



COLLÈGE ALAIN- FOURNIER
83 RUE SAINT GENES
BP 6
33023 BORDEAUX CEDEX
Tel No : +33 (0)5 56 96 18 94
ce.0331662c@ac-bordeaux.fr

CONVENTION FOR INTERNSHIP IN WORK ENVIRONMENT

In accordance with labour code, specifically article L 211-1
In accordance with code of education, and specifically articles L 313-1, L 331-4, L 331-5,
L332-3, L411-3, L 421-7, L 911-4
In accordance with civil code, and specifically article 1384
In accordance with decree No 2003-812 dated 2003 the 26th of August, relative to host
arrangements of students under the age of sixteen
In accordance with circular No 2003-134 dated 2003 the 8th of September relative to host
arrangements of students under the age of sixteen in professional environment

Between

Mrs Sophie Dosdat

Head of Collège Alain-Fournier Middle School
Representing the Middle School
Authorized by the Board of Directors of the Middle School

And

Mr or Mrs

Director of the Host Company hereunder designated
Company:
Sector of Activity:
Address:
EMail:

Company stamp :

Name of the Internship tutor:

Tel No

Post

The agreement consists of the following:

1 ARTICLE 1 :

Mrs/Ms/Mr DOB

Address

Phone number :

Will undertake an internship for a duration of days
 Starting on..... and finishing on.....

	MORNING				AFTERNOON			
MONDAY	from:	:	to	:	from:	:	to	:
TUESDAY	from:	:	to	:	from:	:	to	:
WEDNESDAY	from:	:	to	:	from:	:	to	:
THURSDAY	from:	:	to	:	from:	:	to	:
FRIDAY	from:	:	to	:	from:	:	to	:

representing hours in total.

2 ARTICLE 2 :

The Internship experience is part of the French National Curriculum for all students in their last year at Middle School. The objective of the Internship experience is to familiarise students with the working environment from a technical, economic and professional point of view, in relation with the programs being studied at school, especially those of the Student's future educational plans.

3 ARTICLE 3

The Internship program is established between the Host Company and the Head of the Middle School or his/her representative, the Student's form teacher.

4 ARTICLE 4

Articles R 234-11 and R 234-21 concerning dangerous work apply to students under the age of eighteen. It is forbidden for students to carry out or undertake dangerous work, or to use dangerous machines, for example electric machines, welding tools, tractors or lifting devices.

5 ARTICLE 5

The Student must complete a report about his/her experience upon completion of the Internship. The Host Company will communicate the information necessary for this report.

6 ARTICLE 6

A Teacher designated by the Head of the Middle School will oversee the Student under conditions agreed upon with the Host Company (phone call or visit, day and time).

7 ARTICLE 7

During time spent in the Host Company, the Student will keep his/her status as a Student, and remain under the responsibility of the Head of the Middle School. He/she is, however, subjected to the general rules and discipline of the company, especially concerning the respect of hours and rules regarding hygiene and safety at work.

8 ARTICLE 8

The Host Company can make no financial profit from the presence of the Student in the company. The Student can not ask for any payment or cost expenses from the company. The cost of food and lodgings are the responsibility of the Student's family.

During the Internship, the Student must not undertake any other/paid work for the Host Company.

9 ARTICLE 9

The Student must respect the working hours established in article 1. Daily or weekly hours of the Student can not exceed those established by the French labour code : **30 hrs per week for students under 15, 35 hrs per week for students over fifteen ; 7 hours per day, 2 days off per week including Sunday**

A minimum rest period of 14 consecutive hours between shifts must be ensured for students under sixteen (twelve hours for sixteen to eighteen years old).

Students under eighteen must have a break of 30 minutes every four and a half hours.

In case of absence, the Student must notify the Middle School by telephone.

10 ARTICLE 10

The presence of the Student before 6:00am and after 8:00pm at the Internship location is not allowed for students under sixteen (6:00am and 10:00pm for students between sixteen and eighteen years of age).

11 ARTICLE 11

In case of misconduct, the Head of the Host Company has the right to end the Internship for the Student at fault after having notified the Head of the Middle School. Before the Student leaves, the Head of the Host Company must ensure that the Head of the Middle School has received the notification.

12 ARTICLE 12

The Student is insured under the following conditions:

The Student is entitled to health cover under article L.313-3 of the social security code.

The Student must carry a copy of his/her legal representative's social security number.

In case of an accident, the Head of the Host Company must contact the Head of the Middle School, who will contact the Student's parents.

13 ARTICLE 13

The Middle School has undertaken an insurance covering the civil responsibility of the Student for any damages that might be caused in the Host Company, and on the journey to and from the Student's home and the Host Company. The Host Company will have an accident insurance cover in accordance with article 1384 of the civil code, and/or notify his insurance about the presence of the Student at the workplace.

14 ARTICLE 14

In case of an accident involving the Student either at the Host Company or during the journey to or from the Host Company, the Head of the Host Company will notify the Head of the Middle School on the day that the accident happened.

15 ARTICLE 15

At the end of the Internship, the Head of the Middle School will receive feedback from the Host Company.

16 ARTICLE 16

This convention is to be agreed upon and signed in triplicate, the first copy for the Host Company, the second copy for the Parents or Legal Representative of the Student, the third copy for the Middle School. It should also be signed by the Student, who commits to correct behaviour, respecting materials at his/her disposition, immediately notifying the Host Company and Middle School in case of absence.

Signed at:

Date:

.....

Read and agreed

Legal representative

Student

.....

.....

**Head of the Middle School
Mrs S. DOSDAT Schoolhead**

**Head of the Host Company
Mr/Mrs**

.....

.....

.....