INTERN HOME

POLICY

TRAINEE'S STATUS

Trainees are students who are doing an internship (usually for a period of 3 months) as part of their master's degree in Translation studies. As we see it on our side, the main purpose of the internship is to ensure the implementation of classroom lessons given at the student's university, and to provide him/her with some professional training. The internship is a mandatory requirement for graduation.

TRAINEE'S OBLIGATIONS

During the internship, the student trainee will abide by the internal rules of cApStAn and will comply with the guidelines relating to the internship programme, as stated by the company tutor.

The work schedule (9h-13h/14h-17h30) should be respected. In case of absence or change of working hours, the trainee must inform the tutor in advance.

REMUNERATION

As opposed to a student job, a traineeship is not remunerated. However interns, just like employees, are given the choice of having a lunch buffet at Triangle 7 at company's cost.

ROLE OF THE COMPANY TUTOR ("MAÎTRE DE STAGE")

The main task of the tutor is to support and supervise the trainee. In addition, the tutor has to evaluate the trainee and fill in an evaluation form, which will be sent to the student's university. The evaluation should be made on a factual basis, as it accounts for a significant part of the student's final mark. Several criteria should be taken into account, such as the thoroughness of the trainee, the way he/she takes into account internal feedback, the use of in-house resources, the individual behaviour and the team spirit. In order to make an objective evaluation, the tutor will check the Trainee Evaluation Form (TEF), which will be filled beforehand by all PMs having entrusted the intern with a task during the internship.

ROLE OF OTHER PMS

PMs who entrust the intern with a task will check beforehand with the tutor the availability of the intern. Their role is to give continuous feedback to the intern, to fill the TEF on a regular basis and to inform the tutor of any issue that is worth reporting.

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