



École supérieure  
de design,  
d'art graphique  
et d'architecture  
intérieure

École privée  
Met de Penninghen  
et Jacques d'Andon  
Académie Julian

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## INTERNSHIP AGREEMENT

### Academic year 2015-2016 / School Holiday Period

(To be filled out, signed, and returned before the beginning)

The present contractual agreement regulates relations between :

(Company name, address, and telephone number) : .....

Represented by Mr/Mrs (name and job title) : .....

Company manager CEO (if not the same as above) and company description: .....

and L'ECOLE SUPERIEURE DE DESIGN, D'ART GRAPHIQUE ET D'ARCHITECTURE INTERIEURE 31 rue du Dragon  
75006 PARIS represented by : Mr. Alain ROULOT, School Director, concerning the professional work placement  
undertaken in the above-mentioned company by Student Name : .....

currently in the above-mentioned school, registered in the following course(s)

L1.P1 / L2. DA2 or AI2 / L3. DA3 or AI 3 / M1. DA4 or AI 4 / M2. DA5 or AI 5 (tick where appropriate)

Student's address : .....

### Article 1 - Objectives

The primary objective of the professional internship experience is to ensure the practical application of the teaching administered at Esag Penninghen.

Category of studies : Art Direction - Graphic Design / Interior Architecture - Design

Duration/levels : BAC + 3 (Bachelor Degree Level) / BAC + 5 (Master Degree Level)

Degrees : Art Direction-Graphic Design or Interior Architecture and Product Design

### Article 2 - Intern responsibilities - Tasks

The training program is established by the head of the company or agency in agreement with the director of the school. Definition of the activities entrusted to the intern in accordance with the objectives set for the traineeship :

.....  
Total amount of remuneration paid to the trainee and payment methods : .....

*REMINDER : Under French Legislation, the fraction of traineeship remuneration exempt from Social Security contributions is equal to the product of 12,5 % of the hourly social security ceiling and the number of traineeship hours effected during the month in consideration (e.g : 15 % x 24 Euros x 151,67 = 546 Euros per month in 2015, for 151,67 hours in said month.) French Legislation (Law of the 10 July 2014) imposes the payment of a salary for any internship which exceeds a 2 month period. The management of the School reserves the right to cancel the internship contract at any time in case of non-payment of the aforementioned salary remuneration by the company.*

### Article 3 - Duration

Student internships have to take place between 8<sup>th</sup> June and 16<sup>th</sup> September (with the exception of 4<sup>th</sup> Master degree Interior Architecture students, who have to complete their internship before the 8<sup>th</sup> September) and/or 1<sup>st</sup> July and 30<sup>th</sup> September for 5<sup>th</sup> year Master degree students studying this academic year 2015-2016.

Internship dates : from.....to.....2016

Place(s) of internship : .....

Working hours training : .....

#### **Article 4 - Reglementation**

During his entire training period, the intern remains a registered student in the school. This training program is considered an integral part of the school syllabus, an educational period within a professional context, requiring the employer's attention. During the internship, the student will be subject to the rules and regulations of the company.

#### **Article 5 - Breach of contract**

- On the initiative of the company : in the case where the intern does not fulfill his/her contractual obligations, the company reserves the right to terminate the internship. The school has to be informed within 48 hours.
- On the initiative of the student : if the intern is faced with difficulties that may mean they can no longer continue their internship, he/she must inform both their internship supervisor and the school, as soon as possible, in order to resolve the problem(s). If no solution is found, the student has the right to terminate their contract by sending an official letter to their employer and the school for final agreement.

#### **Article 6 - Social Protection**

The student is subject to compulsory affiliation with the French Student Security Administration, and, as such, is insured for all risks of accident. Students benefit from legislation on accidents during work as set forth in Article 412-8 (b) of the French Social Security Code. In case of accident, either during work, or during travel to or from work, the head of the company agrees to fill out an accident declaration as for any salaried employee, and send it immediately (within 48 hours) to the Social Security Office in the school jurisdiction. A copy of this declaration is to be sent to Mr Alain ROULOT, Director of ESAG, 31 rue du Dragon 75006 PARIS Tel: 00 33 1 42 22 55 07/08.

#### **Article 7 - Expenses**

All interns are entitled to luncheon-vouchers or the use of the company canteen as a regular employee. The company will also undertake to pay a part of travel expenses.

#### **Article 8 - Internship report**

At the completion of the internship, a report must be sent to the school detailing an evaluation of the student's work. Each student must complete an internship report of a written summary (3 paragraphs : agency description, tasks and responsibilities, and a summary of skills learnt) and include visuals of work the student was assigned during the internship. The report will be posted on the school's Intranet in the «Stages» section, on his/her own dedicated web page. The document should be a .pdf file, not exceeding 10MB, and its filename should be defined as : class-school year-first name-surname-company name (ex: ai4-2016-aurelie-martin-loreal.pdf). This internship report is mandatory for both 3<sup>rd</sup> year and 4<sup>th</sup> year Graphic Design and Interior Architecture students. 4<sup>th</sup> year Master degree students will be awarded 3 ECTS credits and 5<sup>th</sup> year Master degree students will be awarded 6 ECTS credits for the first term.

#### **Article 9 : Certificate of training and participation**

At the end of each internship, the company has to supply a Certificate of training and participation determining the duration of the internship, and if the case may be, the amount paid to each intern. An example of this is published in the "Journal Officiel" du 10 Février 2015 (arrêté du 29 Décembre 2014).

Date ...../...../2016

Signature Company Manager

Student signature

School Director signature

Stamp (COMPULSORY)  
With the words « read and approved »

School stamp