Computer Science
&
Communication Systems
Internships & Master’s Projects
Spring 2017
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 in industry**  25 weeks with dates set by SAC  
  (20.02.2017 – 18.08.2017)
WHEN TO START

- EPFL BSc Students from February 2017
- International BSc students* from September 2017
- Master’s Projects from 20.02.2017 to 18.08.2017

* International BSc students are required to complete a full semester before being able to register for an internship.
It is your responsibility to find an appropriate internship.

The internship portal in on IS Academia. It features more than 3’000 worldwide contacts.

Last semester, we had 374 proposals published in the portal. This semester, there are already **180** 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**.
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*
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.**
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 networking, you should apply for a position in the area of networking

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
HOW TO SELECT YOUR PROJECT

MATCH YOUR STRENGTHS TO THE COMPANY PROFILE

Core courses / optional courses

Semester projects

Language skills
For some companies

- Qualcomm Inc.
- IBM T.J. Watson
- IBM Zürich
- Google
- Yandex

excellent results are required
HOW DOES IT WORK

SEPTMBER 21\textsuperscript{ST}

- Access to the new projects in the portal

ROUND 1

- First deadline: Octobre 5\textsuperscript{th}, at 14h00
  - Select and register to max. 4 proposals
  - Upload your application file (CV/cover letter)

ROUND 2

- October 25\textsuperscript{th}, 2016
- Second deadline = October 28\textsuperscript{th} at 17h00

ROUND 3

- After the 2\textsuperscript{nd} round, new applications will be sent to the companies every \textbf{Monday at 14h00}.

FEEDBACK

- 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 1’500.-- - CHF 2’000.--)

- Provide the internship office with feedback.
ONCE YOU GET AN OFFER

- You MUST decide to accept or reject it within **3 working days**.

- 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**
HOW TO REGISTER

- If you find your internship through the portal
  At the end of the semester, you need to complete your FRAC and enter that you are doing an internship (absence – internship)

- If you find your own internship
  please submit a description to the internship office for approval. Once it is accepted, register your project in IS Academia.
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!
  

- 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*)
► Internship office enters the details of your internship

During the master’s project

► You are still registered at EPFL

<table>
<thead>
<tr>
<th>Internship fee</th>
<th>CHF 53.—</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s project fee</td>
<td>CHF 633.—</td>
</tr>
</tbody>
</table>
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!
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
  - Communication systems: http://ic.epfl.ch/internships-syscom

- Our office
  - INN 131, every day from 10.00-12.00
    14.00-16.00
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 (Accenture)

Another information session will be held on

FRIDAY, SEPTEMBER 23rd at 13h15 in INM 202

- Please register at the end of this meeting if you would like to attend.
ANY QUESTIONS?

Thank you for your attention!