

UNIVERSITÀ CATTOLICA DEL SACRO CUORE
FACULTY OF ECONOMICS AND LAW
PIACENZA CAMPUS

MASTER OF SCIENCE IN GLOBAL BUSINESS MANAGEMENT
INTERNSHIP GUIDELINES

THE AIM OF THE INTERNSHIP

The internship in a company is a *training experience* in a work setting where the integration of *knowledge, practice and personal skills* is fundamental.

As interns, students have the opportunity to grow from a professional and personal point of view, allowing them to complete and enrich their CV, and as such, the internship experience forms an important part of their studies. Therefore, it is fundamental that the intern is responsible for establishing and holding a constant relationship with the company *tutor*, the university/academic *tutor* (professor) and the internship *tutor*, with respect to the rules and schedule previously planned and agreed.

The internship in a company is also a chance to develop interpersonal skills, where students should listen to people around them, be humble, curious and creative, and have a critical sensibility at the same time.

Students must respect the rules and keep the trade secrets of the company in which they act and work.

As Institutional Promoter of the internships, Università Cattolica del Sacro Cuore is responsible for:

- * arranging the **agreement** with the host company;
- * preparing the individual **formative plan** for each intern (to be attached to the above mentioned agreement);
- * activating the insurance (INAIL and Civil Liability Insurances) for each intern;
- * contacting the responsible Works Inspector;
- * contacting the most representative labor union delegation or, alternatively, the most representative local union delegation.

INTERNSHIP CATEGORIES

1. CURRICULAR AND COMPULSORY INTERNSHIP

Through the internship experience the student obtains **6 CFU (min. 150 hours of internship)**.

The student develops a project aimed at fulfilling an objective suggested by the company and agreed with the internship tutor. For instance: plan a cost measurement system, market research, analysis of the development strategies in other counties, analysis of the advantages connected to specific modifications in the organizational structure. The student analyzes the problem, identifies the origin of it and suggests solutions.

The support of the Professor and the Tutors is a key factor for the success of the internship.

The Company Tutor provides all the information that the intern needs in order to develop the project; the Professor offers to the student methodological support; finally, the Internship Tutor ensures the coordination of the whole experience.

The student must fill in an **Internship Diary** (Agenda di Stage) indicating the working hours in the company and write a **final report** about the activity; this report will be divided in different parts: theoretical frame, project steps, methodologies, outcomes.

The final report will be evaluated: Approved/ NOT approved.

2. OPTIONAL ADDITIONAL CURRICULAR INTERNSHIP IN ITALY OR ABROAD.

This optional and additional cognitive internship has NO credits (0 CFU) if the internship is held in Italy or can enable students to obtain 1 extra CFU if it is held abroad. This kind of internship consists in observing and learning how the company works: the tasks, the roles, the skills and competences. This internship is recorded in the academic curriculum of the students.

To start this kind of internship in Italy please contact Ufficio Stage & Placement:

ser.stage-pc@unicatt.it

To start this kind of internship abroad please contact UCSC International:

desiree.orlandini@unicatt.it

HOW TO ACTIVATE THE CURRICULAR AND COMPULSORY INTERNSHIP

- **Internship Application Form**

Students applying for a curricular and compulsory internship must:

- attend at least four Career Guidance sessions: “*Career employability guidance*” organized during the first and the second semesters by the Stage & Placement office;
- fill in the application form available on Blackboard

The tutor will check and send applications to local companies who contact the university seeking interns, who will afterwards select the interns according to their internal procedure.

- **Students’ Proposal**

Students can search for and suggest a company for their internship experience. The company cannot be connected to the student’s family and must have at least one employee with a permanent contract.

The students must communicate the name of the company, name, phone number and e-mail address of a contact person to the Internship tutor.

- **Assignment of Professor (academic tutor)**

The Internship tutor usually requests the academic tutor from the Professor in charge of the assignments. (***Prof.ssa Francesca PAMPURINI***)

- **Beginning of the Internship**

The internship tutor contacts the potential host company in order to clarify their offer and agree upon a plan of the internship activities (objectives, contents, steps, duration, tasks of the company tutor). The internship tutor provides the company and student with instructions for how to activate the internship on the university’s STeP portal. After the activation, the internship tutor communicates via e-mail to each student the name of the professor in charge of their internship (academic tutor) and all the documents (“Internship Diary”, and “Journal of communication with the Professor”) they will have to complete and submit at the end of the internship experience.

- **Monitoring/Updating**

Every two weeks (at least) the student updates the Professor and the internship tutor about the progress of the internship experience, in order to compare it with the formative plan.

- **Relationship between student and Professor**

Students must:

- contact the Professor within the first 2 weeks of internship to present the project/activities and to detail the structure and contents of the report;
- Contact the Professor only for important and critical issues;
- Submit the full report to the Professor at the end of the internship for any necessary corrections.
- Allow reasonable time for the Professor to review the Report, also taking holiday periods into consideration.

- **Guidelines for writing the report**

The report must contain a description of:

- organization and structure of the Company;
- description of the project/activities;
- identification of the critical issues;
- suggestions for solutions/improvements;
- conclusions.

More detailed instructions are available on Blackboard.

- **Conclusion of the internship**

The student must send to the internship tutor **via Blackboard**:

- **within one week after the conclusion of the internship:** the “Internship Diary” duly filled in and signed by the student and the company tutor;
- **within one month after the conclusion of the internship:**
 - the Internship Report (FINAL version) approved by the Professor in charge;
 - the “Journal of communication with the professor” signed by the student and the Professor.

IF STUDENTS FAIL TO RESPECT THE GIVEN RULES THEY WILL BE GIVEN A PENALTY of NON APPROVAL OF THE FINAL REPORT. The assessment mark assigned is FINAL. If the internship is not approved, s/he MUST activate a new internship.

- **CFU Registration**

Starting from the autumn examination session in September 2021, once you have fulfilled all the requirements provided for in the internship regulations for your degree programme, curricular internship activities to which ECTS are allocated must be registered in the same way as profit exams, so you must enrol for the exam on the established dates. You will not need to attend in person on the exam date.