

Internship, Summer 2024, TRAN-F-501

Maarten Jansen



<https://maarten.jansen.web.ulb.be/teaching/TRAN-F-501>

Objectives

- Provide the student with a **full-time three-months** experience in the computer science career field by working with a participating employing firm, organization or academic research center.
- The student will be supervised by a faculty member acting as a liaison between the University and the employing organization to ensure compliance with specific learning and experience requirements.
- The employment can be either in Belgium, but **outside ULB** or abroad, and normally would include practical experience.

<https://maarten.jansen.web.ulb.be/teaching/TRAN-F-501/index.html>

Internships

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Eligibility

- Optional course
- Academic year **2024–2025**, Ma-2
- Summer **2024**
Very important: if you want your internship to be evaluated within the framework of the course TRAN-F-501, it **MUST** take place in the summer months between Ma-1 and Ma-2. In particular, if you think of adding TRAN-F-501 to your individual program (PAE) at the beginning of Ma-2 (September-October), you are **far too late**. Once again: **too late**. No exceptions.
- Only students having validated at least 45 ECTS in June 2024!! (Not negotiable, no exceptions, in particular for MEMO-F-403)
- If a student starts an internship procedure and after the first session appears not to be eligible any more, all existing agreements are automatically declined.

Internship actors

- **Student**, enrolled in the first year of the Master of Computer Science and registered in the Faculty of Sciences (in 2023–2024)
- **Academic Supervisor**, i.e. a member of the professor staff teaching courses (mandatory or optional) in the ULB CS Master.
- **Host Company Supervisor**, i.e. the legal representative of the organization hosting the student for the internship.
- **Computer Science Internship Coordinator**
 - Maarten Jansen (2024)
 - Gianluca Bontempi (2025)

Student responsibilities before the internship begins (March-June)

- Actively **search for an internship** opportunity, by contacting directly employing organizations, academic supervisors and searching in repository with internship offers (e.g. here).
- Meet with an **academic supervisor** to discuss the internship and the pedagogical content.
- Once an agreement between the student, the Host Company and the academic supervisor is found, **submit a brief job description, statement of educational goals**, and a list of objectives to accomplish those goals to Computer Science Internship Coordinator (2024: M. Jansen). Details on the web site.
- Have the **Internship Agreement** (convention de stage) signed by the Host Company Supervisor, the Student and submit it to the Faculty of Sciences and the Computer Science Internship Coordinator (2024: M. Jansen).

Student responsibilities during the internship

- Write **bi-weekly reports** indicating the advance of the job and specifying which of the objectives and goals have been accomplished. These reports should be delivered by **email** to the Academic Supervisor.
- Write a **mid-term summary report**. This should be **validated and signed** both by the Academic supervisor and the Host Company Supervisor and sent to the Computer Science Internship Coordinator (2024: M. Jansen) at the end of the 6th week of the internship.
- Write a **summary report** at the end of the internship describing the experience and objectives addressing the achievement of goals. This should be validated and signed both by the Academic supervisor and the Host Company Supervisor and sent to the Computer Science Internship Coordinator (2024: M. Jansen) at the end of the internship.

Student responsibilities after the internship (December)

- **Final interview** (15 minutes)
- **Student informs Host Company Supervisor about when and where**

Academic Supervisor responsibilities

- **Before the internship**
 - Meet with student to discuss internship and approve or disapprove internship.
 - Validate the pedagogical content and the objectives of the internship proposal.
 - Take care of the possible intellectual property issues related to the internship.
- **During the internship**
 - Advise student while performing internship and ensure that the deadlines are respected.
 - Inform immediately the internship coordinator in case of major problems.
 - Validate and sign intermediate and final reports.
- **After the internship**
 - Participate in final interview and grading.

Host Company Supervisor responsibilities

- **Before the internship**
 - Define together with the student and the academic supervisor the pedagogical and technical objectives of the internship.
 - Assist the student in describing his/her duties, goals and objectives.
- **During the internship**
 - Inform the student of the conduct rules of the organization.
 - Verify that student has been performing the duties as set forth in the goals and objectives.
 - Verify that the Host Company shall under no circumstances require the student to undertake tasks not within the scope of his training.
 - Validate and sign intermediate and final reports.
 - Fill evaluation grids
 - Inform immediately the Acad. Supervisor in case of major problems.
- **After the internship**
 - Participate in final interview and grading (if possible)

Internship Coordinator responsibilities

- **Before the internship**
 - Inform the student about the schedule and finalities of the internship.
 - Keep contacts with the Faculty of Sciences.
 - Manage the repository of internship offers.
- **During the internship**
 - Keep track of the student reports.
 - Ensure that the deadlines are respected.
- **After the internship**
 - Organize the final evaluation.

Schedule — part 1

- **From March 2024:** MA1 students start looking actively for internship opportunities, by contacting external organizations, academic supervisor or consulting data banks containing internship offers (e.g. the ULB CS repository of internship offers; see link on webpage)
- **Before the 31th of May 2024:** students submit a brief job description, statement of educational goals, and a list of objectives to accomplish those goals to Computer Science Internship Coordinator (M. Jansen) by using form on the web site.
- **Before the 7th of June 2024:** students submit the Internship Agreement (convention de stage) signed by the Student and the Host Company Supervisor to the Faculty of Sciences and to the Computer Science Internship Coordinator (M. Jansen).
- **After the first exam session:** in case of non eligibility of the student (still more than 15 ECTS to pass in the second session) the internship is cancelled and previous agreements are declined.

Schedule — part 2

- **From 2024, July the 1st to August the 8th:** the eligible student is required to start the internship in the premises of the external organization. An official communication of the start of the internship has to be sent to the Computer Science Internship Coordinator (M. Jansen).
- **7th week after the starting date:** the mid-term summary report together with the evaluation grid both validated and signed by the Host Company Supervisor and the Academic Supervisor are submitted to the Internship Coordinator.
- **13th week after the starting date** (and before the 3rd of November 2024): the final summary report together with the evaluation grid both validated and signed by the Host Company Supervisor and the Academic Supervisor is submitted to the Internship Coordinator.
- **From 2024, December the 10th to December the 20th :** final interviews and grading: presentation by the student (15mins) in front of a committee with Internship Coordinators (M. Jansen), the Academic Supervisor and (if possible) the Host Company Supervisor.

How to report an internship

What should be in the final report and the presentation?

- A presentation of an internship is NOT a master's thesis presentation
- So, explain what you have been doing, but not too many technical details
- More emphasis is in **self-reflection** and **self-evaluation**
- **Input:** What have been the skills obtained in your education that you could use for the internship
- **Output:** What are the skills that you have acquired during this internship
What has been your contribution to the company?
- Has the internship had any impact on your idea of what is the job of a computer scientist
- Have you had experience in time management/have you been able to deal with deadlines (Make sure to manage the reports, fulfilling the administration + making reports is part of the learning process)

FAQ (1)

- **Which organizations are eligible for hosting internships?**

In principle all organizations (Belgian and non) which hire students with a Master degree of Computer Science are eligible. Research labs of universities (other than ULB) are eligible too for hosting internships. In any case the academic supervisor is the final responsible for assessing the adequacy of the external organization with respect to the pedagogical objectives of the Master in Computer Science.

- **What if I don't find any suitable organization?**

Check again the data base on the web site. Otherwise, ask your MA thesis supervisor or other MA professor. The department cannot be held responsible for not finding a suitable organization, nor is there a guarantee that every interested candidate will have an internship position.

FAQ (2)

- **What if the dates of the internship do not comply with the above schedule?**

The program of the Master in Computer Science allows for an internship in the first three months of the first semester of the second year. Internships which are supposed to end after the 5th of November are not acceptable. On the contrary it is admitted that the internship starts in advance, though not before the 1st of July.

- **Is a financial retribution or compensation of student foreseen?**

The aim of the internship is to provide a working experience to the student as a part of the pedagogical process. Though no financial support is provided by ULB, students may apply for an ERASMUS Placement funding in case of an internship abroad. Also, personal agreements between the student and the external organization are possible, though they will not be taken into consideration by the Internship agreement. In other terms ULB should not be considered liable for any issue concerning the student retribution.

FAQ (3)

- **I have a second session. Can I still start the internship?**

The internship is supposed to be full-time and to start before the second session. In order to avoid major conflicts between exams and the internship, we adopt the following eligibility rule: students having a second session with less equal than 15 ECTS to pass are allowed to start the internship. For students having more than 15 ECTS to pass in the second session, the internship is cancelled and all existing agreements are considered declined.

- **Can the internship topic be related to the Master thesis topic?**

Yes, it can. However the grade of the internship will be given before (in December) and independently of the Master thesis grade.

- **What if the company proposes its own contracts instead of the internship agreement?**

The internship agreement (convention de stage) is **mandatory**. Students may sign other documents in their own name, but professors cannot sign any other documents provided by companies.

For all information

<https://maarten.jansen.web.ulb.be/teaching/TRAN-F-501/index.html>

Never ever contact me by anything else but old fashioned e-mail. I do not check Teams messages! When sending a mail, always mention the course code (TRAN-F-501) in the subject. (I am involved in other internships programs as well, with other rules and regulations, so not mentioning the course code may result in misunderstandings)