



## R.A.P. Relations with Companies and Professionals

Via Candiani 72, Building B1 - Campus Bovisa

RAP is the office in charge of  
curricular and optional internships

***RAP OFFICE has the function of***

Define  
Authorize  
Activate  
Evaluate

***YOUR INTERNSHIP***

*Contacts:*  
[rap-scdesign@polimi.it](mailto:rap-scdesign@polimi.it)  
**Or by chat**

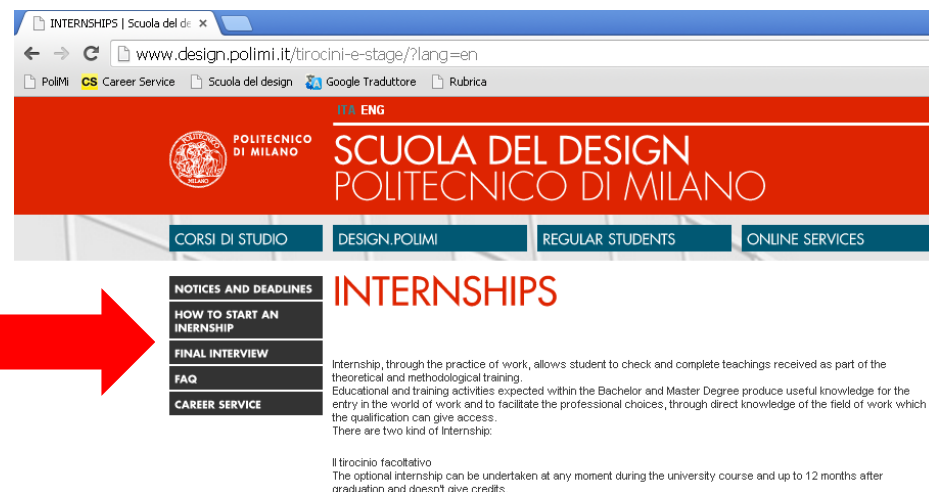
You can do your INTERNSHIP:

- in **Italy** and **abroad**
- in Companies - Studios - Agencies - Associations...

They must have an agreement with Politecnico di Milano

It can be **CURRICULAR** or **OPTIONAL**

You can visit our website: <http://www.design.polimi.it>



Internships can be **curricular** or **optional**

	Curricular	Optional
<i>Credits (CFU)</i>	Yes (depending on your course)	<b>No</b>
<i>When?</i>	During the 2° semester of the 2° year of the Master Degree (internship has to be listed in your study plan)	Whenever you want, for graduates within 12 months from the degree.
<i>How long does it last?</i>	<b>250 hours</b> (In companies without permanent contract employee) <b>375 hours</b> (In companies with at least one permanent contract employee) Internships outside Italy have <b>NOT</b> this limit.	Up to <b>12 months</b> (Students) Up to <b>6 months</b> (Graduates)
<i>Where?</i>	Company presented by yourself Job advertisement on Career Service Internal internship at Politecnico	Company presented by yourself (after the RAP approval)
<i>University tutor</i>	<b>Automatically assigned</b> according to your course	Student has to <b>find a professor</b> of Politecnico as tutor.

	Curricular Internship		Optional Internship
<i>Location</i>	<i>Politecnico (Internal internship)</i>	<i>External company</i>	<i>External company</i>
<i>Extensible?</i>	No	Yes, with optional internship up to 12 months curricular + optional (in the same structure)	Yes, up to 12 months in the same structure
<i>Number of stages?</i>	1	1	Up to the student
<i>Wage</i>	No	Up to the company, not mandatory	Up to the company, not mandatory

## Credits for Curricular Internships:

Interior Design: 18 CFU

Communication Design: 18 CFU

Product Design for Innovation: 20 CFU

Design for the Fashion System: 14 CFU

Design & Engineering: 15 CFU

Product Service System Design: 18 CFU

You can find an internship...

- By the job advertisements on the Career Service website  
<http://www.careerservice.polimi.it/it-IT/Announcements/Home/Index/>
- From the Career Service's partner companies list  
<http://www.careerservice.polimi.it/it-IT/Companies/Home/Index>
- Using the foreign or Italian job search engines
- Getting in touch with the companies in Italy

Only for curricular internships you can ask to the reference professor of the laboratories for internal internships.

There are three different alternatives:

1. The student **presents** a company
2. The student **applies** on the Career Service website
3. The student **chooses** an internal internship

1. You get in touch with the company and makes the job interview
2. If the job interview result is good **you send us an email including:**
  - Your data (Name, surname, matriculation number)
  - Company data (Name, VAT number)
  - Company reference (Name, surname and email address)
  - Internship details (curricular, optional, internal, in Italy or abroad)

These steps have to be **completed at least one month before the beginning of the stage.**

The **R.A.P. office check for conventions** between Politecnico and the Company:

- a. There is an agree between Politecnico and the company
- b. There isn't an agree



## a. Partner company

3. R.A.P. checks for
  - Number of applications for the company
  - Company availability
4. **R.A.P. sends to the company the procedure to insert the training project** on the career service web site; when the offer is on line, **R.A.P. prepares the internship document** and sends it to the student by e-mail

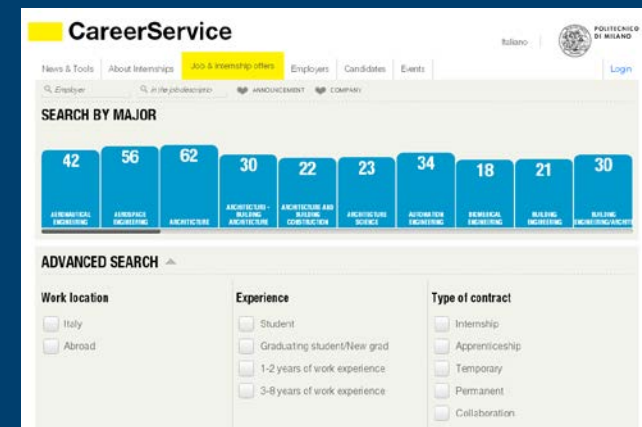
## b. Non partner company

3. **R.A.P. sends the form to submit the new structure** to the student and then he returns the form filled by the Company
  - Company Data Sheet / Synthesis Report (provided by the Rap by email)
  - Business profile (internet website, professional cv, dvd ...)
4. **Rap sends to the company procedures to follow for doing the Agreement** with Politecnico di Milano
5. **Once the agreement is signed, the company can insert on line the offer** and RAP prepares the Internship Document and sends it by email to the student ([@mail.polimi.it](mailto:@mail.polimi.it))

## 2. Student applies on the Career Service website

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1. You enter the Career Service notice-board [www.careerservice.polimi.it](http://www.careerservice.polimi.it)
2. Click on **Job and Internship offer**, log-in and **apply**
3. **R.A.P. decides to make the application visible** to the Company or not.
4. **Company decides to call the student** for an interview or not.
5. If the outcome is positive the student contacts R.A.P. by e-mail to communicate details for the internship document
  - Structure name
  - Name and email address of the company tutor
  - Stage type (curricular or optional)
  - Study course and matriculation number



1. **You have to contact a Lab or Research Unit Responsible** and check the possibility **to do an internship** inside the University structure
2. If the responsible is available you require the **synthesis report** to the R.A.P., you will fill it with the laboratory tutor and you'll send it to the R.A.P. by e-mail
3. R.A.P. will verify details and will prepare the internship documents. The documents will be sent to your mail.

- Can be done everywhere in the world
- The procedures about choice, agreement, contracts ...are the same as in Italy, but **the agreement procedures could take some more time.**
- It doesn't follow the Italian law concerning the number of interns
- Facilities/benefits are up to the Company
- **An English website or a file-sharing service for cv and portfolio is warmly recommended**
- Finding an internship abroad could take a while; it should be better to start searching in advance
- You have to verify if the courses you have chosen, allow you to go away for a while
- You have to verify which documents you need for 'that' specific country (visa...)

1. Internship in **Erasmus / Non-EU / double degree with agreement between the Company and partner universities**  
**R.A.P. is not responsible.** The internship follow the procedures of the partner school and it is inserted in the transcript of records by the university partner. Validation is done by the promoter teacher.
2. Internship **Erasmus Exchange / Non-EU (NOT DOUBLE DEGREE)** replaced with design courses (250 hours)  
The student **doesn't make any internship** but follows design courses or workshops of the partner school. Validation is done by the promoter teacher.
3. Internship in **Erasmus Exchange / Non-EU / double degree without agreement between the Company and partner universities**  
**R.A.P. is the main contact.** The student must follow the same procedures of other students, including the final interview that they will do with the Academic Tutor

It's a special call, once a year, managed by career service: companies and scholarships selected by the Erasmus Program.

The validation follows the steps of the curricular internship.

For information regarding any calls for scholarships, please contact the Career Service

[careerservice.international@polimi.it](mailto:careerservice.international@polimi.it)

### - INSURANCE

you are **covered** by accident insurance and third-party risks, which are charged to the Politecnico

### - INTERNSHIP EXTENSION

Only if you haven't reached **250 hours** needed to obtain the credits (**please, ask promptly the R.A.P.**).

### - INTERNSHIP CLOSURE

Yes, for **serious and documented reasons** and by previously communicating it to R.A.P.

**When not reached 250 hours, you must do a new internship.**

### - CREDITS REGISTRATION

If you can't read them, please contact **R.A.P. OFFICE** and/or **SEGRETRIA STUDENTI**

### - FINAL INTERVIEW ON SKYPE

It is possible if you are far **away and prior agreement** with the **Academic Tutor**.

### - INTERNSHIP AT HOME / ONLINE

It's not possible, you need **a working place with a workstation, a face-to-face contact with tutor, team, clients** etc..

### - INTERNSHIP DOCUMENT CHANGES

**R.A.P. OFFICE** must be promptly informed about **any variation** of the **Internship Document**.

### - NEW STRUCTURE

Experience, a competent tutor, a workstation and a computer for the intern....

### - AGREEMENT EXPENSES

The new structure will have to **pay just 4 stamps** to make the **agreement activated**. This rule isn't applied on foreign structures.

## The **Intern** MUST

- Show interest, motivation and flexibility
- Be able to **work alone** or in **group**
- Be **responsible** and **professional**
- **RESPECT working hours** - always keep in contact with the Company tutor in case of permission or absence
- **RESPECT Company rules and regulations** concerning hygiene, safety and health on workplaces
- **RESPECT the privacy** concerning Company projects, clients, information...
- **Contact immediately the R.A.P. in case of trouble**
- Ask to the Company **to inform the R.A.P. office for any change** related to the internship (extension, transfer, new address...)



## Please remember...

**It is NOT possible**

to begin the internship **without** a signed  
**Internship Agreement and Internship Document**

**It is NOT possible**

to validate days or hours done **before** the official starting date

- The internship activation is communicated to several territorial offices and to the company itself
- **Controls can occur** to the company by specific offices
- Without the regular activation, in case of work-related injury or tools damages the student isn't covered by insurance

Curriculum Vitae

Portfolio

Internship Final Report

It must be:

**clear** (layout – easy to read) and **correct** (no mistakes – no empty sections),  
**customized** (personalized but without exceeding) and **targeted**,  
**precise** (dates, names, location...) and **professional**,  
**updated** and **honest**

- **Personal details** (name, surname, sex, birthplace, address, **EMAIL**, mobile n....)
- **Work experience** (also if not related to design)
- **University projects** (if you don't have a design-related working experience) - (specify title, subject, Prof., year...)
- **Education and training** (also extra-scholastic courses, competitions, articles, conferences...)
- **Language skills and competences**
- **Social skills**
- **Artistic skills and competences** (photos, hand drawing, manual ability....)
- **Technical skills and competences** (software...)
- **Other skills and competences - Hobbies**
- **D.Lgs 196/2003**

Remember to use a **reverse chronological order**  
(from the most recent experiences to the more distant in time)

- It must contain all **student's identification datas** (name, surname, email, mobile...)
- It must have a **specific layout** (chronological, thematic, by projects)
- It should have an **index** (for groups and/or for singular projects)
- It should include images, photos, drawings, sketches, and captions (title, year, client, info...)
- It should be **“clean and clear”** (your projects must catch the interviewer's interest; don't overdo with decorations)
- It must be **targeted** (organised belonging to what you are looking for)
- It must always be renewed and renewable
- **You must be able to explain it:**
  - projects: kind, name, title, professor, details, brief....
  - procedures (research, method...)
  - instruments and resources
  - skills
  - troubles
  - team

## ❑ First step – by phone / by email

- **Be traceable**: check your contacts (daily)
- Declare yourself available for an interview (don't put too many limits)
- **Prove that you know “who” they are**
- If they fix an appointment **be sure you have**:
  - Company name and address
  - Interviewer's name and telephone number
  - Day, hour and location
  - Cv, portfolio and other needed documents

## ❑ Second step – the interview

- **Be punctual** - a little bit earlier is better than late (for any trouble, call the interviewer!)
- **Be honest** - declare your real competences, capabilities, skills
- **Be serious**
- **Be able to talk about yourself, your cv and portfolio**
- Show interest in the chance to be hosted as intern
- **Make questions** (what are they looking for? what are you supposed to do? who will be your tutor? ....)
- **Inform your interviewer** you could need days for the university (workshop..)
- Don't ask too many permissions (holidays...)
- **Turn your cell off!**

*The forms are sent by RAP to the student by e-mail*

- ❑ The **company tutor** fills in “**Tutor Evaluation Form**”
- ❑ The **student** fills in “**Student Evaluation Form**” and “**Internship Final Report**”
- ❑ The **student** prepare a **FINAL REPORT**:
  - Introduction (internship environment: where, for how long...)
  - Description of the structure that hosted the student (area of activity, internal organization, collaboration established...)
  - Description of the activities performed by the intern (this section connects studies and working experience)
  - Main acquired competences
  - Main achievements
  - Personal considerations (here the student can deepen his/her considerations on the internship experience and on his/her improvements)

- ❑ The **documentation** must be prepared both on **paper** and **computer files**.
- ❑ Everything will be discussed **with the academic tutor** within a month after the end of the internship, during the **INTERVIEW previously fixed by email**.
- ❑ During the interview the student will hand in **only documents on paper**.
- ❑ Computer files of the documentation (**two evaluation forms and final report**) should be sent to [rap-scdesign@polimi.it](mailto:rap-scdesign@polimi.it) –  
Files dimension: Max 5MB (3 files) PDF file

### Academic tutors

Interior:	F. Scullica
Fashion:	C. Colombi
D&E:	S. Ferraris
Pssd:	Selloni/Galluzzo
Communication:	F.E. Guida
Product:	S. Palmieri

# R.A.P. Office

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Chat Polimi