



Guidelines for Engineering Internships at ECE

The purpose of this document is to describe engineering internships. The target group is both students about to do an engineering internship as well as engineering trainees who are already doing an internship. The document will describe details about the application process, the hiring process, the internship period, reporting and approval.

1.0 Introduction

As a compulsory part of the Bachelor of Engineering programmes, all students must complete an engineering internship. The engineering internship must take place in a company and cover one semester. The scope must be 740 hours in total. At 37 hours/week, this corresponds to 20 weeks of full-time work.

For the department's Bachelor of Engineering programmes in Aarhus, the internship period is during the 5th semester. For the Bachelor of Engineering programmes in Herning, the internship period is during the 6th semester.

In connection with performing engineering tasks in a private or public company, the aim of the engineering internship is for the students to:

- Consider the theories taught in the degree programme in relation to how engineering-related tasks are carried out in practice
- Acquire positive work habits and develop interpersonal skills and a sense of holism through direct involvement in engineering-related tasks
- Relate courses and projects to engineering-related contexts for the remainder of their degree programme

2.0 Preparing for an Engineering Internship

During the 4th semester, the internship coordinator will arrange a preparatory course. Here, the students will receive information about the process of applying for an internship, including job searching, P-Day at Katrinebjerg and previous internships completed by other students.

2.1 Applying for an internship

Each student is responsible for finding their own work placement for an internship. Students can find inspiration in several places, e.g. in internship reports written by previous trainees, in the advertised internship vacancies and by participating in P-Day at Katrinebjerg.

2.2 Application

Each student is responsible for their own applications. An application must contain 3 parts: a personal statement, a CV and a transcript of records. The internship coordinator will provide several sources of inspiration during the preparatory course.

2.4 Internship vacancies

During the preparatory course, the students will be informed of specific advertisements about vacant internships. These are typically communicated via the learning platform (currently Brightspace). The advertisements are typically targeted towards specific degree programmes and resemble ordinary job advertisements as much as possible.

2.4 Previous internship reports

Internship reports written by previous trainees are made available to future trainees. They can be a good source of inspiration from specific internships, both about what it was like to start as a trainee and what it was like to collaborate with other engineers.

2.5 Approval of internship companies

Students can only agree upon an internship with companies that have been approved as host companies. Approval is carried out by the internship coordinator and is based on an overall evaluation of the following matters:

- The company must perform professional tasks of relevance to the degree programme
- The trainee's possible work tasks must be related to engineering
- During the internship, the trainee must be assigned to an employee in the company with a degree in engineering or another relevant scientific Master's degree
- Any previous internships in the company must have proceeded in a satisfactory manner in relation to the above-mentioned requirements

2.6 Internship period

The internship period must be 740 hours in total. At 37 hours/week, this corresponds to 20 weeks of full-time work. Any holiday and public holidays are excluded, and typically the period is extended beyond 20 weeks to make time for e.g. Easter or autumn holidays.

Internship periods in the spring are typically from 1 February to 30 June.

Internship periods in the autumn are typically from 1 August to 31 December.

The internship must be completed before the beginning of the following semester.

2.6 Employment agreement

When a company and an engineering trainee agree on an internship, they must fill out both the department's internship agreement and the company's own employment agreement.

2.6.1 Internship agreement

The department's internship agreement must be filled out and signed by both the student and the company. It is the student's responsibility to fill out the agreement and then submit it to the department for final registration of the internship.

Registration of the internship agreement takes place in accordance with established procedures.

2.6.2 Employment agreement

The company must make an employment agreement that describes working hours, workplace and any other matters of relevance to the company. In addition, the company must take out an industrial injury insurance which covers the trainee during the internship.

Please note that the trainee is entitled to up to three days off to participate in examinations, orientation meetings etc. at the department.

2.6.3 Remuneration

According to ministerial order *Act no. 2674 of 28/12/2021* ([link to the ministerial order \(in Danish only\)](#)), the engineering internship is paid. The salary must be agreed between the company and the trainee.

It is recommended that you follow the recommended wage level from Danish Society of Engineers; [link to IDA's webpage on trainee salary \(in Danish only\)](#) (<https://ida.dk/raad-og-karriere/ansaettelsesvilkaar-og-kontrakter/studerende-praktikperioden-hvad-skal-du-vide>)

In exceptional cases where an unpaid internship is agreed upon, a special internship agreement must be used.

3.0 Completing the engineering internship

The department assigns an trainee supervisor to each trainee. During the internship, the trainee must report to their trainee supervisor. The trainee supervisor's task is to follow and evaluate the internship.

3.1 Reporting: Initial feedback

On their first working day, the trainee must inform their supervisor about the start of their internship, their work email address and their day-to-day manager. This must be done via email from the trainee's student email (<student registration number>@post.au.dk).

3.2 Reporting: Focus report

Within the first three weeks of the internship, the trainee must submit their focus report. Here the trainee must describe their expectations for the internship and their first work tasks. The focus report must be approved by the trainee's day-to-day manager before it is submitted to the trainee supervisor.

Requirements for the focus report

The recipients of the focus report are the trainee, the trainee supervisor and the trainee's day-to-day manager at the company.

The focus report must include:

- Contact details of the day-to-day manager: Name, email and phone number
- Education and training plan: A preliminary list of engineering-related job functions and tasks as well as a description of how variation and progression in the internship will be ensured.
- At least 5 focus points based on the agreed upon work tasks, e.g.:
 - Which knowledge areas or courses from the degree programme are relevant in the internship?
 - How do engineers collaborate with people from other professional backgrounds in the company?
 - Which competencies need to be developed in order to carry out the agreed upon tasks?
 - Which competencies is the trainee expecting to achieve during the internship?

The focus report must be 2-3 standard pages in length and must not include any confidential information. It must therefore be approved by the trainee's day-to-day manager before it is submitted.

The focus report is used in the visit from the trainee supervisor and in the final evaluation of the internship.

The focus report is submitted in accordance with established procedures.

3.3 Internship visit

A visit from the trainee supervisor is scheduled approximately halfway through the internship. The trainee coordinates the meeting time with those involved. The visit is expected to last 30-60 minutes.

At the visit, the trainee gives a prepared presentation that explains the focus points, the first work tasks, the current work tasks and the plan for the final half of the internship. The presentation is expected to last 10 minutes.

Among other things, the trainee supervisor will focus on whether the work tasks are relevant to the trainee's degree programme, whether the trainee is being introduced to the engineering profession, and how the trainee is included in the company.

The internship visit can take place online if there are good reasons for doing so.

3.4 Internship report

At the end of the internship, the trainee must write and submit an internship report. The report must summarise the internship, but it must **not** contain confidential information as it will be made public. Before the internship report is submitted, it must be approved by the trainee's day-to-day manager.

Requirements for the internship report:

The recipients of the training report are the trainee supervisor, the trainee's day-to-day manager at the company and future trainees.

The report must include:

- Analysis of the company:
 - The company's mission and vision
 - The company's approach to innovation, marketing and competitiveness
 - How the company works with sustainability and, if relevant, how it addresses UN's sustainable development goals
 - The company's approach to product development
 - Where does the applied knowledge come from, and how is it assessed?
- Description of the internship:
 - The organisation and structure of the company, with focus on the trainee's role
 - The trainee's work tasks, including examples of the technical content
 - If relevant, (excerpts of) journal/time sheet
 - The relationship with colleagues, including their attitude towards the trainee, and opportunities to receive help and guidance during the internship
- A conclusion where the following questions are answered:
 - Which experiences from the engineering internship can be applied to the rest of the trainee's studies?
 - Were there any competencies missing from the compulsory part of the degree programme before the internship?
 - Did the preparatory course include sufficient information for the trainee to complete the internship with good results?

The internship report must be 5-15 standard pages in length.

The report is used in the final evaluation of the internship.

The internship report is submitted in accordance with established procedures.



4.0 Completion and evaluation of the engineering internship

The internship is evaluated by the trainee supervisor. The evaluation is based on the focus report, the internship visit, the internship report and the internship certificate.

4.1 Internship certificate

If the company deems that the trainee has completed the internship in a satisfactory manner, the company signs the internship certificate. The student is responsible for filling in the certificate. The internship certificate is available on the department's website.

The internship certificate is submitted in accordance with established procedures.

4.2 Final evaluation

Based on the focus report, the internship visit, the internship report and the internship certificate, the trainee supervisor assesses whether the internship can be approved in relation to the learning outcomes of the degree programme.

The basis for assessment may be supplemented with a final discussion about the internship.

5.0 Knowledge sharing

Knowledge from the internship is fed back to the department's degree programmes and development areas via the trainee supervisor and the internship coordinator.