

INFORMATION SHEET

PRIOR TO THE PREPARATION OF THE INTERNSHIP CONTRACT

IMPORTANT: This document does not replace the internship contract and does not bind any of the parties. This sheet, completed by the student and the host organization, aims to bring together the information to be related to the internship contract and in particular the missions entrusted to the student.

TO BE COMPLETED BY THE INTERN STUDENT

Name Surname

Phone

E-mail

Course taken

SUPERVISION PROVIDED BY IAE

The program manager

The university referent

→ see the list of university referents on www.iae-reunion.fr/stages

TO BE COMPLETED BY THE HOST ORGANIZATION

Name

Address

Represented by (name of the signatory)

Position of the signatory

Phone

E-mail

THE INTERNSHIP TUTOR

Name Surname

Position

Phone

E-mail

THE INTERNSHIP

Dates : from _____ to _____ (included) and corresponding to _____ hours of presence

Place of internship (if different from host organization address)

Department where internship will take place

Position of the intern

Detailed missions implemented during the internship

INTERNSHIP CONDITIONS

The amount of the stipend is set at / hour

Other benefits granted

Weekly duration of the intern's presence at the host organization (in hours)

If the intern's presence at the host organization is to be required at night, or on Sunday or during a public holiday, specify the specific cases

Number of days of authorized leave (or terms of time off and leaves of absence during the internship) :

Contact : iae-stage@univ-reunion.fr