M1 Research Internships

Eric Thierry
eric.thierry@ens-lyon.fr

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Rules

- **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

Eric Thierry eric.thierry@ens-lyon.fr

M1 Research Internships
Main steps

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
Searching hints

**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!**
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 paragraphes 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 🎧

 musica 🎧 = 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 ...
Summary

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.hirschkoff@ens-lyon.fr

Next meeting in December, but stay in touch with me