POLITECNICO DI MILANO

R.A.P.
Relations with Companies and Professionals

Via Durando 10, Building B4 - Campus Bovisa

Antonietta Leanza

RAP is the office in charge of **curricular** and **optional internships**

RAP OFFICE has the function of

Define
Authorize
Activate
Evaluate

YOUR INTERNSHIP

Contacts:
Antonietta Leanza: office Coordinator

Students consulting timetable:
Monday to Friday; 10.00 - 12.30
Building B4, via Durando 10 – campus

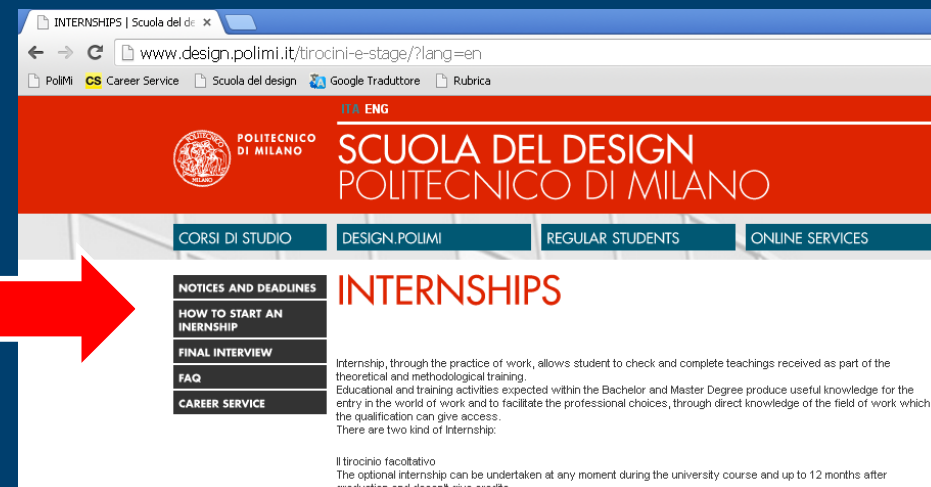Fax 02 23995998
e-mail rap@ceda.polimi.it

INTERNSHIP

You can do your INTERNSHIP:

- in **Italy** and **abroad**

- in Companies - Studios - Agencies - Associations...

They must have an agreement with the Politecnico di Milano

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

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

OPTIONAL INTERNSHIP

- You can do you OPTIONAL INTERNSHIP at **any time** during the university studies, until 12 months after the graduation

- **You have to present the structure by yourself**

- You have to **send us an e-mail with the name of the company** that is offering you the internship

- **the offer is evaluated by RAP OFFICE** and, **if accepted**, RAP will contact the Company to start the agreement procedure

- the structure must have at least 1 employee on a permanent contract (out of Lombardia)

- **You must ask for a university tutor (professor of Politecnico)**

- You can do an OPTIONAL INTERNSHIP up for **12 months (up to 12 months curricular + optional in the same structure)**

- **the internship doesn't give you credits**

CURRICULAR INTERNSHIP

2nd year of the Master Degree

internship has to be listed in your study plan

internship lasts 250 hours – or up to 375 hours
if there is at least one employee on a permanent contract
(INTERNSHIP OUTSIDE ITALY HAVE NOT THIS LIMIT)

You have to submit the final forms to the Tutor at the end of the activity

CURRICULAR INTERSNHIP gives credits (depending on the course)

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

1 -   the student can present a structure (under agreement or a new one)

2 -   the student can choose among the offers published on the Career Service website:
http://cm.careerservice.polimi.it/studenti-e-laureandi/

3 -   the student can ask a lab Responsible to do an internal internship (only for curricular
internship, not for optional internship)

STUDENTS **PRESENTS** A STRUCTURE

STUDENTS have to send us an e-mail
with the following information:

- name, surname, matriculation number and study course
- Name of the structure and VAT number

RAP verifies if the structure

Has an agreement OR NOT with Politecnico

1a - with agreement:

RAP verifies:

The number of student forms received for each company (Rap will only accept internship offers already settled on)

The need and will of the company concerning the marking orders

RAP sends to the company the procedures to insert the training project on the career service web site; when the offer is on line, rap prepares the internship document and sends it to the student by e-mail

1b – NOT under agreement:

RAP sends the forms to submit the new structure to the student

The student returns the forms filled by the Company

Company Data Sheet / Synthesis Report (provided by the Rap by email)

Business profile (internet website, professional cv, dvd ...)

Rap sends **to the company procedures to follow for doing the Agreement with Politecnico di Milano**

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)

The student applies to the NOTICE-BOARD

You can

⊚ Enter the Career Service notice-board
http://www.careerservice.polimi.it

⊚ Click on JOB & INTERNSHIP OFFERS

⊚ Log in to check the offers

⊚ Apply

⊚ RAP decides to make the application visible to the Company or not

⊚ The Company decides to call the student for an interview or not.

⊚ In case of positive outcome, the student contacts RAP by e-mail to communicate the details for the INTERNSHIP DOCUMENT
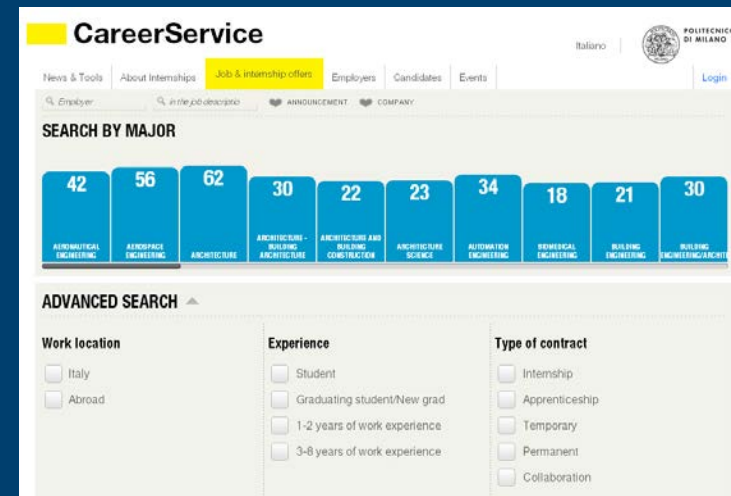
The student chooses an
INTERNAL INTERNSHIP
(only compulsory)

◉ **student**:

You have to **contact** a Lab or Research Unit Responsible and check the possibility to do an internship inside the University structure;

then

You have to **ask** for the 'synthesis report' to the RAP, you will **fill** it with the laboratory tutor and you'll send it to the RAP by e-mail

◉ **RAP:**

We verify details and timetable and **we create** your internship document

Then

We activate your internship (please, always follow the instructions that we send to you by istitutional mail >>>> @mail.polimi.it)

Internship ABROAD

❖ It 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. The student could also be given no facilities at all (exactly as in Italy)

❖ 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 earlier**

❖ You've to verify if the courses you have chosen allow you to go away for a while

❖ You've to verify which documents you need to prepare for '*that*' specific country (visa…)

Internship ABROAD/Exchange

1. Internship in exchange Erasmus / Non-EU / double degree with agreement between the Company and partner universities

RAP must not do anything more.

The internship follow the procedures of the partner school and it's 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 / workshops to 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

RAP 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.

Erasmus Placement

It 'a special call, once per 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

- 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 rap).

- INTERNSHIP CLOSURE

Yes, for serious and documented reasons and by previously communicating it to the rap.

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

- CREDITS REGISTRATION.

If you can't read them, please contact RAP OFFICE and/or SEGRETRIA STUDENTI

- FINAL INTERVIEW VIA 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

RAP OFFICE must be promptly informed about any variation to 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 active. 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 the working hours** - keep <u>always</u> in contact with the Company tutor in case of permission or absence

➢ **RESPECT the Company rules and regulations** concerning hygiene, safety and health on workplaces

➢ **RESPECT the privacy** concerning Company projects, clients, information…

➢ **Contact immediately the RAP in case of trouble**

➢ Ask the Company to **inform the rap 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

Curriculum Vitae

It must be:

clear (layout – easy to read) and **correct** (no mistakes – no empty sections)

customised (personalized 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 the **student identification data** (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….
  - procedure (research, method…)
  - instruments and resources
  - skills
  - troubles
  - team

The interview at the company

❑ First step – on the phone / by email

- **Be traceable**: check your contacts (daily)
- Declare yourself available for an interview (don't put too many limits)
- **Prove 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 in late (for any trouble, call the interviewer!)
- **Be honest** - declare your <u>real</u> 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!**

Final Forms

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.
The student will hand in only the documents on paper during the interview.

Computer files of the documentation (two evaluation forms and final report) should be sent to rap@ceda.polimi.it **- Files dimension: Max 5MB (3 files) PDF file**

Academic tutors

Interior:	F. Scullica	Fashion:	G. Conti
D&E:	S. Ferraris	Pssd:	D. Fassi
Communication:	F.E. Guida	Product:	S. Palmieri

Rap Office

Antonietta Leanza _ **office Coordinator**

Mon-Fri 10.00/12.30

building 4B, via Durando 10

@:   rap@ceda.polimi.it

fax: 02.2399.5998