



# Guidelines for engineering internships

## 1.0 Introduction

As a compulsory part of their Bachelor of Engineering programmes, all students at Aarhus University School of Engineering must participate in an engineering internship in a company. The engineering internship lasts one semester and must comprise at least 20 weeks of full-time employment.

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

The framework and rules for preparing, completing and evaluating engineering internships are described below. It is within this framework that the internship coordinators and trainee supervisors from Aarhus University School of Engineering assist students and companies.

## 2.0 Preparing for engineering internships

The engineering internship is placed on the fifth or sixth semester of the degree programme. During the previous semester, the internship coordinator arranges a preparatory course, where the students receive information about job application in general as well as internship application within their specific field of study.

### 2.1 Applying for an internship

When choosing possible internship companies, students can get inspiration by reading training reports written by other students and by participating in their degree programme's "P-day" (internship and project day). The P-day is organised by the internship coordinator, who invites as many relevant companies as possible to participate in the event and present themselves to the students. At the P-day, companies have the opportunity to give a brief presentation to everyone and to talk to students individually or in small groups.

When applying for internships, the students contact the companies to which they want to apply and forward their internship application and resume (CV). However, companies



are also welcome to contact the internship coordinator with any specific internship vacancies. In addition, it is possible for a company to arrange a special application procedure, which is then communicated to the students by the internship coordinator.

## 2.2 Approval of internship companies

Engineering internships can only take place at companies that have been approved by the internship coordinator. Approval is based on an overall evaluation of the following matters:

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

## 2.3 Internship agreements

The internship period must comprise at least 20 weeks of 37 hours, excluding any holidays, and must as far as possible be placed from 1 August to 31 December in the autumn semester and from 1 February to 30 June in the spring semester.

When a company and an engineering trainee have agreed to enter into an employment relationship, they must fill out Aarhus University School of Engineering's internship agreement. The agreement must be signed by the company, the engineering trainee and Aarhus University School of Engineering. The internship agreement may be supplemented with an employment agreement between the company and the engineering trainee.

In accordance with ministerial order no. 1160 of 07/09/2016, the engineering internship is usually paid. The salary must be agreed between the company and the trainee. The recommended salary for engineering trainees, as determined by The Danish Society of Engineers and the student council for engineering students in Denmark, is available on The Danish Society of Engineers' website.

In connection with the internship agreement, the company should note that:

- The company must take out an industrial injury insurance, which covers the trainee during the internship.
- The trainee is entitled to up to three days off to participate in examinations, orientation meetings etc. at Aarhus University School of Engineering.



## 2.4 Trainee supervisor

After the internship agreement has been signed, Aarhus University School of Engineering assigns a trainee supervisor to the internship. The trainee is informed of who their trainee supervisor is. The trainee supervisor's responsibility is to monitor and evaluate the internship as described in the following two sections. In addition, the trainee supervisor may be contacted if the company wishes to discuss or clarify any matters related to the internship.

## 3.0 Completing the engineering internship

At the beginning of the internship, the trainee informs the company of who has been assigned as trainee supervisor by Aarhus University School of Engineering. The trainee informs the trainee supervisor of the company address and who their day-to-day manager at the company is. Correspondence between the trainee and the trainee supervisor takes place via Blackboard and/or the trainee's student email (post.au.dk).

### 3.1 Focus report

Within the first three weeks of the internship, the trainee must write a short focus report, which describes the trainee's expectations for the internship. The focus report must not contain any confidential information. The focus report is subject to approval by the trainee's day-to-day manager at the company. The approved report must be submitted to the trainee supervisor in PDF format via Blackboard within the first three weeks of the internship. Appendix 1 contains a detailed description of the requirements for the focus report.

### 3.2 Visit from the trainee supervisor

Approximately halfway through the internship, the trainee supervisor will visit the trainee and their day-to-day manager at the company. The trainee supervisor will ask the trainee to arrange a time to meet. At the meeting, the participants will discuss the trainee's work tasks, working conditions etc. Furthermore, the trainee supervisor will discuss the focus points and training plan as described in the focus report. In exceptional cases, e.g. if the internship takes place abroad, the visit from the trainee supervisor can be replaced by a virtual meeting, e.g. via Skype.

### 3.3 Training report

During the final part of their internship, the trainee must write a training report, which summarises the internship. The training report must not contain confidential information and is subject to approval by the trainee's day-to-day manager at the company. The approved report must be submitted to the trainee supervisor in PDF format via Blackboard no later than in the last week of the internship. Appendix 2 contains a detailed description of the requirements for the training report.



## 4.0 Completion and evaluation of the engineering internship

### 4.1 Certificate of completed engineering internship

If the company deems that the trainee has completed the internship in a satisfactory manner, the company signs a certificate of completed engineering internship. The certificate is available on Aarhus University School of Engineering's website:

[http://studerende.au.dk/fileadmin/studerende.au.dk/ST/diplomingenior/Filer/Undervisning/Attest\\_for\\_praktik.pdf](http://studerende.au.dk/fileadmin/studerende.au.dk/ST/diplomingenior/Filer/Undervisning/Attest_for_praktik.pdf).

The certificate is given to the trainee, who forwards it to the trainee supervisor via Blackboard.

### 4.2 Final evaluation

Based on the certificate from the company, the focus report, the visit and the training report, the trainee supervisor assesses whether the internship can be approved in relation to the degree programme. The basis for evaluation may be supplemented with a final discussion about the internship. The evaluation must take place no later than four weeks after the internship has been completed.

## 5.0 Knowledge sharing

Knowledge from the internship must be brought back to Aarhus University School of Engineering's degree programmes and development areas through the trainee supervisor, who communicates information about the individual internship to the internship coordinator. The internship coordinator gathers this information and communicates important matters to the degree programme director (study-related matters) and the development manager (development-related matters). Based on input from the internship coordinator, the degree programme director and the development manager initiate new efforts to ensure continuous development of the degree programmes and the development activities.



## Appendix 1 - Focus report

The recipients of the focus report is the trainee, the trainee's day-to-day manager at the company and the trainee supervisor. The focus report must include:

1. A training plan: a description of your expected work tasks during the internship. The training plan must include 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.
2. At least five focus points, which must be based on your internship company, your work tasks and your field of study. Some examples of focus points could be:
  - Which knowledge areas from my degree programme are relevant to my internship?
  - How do engineers collaborate with people from other professional backgrounds in the company?
  - Which competences do I need to develop in order to solve my tasks better?

The focus report must be 2-3 standard pages in length and must not include any confidential information. It is subject to approval by the trainee's day-to-day manager at the company. The approved report must be submitted to the trainee supervisor in PDF format via Blackboard within the first three weeks of the internship.

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



## Appendix 2 – Training report

The recipients of the training report is the trainee supervisor, the trainee's day-to-day manager at the company and students from the trainee's field of study, particularly future trainees. The report must include an analysis of the company, a description of the completed internship and a final conclusion.

The analysis of the company may include a description of the following:

- The company's mission and vision
- The company's approach to innovation, marketing and competitiveness
- Whether the company works with sustainability and 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?

The description of the internship may include the following:

- The organisation and structure of the company, with focus on your own role in the company
- Your work tasks, including examples of any technical content that has been a source of reflection
- If relevant, (excerpts of your) journal/time sheet
- The relationship with your colleagues, including their attitude towards the "trainee" and whether you have had opportunities to receive guidance and feedback during the internship

In the conclusion, you may answer the following questions:

- Which experiences from your engineering internship can you bring and apply to the rest of your studies?
- Is there anything you would like to have known or learned prior to beginning your engineering internship?

The training report is 5-15 standard pages in length and must not contain any confidential information. Your day-to-day manager at the company must read and approve the report before you submit it to your trainee supervisor in PDF format via Blackboard no later than in the last week of the internship.

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