



# Information sheet to help you draw up an internship agreement

## Academic year 2024-2025

email to [osuc-stages@univ-orleans.fr](mailto:osuc-stages@univ-orleans.fr)

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### 1 - Student

First & last name

N° student ▶

Adress

Training

Path

Internship

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### 2 - Host company

Company

SIRET

Phone

e-mail

Adress

*Represented by name & fonction*

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### 3 - Internship

Host department

Adress

Tutor *name & fonction*

Phone

Date de

e-mail

Starting date

Closing date

Weekly duration

Vacantions, closings,

Exceptional attendances

Night

Week-end

Public holidays

None

Internship subject

Course theme

Activities and tasks

Target competencies

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### 4 - Bonus and bénéfices

Bonus

yes

no

Amount of bonus

Terms of payment

Other benefits

Catering

Accommodation

Transportation

Others

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### 5 - Accords

Referent teacher

Internship tutor validation date

Teacher's validation date

## How to draw up my agreement

### You've found an internship that correspond to the training requirements (Dates, duration, subject, level...)

- Contact the person in charge of your training program to check that your internship is in order, and together you'll define the teacher responsible for your internship (the one who will accompany you throughout your internship and who will regularly liaise with your professional tutor).
- Complete the first page of this document in full.
- ERmail the completed form to : [osuc-stages@univ-orleans.fr](mailto:osuc-stages@univ-orleans.fr)
- *Send a copy to : your referent teacher and your company internship tutor*

### Need help ?

Send an e-mail to [osuc-stages@univ-orleans.fr](mailto:osuc-stages@univ-orleans.fr)