

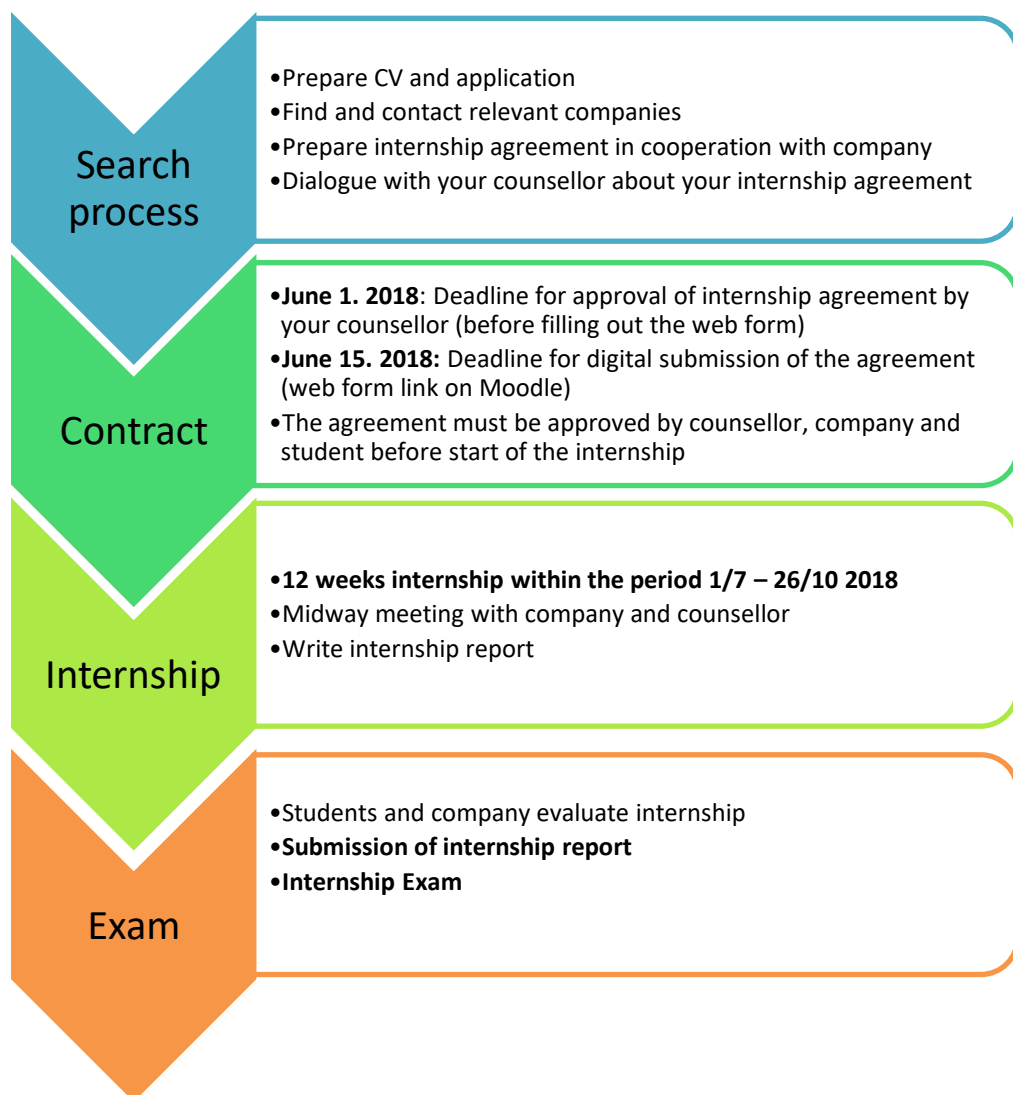
Internship Guidelines Cphbusiness Lyngby

The overall objectives of the internship:

- to bridge the gap between education and profession
- to create value for the company
- to be a starting point to obtain new knowledge about practice
- to support further development of the students' professional skills

In addition there are a number of program specific requirements and learning objectives to be met. See specific information in the curriculum.

Process and important deadlines:



Activities associated with the internship

In order to ensure the best possible outcome of the internship, a number of activities and milestones are defined for the internship. During the search process it is possible to participate in CV workshops and other activities that can help clarify the opportunities for internship at home and abroad. You will be assigned a counsellor who will assist you in the process.

Internship agreement

While searching an internship, it is important to consider, what you want to learn and which professional tasks you are interested in. Your final learning objectives and job tasks have to be specified in the internship agreement, which your internship counsellor must approve. Your counsellor will guide you through the process, but it is your responsibility to put it into writing.

The internship agreement must at least contain:

- Learning objectives
- Work tasks
- Working schedule

The agreement could contain additional information like:

- Department(s) in which you will work as intern
- Company expectations
- Participation in meetings, conferences, fairs etc.

Note: Should your learning objectives and/or work tasks change significantly during your internship period: Contact your internship counsellor immediately and adjust the internship agreement accordingly!

Company visit / Midway meeting

Your counsellor will visit your company if located in the Copenhagen area in order to get a status of the internship. If a visit on location is not an option, the meeting will be held via Skype instead. A relevant representative from the company must participate in the meeting.

Internship report

The internship report must be individual and forms the basis for the oral exam.

The report must contain the following elements:

- Brief description of the internship company (can be common for groups)
- Description of how you have fulfilled your learning objectives
- Description of the activities/tasks carried out during the internship and reflection upon these in relation to theories / models learned on the program
- Reflections upon the benefit of the internship for both the company and you

The scope of the internship report is about 5 normal pages (2400 characters including spaces) per student excl. appendices.

Here are some questions which might help you to write your internship report:

- What are the 3 most important things you have learned for your professional development?

- Did you miss any competencies that would have assisted you during your internship?
- What did you learn during your internship that you could not have learned at school?
- How have you added value to the company during your internship?
- How could you have added more value to the company?
- How could the internship have been more valuable for you as a student?

Evaluation

Cphbusiness' cooperation with companies including internships must be documented. Therefore an evaluation of the internship must be filled out by both company and student after the internship is completed. An email with a link to the evaluation is automatically sent to both parties.

Examination

The exam is an individual oral exam based on your internship report. One grade is given based on an overall assessment.

You will start the examination presenting selected areas from your internship for a maximum of 10 minutes. Hereafter there will be an examination dialogue for approximately 10 minutes based on the your reflections in relation to the general learning objectives for the internship specified in the curriculum and the individual learning objectives specified in the internship agreement.

For further information, please refer to the program's curriculum and catalogue of examination.