

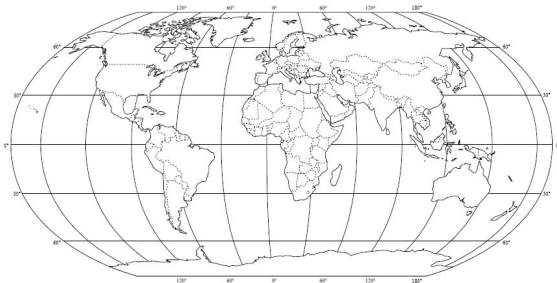
M1 Research Internships

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- ▶ **What?** Research internship of **12 weeks** granting 12 ECTS
- ▶ **Where?** **Academic lab abroad**, or **private company anywhere**
- ▶ **When?** Starting **from April 20** or a bit later
- ▶ **How?** **You** find your own internship



Internship set up algorithm:

- ① Find an internship, i.e. a supervisor and a topic
- ② Carry out administrative steps:
 - ▶ **For them**, follow their instructions, e.g. official application procedures
 - ▶ **For us**, edit your internship agreement (convention de stage) and get it signed
 - ▶ **For you**, check immigration rules, e.g. visa procedures
- ③ Prepare your journey, e.g. accommodation or fundings

Supervisor search algorithm: while not found

- 1 Pick topics and places of interest for you
- 2 Identify supervisor(s) fitting your wishes:
 - ▶ ask for advice from teachers/researchers (DI/LIP or elsewhere)
 - ▶ surf on the web
- 3 Contact the potential supervisors (in parallel or not)
 - ▶ use an acquaintance (e.g. DI/LIP member) to probe the supervisor and introduce you
 - ▶ or email directly your target researcher

When should you start your search ? Now!



Contact letter: example

- ▶ I am a Master student at *École Normale Supérieure de Lyon*, it is a french selective academic institution focusing on research
- ▶ I am interested in *bli*, I have looked at/read *bli* (papers, research projects), which I find particularly interesting, I followed/plan to follow the course *blo*, where we studied *this* and *that*
- ▶ I have to do a 12 weeks research internship, starting in *then*
- ▶ Your name was suggested to me by *blu*
- ▶ You can get in contact with *foo* (daniel.hirschkoff@ens-lyon.fr, eric.thierry@ens-lyon.fr, someone else) for more information
- ▶ Would it be possible for you to welcome me in your research group?
- ▶ **Later on:** financial support? access to facilities (student housing)?
- ▶ **You may add a small Curriculum Vitae:** focus on academical aspects (courses with brief descriptions, former internships, language proficiency). Hobbies are **not** the central thing.

Topic agreement algorithm:

- 1 Discuss and agree with your supervisor on a research topic
- 2 Get a description of the internship, e.g. 1-2 paragraphs with bibliographic references
- 3 Forward the description to me: **my pedagogic agreement is mandatory**
- 4 Check that there will always be someone to supervise you during the internship (main supervisor or teammates)

Note: M1 internships may be a way to try new research fields (M2 internships often involve a different strategy linked to future PhD applications)






Warnings about internships in private companies:

- ▶ Internship must include **research work**
 - ▶ Discuss and get an internship description acknowledging it
 - ▶ We may ask for an academic co-supervisor (e.g., a researcher interacting with the company)
- ▶ Non Disclosure Agreement (NDA) may be signed by ENS
 - ▶ The report will only be read by designated persons
 - ▶ Only these persons can attend the student's presentation
 - ▶ Signature may require ENS legal affairs department approval
 - ▶ NDA terms are important, if too restrictive, it will not be signed by ENS

Theorem: no signed internship agreement \Rightarrow no internship

- ▶ Internship agreement specifies the working conditions, but more important it protects you in case of accident.
- ▶ Internship agreement from Lyon 1 (by default) edited via their Elipse web application
- ▶ **Warning:** get precise and complete information from your supervisor to fill the Elipse form
- ▶ **Warning:** internship agreements are a frequent source of administrative failure due to legal issues

Internship agreement algorithm:

- 1 Send an email to your supervisor with a precise list of questions to collect information for Elipse  
- 2 Attach to this email a blank version of Lyon 1 internship agreement  
- 3 Ask your supervisor to check whether his institution will accept to sign it 
- 4 If any issue or unexpected demand, contact me to find solutions and start looking for a backup plan
- 5 If no issue, we will print the agreement and start signing (supervisor, host institution, you the intern, myself, Lyon 1)

 = model/list to come (our next meeting)

 = DI administrator + myself in copy of emails

Classical issues/solutions about internship agreement:

- ▶ host institution asks for modifications → may be ok ☠
- ▶ host institution imposes its own agreement → may be ok ☠
- ▶ supervisor gets lost with administrative issues → ask for relevant contacts (e.g. administrative staff) ☠
- ▶ time to get signatures overextends → postpone start of internship ☠

☠ = DI administrator + myself in copy of emails

▶ **Different cases:**

- ▶ Some students get paid for their internship
- ▶ Some students are not allowed to be paid (e.g. civil servants/fonctionnaires)
- ▶ Some students are asked to pay student fees!

▶ **Ask your internship supervisor for help:**

- ▶ Avoid the last case (e.g. declaring you as “visiting researcher”, rather than “student”, may work)
- ▶ Alternatives to money (e.g. benefits in kind, like free/cheap housing or meals)

▶ **DI and ENS Lyon may provide fundings:**

- ▶ [Portail des études: Mon Accueil/Mes Cours/Etudes et Scolarité/Partir à l'étranger](#)
- ▶ ENS application deadlines: November 5-15, March 1-15
- ▶ Algorithm: check with DI first, then apply to ENS Lyon fundings if necessary

- ▶ **Work as a researcher and a scientist**
 - ▶ Be creative, take initiatives, be curious
 - ▶ Be rigorous, question methodology
- ▶ **Use your supervisor**
 - ▶ Interact with your supervisor and teammates
 - ▶ Don't be shy
- ▶ **Learn to communicate your work**
 - ▶ Report (end of August): approx. 20 pages
 - ▶ Presentation (beginning of September): approx. 20 minutes
 - ▶ Evaluation criteria will be presented on the DI web site
- ▶ **Enjoy the science and your stay**

Activities during the internship

- ▶ **Trips during internship** (conferences, short interruptions)
 - ▶ Possible, but requires administrative checking
 - ▶ Contact me as soon as possible
 - ▶ Best case: planned soon enough to add it to the first version of the agreement
- ▶ **Issues** ⇒ **contact me as soon as possible**
 - ▶ Practical issues: health, housing, lab access ...
 - ▶ Educational issues: ghost supervisor, chaotic meetings, dead-end research, demotivation ...



The sooner, the better!

- ▶ Start searching for your internship now!
- ▶ Overcome administrative phobia: meet the deadlines
- ▶ Ask for help if necessary

Important dates

- ▶ **November 5-15 / March 1-15**: apply for ENS travel fundings
- ▶ **January 12**: internship agreement data entered in Elipse
- ▶ **From April 20**: start of the internship (12 weeks)

Contact

- ▶ M1 Internship Coordinator: eric.thierry@ens-lyon.fr
- ▶ DI Administrator: suzanne.zeitounian@ens-lyon.fr
- ▶ ENS Internships office: bureaudesstages.monod@ens-lyon.fr
- ▶ M1 Academic Head: daniel.hirschhoff@ens-lyon.fr

Next meeting in December, but stay in touch with me