



# **SCHOOL OF BUSINESS**

## **RULES FOR INTERNSHIP MASTERS PROGRAMS**

### **PROPOSAL FEBRUARY 27 2015**

#### **1. OBJECTIVE**

The objective of master's program internship is to enhance students' knowledge, skills and abilities related to their core field of study. The internship should grant students that opportunity through hands on projects and by that prepare them for entering the labor market. These rules are to function as guidelines for processing the internship.

#### **2. THE INTERNSHIP**

Part of students' learning experience at master's programs can be conducted through internship which the School of Business organizes in collaboration with industry. Upon meeting an internship's contract requirements, students can receive either 7,5 ECTS units, 15 ECTS units (which may be conducted with the same firm) or 30 ECTS units, depending on the length of the internship. Internships of 30 ECTS are subject to the student conducting the internship abroad, non-Icelandic students can be allowed to do 30 ECTS internships in Iceland. Students conduct the internship under supervision of a full time faculty member at the School of Business and a representative from the firm or institution. Two ECTS units are equivalent of a one week work. A 30 ECTS unit internship is thought of one semester's full time internship. Written contracts are made with the firms and institutions which cooperate in the internship program. Students are graded according to a Passed/Failed marking, and numerical grade is not granted and hence does not affect average grade of students. Internship is unpaid.



### **3. SELECTION OF STUDENTS FOR INTERNSHIP**

School of Business determines in collaboration with the relevant firm or institution, which students are offered internship. The decision rests amongst others on educational performance, the quality of an application (CV, Cover Letter, Letters or recommendation etc.), supply of internship positions, and other variables that could be taken into consideration. Students cannot take on internship at a firm or institution they are currently working at.

If demand for internship is greater than the supply, the School of Business in collaboration with the relevant firm or institution decides on whom to offer internship, based on the above mentioned criteria. After a final decision on offering a student an internship position is reached, the student shall be informed of the decision. When a student has been registered into the internship program, it becomes binding for the student and the general rules of secession do not apply.

Internship starts at the beginning of the fall semester at Reykjavik University .

### **4. SUPERVISION FROM A FACULTY MEMBER**

The dean of the School of Business shall assign a full time faculty member to the students conducting internship. The respective faculty member shall supervise the students along the internship and guide their final reports. The firm or institution shall as well appoint a suitable employee as an internal supervisor. Both the faculty member and the employees shall certify that a student has finished the demanded ECTS units and conducted the internship with conclusive result.



## **5. SUPERVISOR ON BEHALF OF THE FIRM/INSTITUTION**

Before the internship starts the faculty member assigned to the students' internships must insure that a supervisor on behalf of a firm/institution has been assigned to the internship and has agreed on being responsible for a student according to an assigned internship contract.

## **6. PREPERATION MEETING**

When both full time faculty member and supervisor on behalf of a firm/institution has been chosen, a meeting at a firm's/institution's site shall be held where the process of the internship is explained, the projects which the student takes on closely defined, as well as deciding on which facilities a student can use, determine the working hours and discuss other practical issues. Student should bring to this initial meeting the RU timetable and ensure that the internship fits with other obligations.

## **7. STUDENTS' ASSIGNMENTS**

The firm/institution shall guarantee that a student conducting internship at their site will take on truly challenging assignments / projects that provably enhance student's knowledge and capabilities of solving real corporate projects. An objective should be that students get to know the operation, culture and the people of a firm/institution they conduct their internship at.

## **8. WORKING HOURS**

Two ECTS units accounts for a week's of work, hence 150 hours make up 7,5 ECTS units in internship. The internship should be structure in such a way that it fits well with other academic responsibilities of the student. The 7,5-15 ECTS internship is best conducted in a time period of four to twelve weeks. The full time faculty member who is responsible for the internship is to make sure that it does not intersect with exam period. Students in internship should spend as much time as possible at a firm's / institution's site, unless the faculty member and the supervisor decide on other arrangement.



## **9. TERMS OF INTERNSHIP AND CONFIDENTIALITY**

The internship is unpaid. A firm or institution has the right to present to a student planning to conduct an internship at its site a tailored contract fitting any necessary requirements e.g. on confidentiality. The full time faculty member shall receive a copy of such a contract. Both students and the full time faculty are bound to abide by confidentiality agreement regarding information and/or observations regarding the internship.

## **10. CONTROL AND MONITORING OF THE INTERNSHIP**

The full time faculty member shall control and monitor that a student conducting internship receives appropriate assignments and that their level enhances student's learning experience. All students conducting internship are required to keep a workbook where all working hours are registered. At the end of the internship both faculty member and supervisor shall confirm the validity of the workbook.

## **11. RESOLUTION OF MATTERS OF DISPUTE**

Students conducting internship can at each time contact the full time faculty member regarding potential dilemmas and communication at the firm / institution where the internship is conducted. This applies as well if students believe a firm / institution has not kept to the contract. In unsolved incidents the full time faculty member can seek advice at the administration's office at the School of Business or at the dean's office.



## **12. A FINAL REPORT**

Each student shall write a final report at the end of the internship where the process of conducting the internship is described, its assignments / projects and the learning outcome. The structure of the report shall begin with a (a) Introduction, where information regarding where the internship was conducted is provided and during which period, (b) then a description of the assignments / projects, which deliverables were aimed at, in collaboration with whom the internship was conducted etc. (c) The process of how assignments were engaged is to be explained and (d) the deliverables completed. (e) Finally learning outcomes are to be explained.

## **13. A FINAL INTERVIEW**

At the end of each internship, the full time faculty member along with the supervisor from the firm / institution shall interview the student either at the firm's site or at Reykjavik University, where discussion shall take place on the process and results of the internship. The workbook and the final report shall be the basis of the discussion. Student is to be granted the opportunity to present his / her experience from the internship and present any comments that he / she might have on the internship's process. At the end of the interview the student leaves the room and the faculty member and the supervisor decide on the grading, pass or fail.