunerated • Longer internships 	<ul style="list-style-type: none"> • Assessment at the end of the internship • Attribution of credits • Certificate of end would be an important document



RECOMMENDATIONS BASED ON THE SURVEY

All parties combined the quality criteria that have been mentioned the most are listed below.

Before the internship	During the internship	After the internship
<ul style="list-style-type: none"> • Written tripartite agreement • Communication between parties • Defined missions • Learning the basics of language • Attribution of tutors • The intern makes researches about the host company • CV and cover letter • Compatibility between the intern's profile and the needs of the host organization 	<ul style="list-style-type: none"> • Communication between the three parties • Correct work material • Regular feedback to tutors • Involvement of the intern • Remuneration • Compliance with the terms of the contract • Good integration of the intern in the host company • Personal skills of the intern • Professional attitude of the intern 	<ul style="list-style-type: none"> • Internship report and oral presentation • Certificate of stay • Evaluation • Validation of the internship • The intern maintains contact with the host company



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PARTNERS :

