

A stack of five smooth, grey stones is balanced on a beach of pebbles. A white paper overlay with four silver fasteners is centered on the image. The text "WORK EXPERIENCE" is written in red, serif, all-caps font across the middle of the paper. Below it, a thin horizontal line is drawn. The year "2021" is written in the same red, serif font below the line.

# WORK EXPERIENCE

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2021

Opening up to the outside world

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Raising inspiration

# The coordinators of the WEX project

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# Why work experience ?

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1. Get informed about the labour market.
2. Think about a professional project.
3. Discover a profession.
4. Enrich a Curriculum Vitae with a work experience.

## The internship in 5 questions- answers

- **WHAT ?** : Internship in a company
- **WHY ?** : Observing, learning, participating and evaluating one's professional experience
- **WHEN ?** : 1 to 2 weeks (between June and August 2021)
- **WHERE ?** : A company chosen by the student in Brussels, in Belgium or abroad
- **WHAT FOLLOW-UP ?** :
  - Internship report written by the trainee and posted on Teams "work experience 2021" in September.
  - Evaluation grid filled in by the company and sent to the coordinators.

Students are responsible for  
the search of their internship

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A few lines of research ...



- National administration
- Embassies, Permanent Representations of MS to EU
- European Council, European Commission, European Parliament
- Multinational organisations (eg Eurocontrol)
- European External Action Service (EEAS)
- EU Agencies (eg. ENISA, EMSA, FRONTEX)
- CERN
- NGOs
- Independent professionals: Lawyers' offices, architects' studios, Doctors
- Banks, Consultancy companies, insurance agencies
- Newspapers, TV-Radio stations, broadcasting
- Hospitals, Clinics, Animal clinics
- Natural Science Institutes, laboratories
- Hotels, museums, tourist-offices, Airlines
- Private sector: Pharmaceutical companies, factories

## Key dates

- January 2021 : New cycle WEX 2021
- January-April 2021 : Search for an internship
- April 30, 2021 : Deadline for submission of internship contracts
- End of June-August 2021 : **WEX internship** (one / two weeks)
- End of september 2021 : Submission of **internship reports** and **evaluation grids** on Teams  
"Work experience 2021"
- December 2021 : Presentation of **WEX certificates**



## Forms to be completed and returned obligatorily

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- Parental consent
- Trainee code
- The internship contract which must be approved and signed by the School
- The evaluation grid to be completed by the company at the end of the course and sent to the School

# What do we expect from students ?

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- Be ambassadors of the School to the outside world.
- Dress appropriately.
- Be punctual, polite and respectful.
- Get involved in the company and contribute.
- Complete daily a work experience diary.
- Write a thank you mail to the company at the end of the internship.

# What do employers expect from students ?

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- Be punctual.
- Follow the company's security rules.
- Follow the employer's instructions and be guided if necessary.
- Take an interest and ask questions.
- Discuss potential problems.



Where to find the documents

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on the EEB3 website ?

<https://www.eeb3.eu/fr/stages-work-experience/informations-utiles-2/>