IC SCHOOL

Computer Science, Communication Systems & Data Science

Internships & Master's Projects

Spring 2019

EPFL INTERNSHIP PROGRAM

❑ Since 2010 engineering internships are mandatory for all EPFL Master students.

❑ It is managed by EPFL.

❑ The internship is a wonderful and effective way to connect your academic experience with the professional work arena. It allows you to gain valuable exposure to the workplace, provides the opportunity for skills development and gives you a competitive edge in the job search.

❑ For their part, companies benefit from being able to hire highly qualified students.

INTERNSHIP MODELS

Depending on your professional and personal needs, you may choose one of three options:

☐ **Short internship**   minimum of 8 weeks during the summer

☐ **Long internship**   minimum of 6 months, no exceptions

☐ **Master's Project**   25 weeks; dates are set by the SAC
   in the industry   (18.02.2019 – 16.08.2019)

WHEN TO START

☐ EPFL BSc Students   from February 2019

☐ International BSc students*   from September 2019

☐ Master's Projects   from 18.02.2019 – 16.08.2019

International BSc students are required to complete a full semester before being able to register for an internship.

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HOW TO FIND AN INTERNSHIP

❑ It is your responsibility to find an appropriate internship.

❑ The internship portal is on IS Academia and it holds more than 7'000 worldwide contacts.

❑ Last semester, we had 579 proposals published in the portal. This semester, there are already **222** projects and there will be more. Companies keep posting new ones every day.

❑ You may find your "own internship" but the subject must be approved by the section **before committing to the company**.

MASTER'S PROJECT

❑ You can do your master's project in:
- ✓ *a company*
- ✓ *another university (average of 5.2 for some prestigious universities)**
- ✓ *EPFL**

❑ Whether you find your master's project by yourself or through the internship portal, the section must validate the topic before you look for an IC professor to supervise it.

❑ Contact the internship office as soon as you have been accepted by a company for a project.

* only if you already did an internship in the industry

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SUMMER INTERNSHIPS

❑ Summer internships usually are not published in the portal.

❑ The proposals for summer internships we received will be forwarded to you by email.

❑ If you find your own summer internship, the topic must be approved by the section **before** you accept it. Please ask the internship office for the "approval form".

❑ Once the topic is approved by the section, you must **submit the internship agreement filled in and signed to the internship office** **before the starting date.**

SUMMER INTERNSHIPS

It is not possible to do a summer internship followed by a long internship of six months !

Due to scheduling conflicts, you can only do a summer internship if you are doing an academic semester right after the internship, or your master's project (which normally does not start before mid-September). The summer internships must start after the exams session, in mid-July. You may start earlier if you do not have exams.

REQUIREMENTS

General rule:

☞ **Apply only to companies in whose technical area you excel**

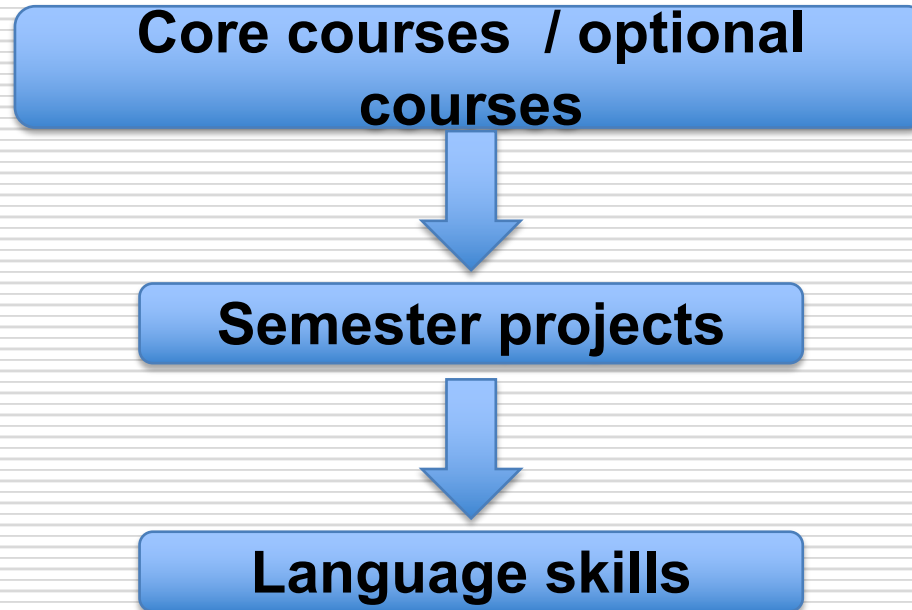*ex: if you are good in security, you should apply for a position in the field of security*

A few companies require a high GPA, well above 5 sometimes.

The section reserves the right to reject an application that does not correspond to the company's needs and requirements
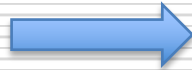
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HOW TO SELECT YOUR PROJECT

MATCH YOUR STRENGTHS TO THE COMPANY PROFILE

Core courses / optional courses

↓

Semester projects

↓

Language skills

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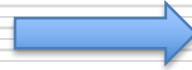FÉDÉRALE DE LAUSANNE

MATCHING PROFILE

For some companies

➡ Qualcomm Inc.

➡ IBM T.J. Watson

➡ IBM Zürich
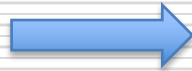
➡ Google

excellent results are required

HOW DOES IT WORK

SEPTEMBER 20TH

⬇

ROUND 1

⬇

ROUND 2

⬇

ROUND 3

⬇

FEEDBACK

➢ Access to the new projects in the portal

➢ First deadline: October 3rd, 2018 at 12h00
  → *Select and register to max. 4 proposals*
  → *Upload your application file (CV/cover letter)*

➢ October 24th, 2018
  Second deadline = October 31st, 2018 at 17h00

➢ After the 2nd round, new applications will be sent to the companies every **Monday at 14h00.**

➢ Were you contacted for an interview?
➢ Were you hired?

RESPECTING DEADLINES

❑ Since September 2012, **all EPFL students** must do an internship.

❑ As you will compete with students from other sections for some of the projects published in the portal, we strongly advise you to apply for an internship during the **1st round** to maximize your chances.

HOW TO APPLY

❑ Registration in the internship management (portal)
- ✓ *choose your project*
- ✓ *4 registrations for the 1st round*

❑ Upload your CV

❑ Upload your cover letter
- ✓ *Specify the model: internship or master's project?*
- ✓ *Specify the dates*

❑ Upload your transcripts (not mandatory but recommended)

❑ Provide Ms. Patricia Galhardo with recommendation letters if any

INTERVIEW

❑ Be prepared for the interview.

❑ Demonstrate a professional attitude.

❑ If the living allowance is mentioned in the description, do not bargain; if not mentioned, inquire about it.
(min. wage in Switzerland for an internship should be between CHF 2'000.-- - CHF 2'500.--)

❑ Provide the internship office with feedback.

ONCE YOU GET AN OFFER

- ❑ You **MUST** decide to accept or reject it within **<u>3 working days.</u>**

- ❑ You **MUST** inform Ms Patricia Galhardo of your decision.

- ❑ Validate the topic for the master's project even if you found it through the portal.

- ❑ Once the topic is validated by the section it is **YOUR responsibility** to find an IC supervisor.

- ❑ Confidentiality agreement: in most cases, our professors do not sign NDA for master's projects. Check this with the company and the laboratory before committing.

- ❑ Once you accept the offer:
  - ✓ *No withdrawal*
  - ✓ *Notify by email the other companies you applied to of your decision*

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SIDE EFFECTS OF YOUR CHOICE

❑ Change of residence – relocation

❑ Time-consuming formalities
- ✓ *Visa*
- ✓ *Work permit*
- ✓ *Residence permit and / or return visa*

❑ Internship agreement - > submit this document duly filled in and signed **before the starting date the latest** !
Internship agreement: http://ic.epfl.ch/page-83567-en.html

❑ Master's project validation and registration form can be downloaded from the internship website.

❑ Validity of your passport

THESE PROCEDURES ARE YOUR RESPONSIBILITY

STATUS

During the internship

➡ You must register in IS Academia as doing an internship *(practical project).* During the internship, the "clock" stops; the duration of the internship does not count in the total duration of your studies

During the master's project

➡ You are still registered at EPFL

Internship fee   **CHF   53.—**
Master's project fee   **CHF 633.—**

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IMPORTANT INFORMATION

- ❑ Once you obtained all the required credits, you must do the internship or the master's project. You cannot take extra credits or take a semester off.

- ❑ When selecting your project, make sure that it matches your academic and professional needs, especially if you are considering joining the doctoral school.

- ❑ The topic must be approved by the section and an IC professor must agree to supervise the project. To avoid such limitations on your choice for MS project, a short or long internship is recommended.

- ❑ If you fail a course and cannot do your project, you must change it into an internship instead and postpone your master's project.

ALMOST LAST BUT NOT LEAST

- ❑ As one of our students, you will act as an EPFL ambassador in the industry.

- ❑ Thanks to your hard work and positive attitude, you will leave a positive impression within the company.

- ❑ This is not only important for your future professional career but also for the EPFL internships program which will benefit from your commitment and will grow from it.

- ❑ **It is your responsibility** to be perfectly aware of the internships & master's projects rules and regulations. No exceptions will be made!

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USEFUL INFORMATION

❑ Our blog

http://blogs.epfl.ch/ic-internship.program

- ✓ *Motivation letter*
- ✓ *Curriculum vitae*
- ✓ *English test*
- ✓ *How should I name the documents*

❑ Our webpage

- ✓ *Computer science*
- ✓ *Communication systems*
- ✓ *Data Science*

❑ Our office

- ✓ INN 131, every day from 10.00-12.00
                                        14.00-16.00

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FINALLY…

❑ To discuss more in detail the following topics:
- ✓ *Internships in general*
- ✓ *Master's projects*
- ✓ *Summer internships in the USA*
- ✓ *Attestations*
- ✓ *Agreements*
- ✓ *Alumni testimonial & company presentation*
  - ➢ **Mr Franck-Eric Flegbo, alumnus 2002 : Drinkotec**

another **information session** will be held on

FRIDAY, SEPTEMBER 21st, 2018 at 17h15 in BC 420

Please register at the end of this meeting!

ANY QUESTIONS?

Thank you for your attention !