



Talking about Internship



1. Looking for internship

How many internships did you do?

My course includes two four weeks internships, a worker internship in June and a designer internship in December.

How did you find your internship?

I found my internships via Internet.

I send my CV & letter to a few companies on the off chance

My father/uncle helped me to find it

Did you write a cover letter & CV?

Yes I had to write a cover letter & CV

Did you need some help to write them or did you do it yourself?

No I did it myself

I asked my brother to help me

I've downloaded a guideline that I had found on a website. It gives good tips to write cover letter & CV

Did you send them by e mail or through traditional post office?

It's faster by e mail, it costs nothing.

Did you get an interview with the human resource manager or the boss or supervisor? If yes, could you give a brief overview of this interview?

No I managed to get the job without interview

Yes I had an interview with my supervisor to explain my course and what I was able to do.

Did you do your internship abroad?

Yes, I did it in Luxembourg

2. The company

What's the name of the company where you worked? Is it an abbreviation or acronym? What does it mean?

Is it a family business or a major private group?

Is this company widespread in the world/Europe or is it a local business?

Where is/was it located?

It's located in the northern suburb of SOURISVILLE, at about 30km from home.

What is/are your company's fields of specialization?

AXIMA is a widespread company in the world specializing in the fields of air conditioning and refrigeration

How many departments were there? Can you list them? Which department did you work in?

I did my worker internship at the operation and maintenance department and I did my design internship at the design department.



B.T.S FEE [D. Bord lycée St Michel – 54] *sem 19*

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I worked in the department in charge of designing ventilation and air conditioning systems for commercial buildings.



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Was your boss/supervisor not too *bossy*?

What facilities were there?

I used to have lunch with my colleagues in a small restaurant next the office. But it cost me only 4 Euros because AXIMA provides with intern subsidized meal.

What were your working hours? Were they flexible?

The working hours were not flexible. I had to start at 8 o'clock and work till 5pm.

Did you work 7 hours straight or did you have breaks?

I had a coffee break around 10am, then a one hour lunch break at noon

Did you have *day off* or did you work 5 weeks *in a row*?

5. Dressing & equipment

What did you have to wear?

Of course it was compulsory to wear work clothes and safety shoes. I could wear whatever I wanted except the days when I was with the commercial agent, I had to wear a tie, and look smart.

What kind of equipment/tools did you use?

I used the same tools as during my training course at school.

Nothing was really new, expect the size of equipments.

I made surface measurement using a laser telemeter.

The computer is the most useful tool for a designer. I not only used MSOFFICE but also professional software designed to select air conditioning components and write quotes.

Did you easily *get to grips with* new tools (measuring instrument-software etc)?

*I used the latest version of AUTOCAD to draw schematic diagrams but given instructions were *easy to grasp* I managed to use this new software*

6. Your job

Did you work in a team or on your own?

I worked in the team responsible for installation maintenance and repair of ACR systems. This team was composed by a coordinator engineer, a commercial agent and 4 technicians.

Most of the time, I worked on my own.

Did you only observe and listen or were you given *menial* tasks or engaging assignment or *daunting* tasks?

What were your duties? Can you give me a brief overview of what you've done?

I worked in pair with a technician in charge of the maintenance of refrigeration systems in commercial buildings.

I performed the trouble shooting and the test of powerful refrigerators.

Sometimes I had to braze to fix leaking pipes

I've learned how to handle refrigerant properly

I had to replace damaged items, such as valve, compressor or evaporator.



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Sometimes, I had the opportunity to follow the commercial agent during appointments with potential customers. He told me that I can't afford to overlook the commercial aspects of the job, especially if I need to write an estimate. It's helpful! I had to make surfaces measurement. These measures are required to calculate the thermal loads of the building. It's the first step when you need to size cooling coils or evaporators. Then after sizing all the components I could write the estimate.

7. Feedback

About the feedback of this internship, what were the benefits of your internship?

What benefits did you draw?

Can you list some relevant benefits of your internship?

Can you give a little *run down* of what you gained from your work experience?

I've learnt that by working in team it's important to get on well with co-workers in order to figure out any problem together and increase the work efficiency. But I've also learnt that it's important to be able to work independently, gathering information on the internet, rather than asking for help all the time.

*I've noticed that employers express preference for technicians with an ability to multi tasks and a **can do attitude**.*

*Here are a few tips I've been given: Be **open-minded** and avoid **getting in my own way**. I've so many things to learn from others.*

You must have good leadership skills when working with a team

I've learnt that it's important to work fast in order to respect deadlines and delivery times. For any company time is money.

*It's also important sometimes to **think out of the box**, and **come up with** new ideas, new solutions.*

Did your school prepare you well for it?

Did it help you to *develop a taste for* business/designing/commissioning/maintenance?

Now you've done this internship, do you think *you're cut out for* this job?

Have you received a salary?

Unfortunately it was an unpaid internship.

Yes I've received substantial income

If you get through your final exam:

Do you think this experience gives you better opportunity to get a job?

Could you get a position in this company?