

INFORMATION MEETING ABOUT PROJECT-BASED INTERNSHIP



SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITET

20. APRIL 2022

STUDENT COUNSELLORS



CONTACT: counsellors.mercit.bss@au.dk

WHO ARE WE?

Anne Kirstine Thomsen

- Student counsellor for Economics and Business Administration
- 4th semester in Commercial and Retail Management



Merethe Dalsgaard Henriksen

- Student counsellor for Economics and Business Administration
- 6th semester in HA



AGENDA FOR TODAY

➤ 16.15 –16.45: Short introduction to the internship

- Content of the internship
- Balance your expectations
- Application process
- Important data

➤ 16.45 – 17.00: Information about the internship agreement

- v/Lars Esbjerg (course coordinator)

➤ 17.00 – 17.30 The experience of being an intern

- v/two 4th semester cand.merc.-students

➤ 17.30 – 18.00: Questions?





QUESTIONS

www.sli.do

Password: **526 039**

Opportunity to:

- ask questions continuously
- vote on other people's questions
- ask questions anonymously



OBJECTIVE OF THE INTERNSHIP

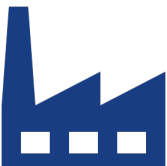
*The objective of the project-based internship is to obtain a **deeper understanding** of a subject area or topic. As an internship replaces one or more courses in an MSc study programme, the learning should consist of a **deeper academic insight** into an area and not just superficial knowledge of the area.*





CONTENT OF THE INTERNSHIP

➤ The project-based internship includes:



A stay in a relevant company for an extended period of time



Writing a report analyzing or solving one or more relevant problems



An oral defence of the project-based internship

PRACTICAL INFORMATION

Internships can be approved with a weighting of 20 ECTS:

| | 20 ECTS |
|--------------------------|---|
| Project-based internship | 444 hours according to 12 weeks of full time work |

IMPORTANT:

- The internship must be completed before submission of the report (4th of January)
- The internship doesn't have to be full-time work – you can distribute the hours over the whole period
- If you find an internship with more than 444 hours don't state that on the internship agreement



BALANCE YOUR EXPECTATIONS

The switch from being a full-time student to working full-time can be a challenge. Therefore, it is a good idea to *balance your expectations* with the company.

Note:

- You might have to initiate the conversation regarding expectations
- Make sure to make your internship-company aware of the final goal with the internship:

*To write an academic report,
where you solve and analyse one
or more problems encountered
during the internship*

BALANCE YOUR EXPECTATIONS



Possible questions to clear with your company:

- What is the working hours?
- How many days a weeks/which days do you expect me to be at the office?
- Is it possible to have a weekly 'writing day' for my internship report?
- What is my exact work assignments?
- Who can I get in contact with if I feel like I have to much/to little to do?

Simple questions are really useful – especially if the are asked prior to the internship start!



APPLICATION PROCESS

What-to-do?

Step 1:

- *Find a company with an interesting job posting*



Step 2:

- *Balance your expectations with the company regard wished for the stay*



Step 3:

- *Find a supervisor at AU*



•Step 4:

- *Sign up for Project-Based Internship on STADS between the 1.-5. of May*



•Step 5:

- *Fill out the Internship agreement (correctly) and submit it no later than the 15th August*



•Step 6:

- *Upload your internship report no later than the 4th of January + oral exam*





OTHER OPPORTUNITIES

Research internship

- An opportunity to develop your academic competences by working as an unpaid research assistant/research intern.
- The department constitutes the “company”, and the same rules apply as for other internships.
- Look at the course catalog for more information

Project-based internship in your own start-up

- If you are about to start a business, you have the opportunity to participate in the Project-based internship in your own startup.
- Look at the course catalog for more information



SUPERVISION

The host company appoints a contact person → **external supervisor**. The external supervisor has the overall responsibility for the student during the internship and enters into an internship agreement with the student.

The student is responsible for finding an **internal supervisor** who must be employed as an academic member of staff at BSS. The internal supervisor must:

- Approve the host of the internship
- Approve and sign the internship agreement
- Approve the problem formulation and delimitation of the internship report
- Assess the report and the oral examination



ACKNOWLEDGEMENT

Students can accept acknowledgements up to a **maximum of 3000 Danish kroner** per month besides their monthly student grant (SU).

Please note:

- *As a student during an internship in Denmark you cannot accept a salary during your project-based internship. This also applies if you give up your SU.*
- *In some countries it is required that students receive salary. If this is the case, you are not allowed to receive SU.*

IMPORTANT:

- Any questions about SU should be directed to the SU-Office



IMPORTANT DATES

| | IMPORTANT DATES |
|--|---|
| Registration for the Project-based Internship in STADS | 1.-5. of May |
| Submission of the internship agreement | <u>No later</u> than the 15 th of August |
| Submission of the internship report in Wiseflow | 4 th of January |
| Oral exam | January |

I have already found an internship-spot and signed a contract with the company. Can't I just send this to AU...

...No, you need submit the official agreement from AU, and have both the company and your internal supervisor sign it, before you can send it to AU.

Is it possible for me to submit the internship agreement before the 15th of August...

...Yes, as soon as you have the agreement ready with all the required information, you are able to submit it.

Do I need to submit a new internship agreement if my contact person in the company has left before I have finished the internship...

...No, as long as the agreement with the company is still valid you don't have to hand in a new one.

What happens if my internship is cancelled for some reason...

...Then you are able to choose between electives at AU, which still have spots left.

What if I fail my first exam attempt...

...The new deadline will then be the 18th of February, where you either need change the report based on comments from your supervisor or write a new report.

Can I receive salary for my work during my internship...

...No, you are as a student not allowed to receive salary from their internship company, but you are allowed to receive up to a maximum of 3000 kr. as acknowledgement.

When is the earliest date the internship are allowed to begin...

... In order to begin your internship, you need to have used an exam attend in all of your compulsory courses – which would mean that the internship period is allowed to begin from the 1st of July.

Is it possible to write the internship report in groups...

... No, the internship report is an individual report.

How do I know which job position to apply for...

... One important thing to keep in mind is that: *”The project-based internship must form a natural part of the students study program”*



QUESTIONS?

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PROJECT-BASED INTERNSHIP

THE INTERNSHIP AGREEMENT AND INTERNSHIP REPORT



DEPARTMENT OF MANAGEMENT
AARHUS UNIVERSITY

PROJECT-BASED INTERNSHIPS
19 APRIL 2022

LARS ESBJERG
DIRECTOR OF STUDIES



PURPOSE

The purpose of project-based internships is to give you the **opportunity to apply, and reflect on using, the knowledge, skills and competencies acquired through your MSc** in Economics and Business Administration specialisation **in real life practice**.

- You are trained in the role of being **a reflective practitioner**, who participates in performing relevant practical tasks and reflects on them from an analytical position

The internship must be **relevant for your specialisation!**

- It is your responsibility to find and enter into a written contract with an internship
- You must find an internal supervisor – see the [Supervisor Lists](#) for inspiration
- You must obtain the internal supervisor's prior approval of the project-based internship
- The supervisor pre-approves the project-based internship by signing the standard internship agreement. You **must** use the standard agreement

THE INTERNSHIP AGREEMENT

The internship agreement must include

- A description of your tasks. The description of the tasks must be of such a nature, that it is possible to determine the academic relevance and level of the project-based internship
- An indication of when the project-based internship takes place (period and number of weeks)
- Information about the internship location and the name, etc. of the external supervisor (company contact person)

The agreement can only be approved, when the above is fulfilled and it has

- Signature from the internship company
- Signature and approval from supervisor
- The student's signature
- End date (no later than January 3)
- The student's CPR number

**The agreement must be submitted before you start your internship
and by 15 August at the latest!**

ALIGNMENT OF EXPECTATIONS BETWEEN STUDENTS, HOST AND UNIVERSITY

Is an internship the right path for you?

- Is it necessary or do you get relevant experience elsewhere?
- Would it be better if you took electives?

Reflect carefully on **what you want** to get out of the internship!

The practice-based internship must form **a natural part of your MSc specialisation** and therefore the problems worked on must be in line with that programme.

- The content of a practice-based internship will thus provide you with deeper insight into the academic profile of your MSc specialisation.
- **Working on a specific project** vs. **ad hoc tasks**

ALIGNMENT OF EXPECTATIONS BETWEEN STUDENTS, HOST AND UNIVERSITY

Your host must provide **an appropriate organisational and social setting** that helps you learn from others, and at the same time is conducive to you reflecting on practical issues.

- What constitutes a suitable setting depends on your specialisation and the tasks to be performed

It is expected that you will be able to **work on your internship report during the internship**

- Explicitly agree with your host to have time for this (included in the agreement)

You get 20 ECTS for doing an internship – therefore **the academic requirements for the internship report are very high**

- Get started early!
- Get your problem statement approved by your supervisor!
- Be realistic

NEW TEXT ADDED TO THE INTERNSHIP AGREEMENT TO HELP ALIGNMENT

“The internship must constitute a natural part of the student's line of specialisation. It is therefore expected that the topics that the student works on are based on topics dealt with in the student's line of specialisation.

It is also expected that the internship site will provide the student with an organisational and social framework that helps students to learn from others, and at the same time is conducive to students reflecting on practical issues. It will depend on the student's line of specialisation and the tasks to be performed in the internship, which constitutes an appropriate organisational and social framework.

Concurrently with the student's internship, the student must meet the requirements for further ECTS credits. This means that the student must have at least one course at the same time as, or immediately before the internship. It is also expected that the student will be able to work on his/her internship report concurrently with the internship.”

THE INTERNSHIP REPORT

PART 1: MAX 48,000 CHARACTERS

In the internship report, you must provide a thorough description and analysis of the selected phenomena and problem(s) including

- **A concise presentation of the project context and the phenomena and problem(s)** selected for analysis
- **Delimitation** of the phenomena and problem(s) and possible alternative courses of action
- Selection and use of **relevant concepts and theories** for analysing the phenomena and problem(s)
- Selection and use of **relevant methods** for generating empirical data and/or gathering of secondary data as the basis for the analysis
- **Analysis and interpretation** of the empirical data and/or secondary data collected
- **Discussion of** the theoretical and practical **implications** of the analysis
- **Recommendations for future action**

ORAL EXAM

The oral exam starts with **a short action-oriented presentation** (max. 5 minutes) of the problem studied, main conclusions, recommended courses of action and practical implications for your host.

The purpose of the oral exam is to conduct **an in-depth examination of your ability to meet the learning objectives** and to give the student the opportunity to discuss and get **feedback on your work** from the supervisor and internal co-assessor.

One overall assessment based on Part 1 of the internship report and the oral exam

LEARNING OUTCOMES

Knowledge of

- The organisational and business context.
- Relevant concepts, models and theories.
- Relevant methods for generating, analysing, and interpreting empirical data and/or secondary information.

Skills to

- Identify, define and delimit relevant substantive phenomena and problem(s) in precise theoretical terms.
- Justify the choice of relevant concepts, models and theories for analysing the phenomena and problem(s).
- Justify the choice of relevant methods to generate, analyse and interpret empirical data and/or secondary information as the foundation for analysing the phenomena and problem(s).
- Perform a clear and precise analysis of the phenomena and problem(s) identified using relevant concepts, theories, methods and data.

Competences to independently

- Recommend and discuss relevant courses of action.
- Discuss the implications and limitations of the concepts, models, theories and/or methods for the project work carried out.
- Account for, and reflect on, how and to what extent the results developed through the project-based internship will be implemented in the company or organisation and, if relevant, provide possible explanations for why they will not be implemented.
- Present all elements of the report (problem, analysis, reflections, etc.) in an appropriate manner in correct, clear and fluent language.
- Explain and discuss the contents of the report and the other elements of the project-based internship in both specialist and layman's terms.



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