

# **CURRICULAR INTERNSHIP EXPLANATORY DOCUMENT**

## **Graduate Degree in Service Management**

### **Rome Campus**

#### **INTERNSHIP (8 ECTS)**

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#### **1. THE CURRICULAR INTERNSHIP**

A curricular internship is a valuable opportunity for students to experience the workplace and to develop professional, interpersonal and organisational skills as a means to complete their programme.

#### **2. TYPES OF CURRICULAR INTERNSHIP**

There are two types of curricular internships:

##### **a) Credit-bearing internships**

Students who, for the second year of the degree course, have made the choice of Curricular Internship in the Study Plan, may apply for the internship by:

- 30 September if they have acquired at least 48 CFU;
- 31 March if they have acquired at least 72 CFU.

The internship application is made by sending to the Internship Coordinator/Academic Tutor the "internship application form" downloadable from the website (from the Download area).

This type of internship can be used as an alternative to an elective Year Two exam. The internship is valued 8 ECTS and it is graded as an exam. A credit-bearing internship has a minimum duration of three months, full-time work, or four to six months part-time work.

The focus of the internship may not be used as a degree thesis topic.

##### **b) Non-credit-bearing internships**

This type of internship can be taken by students who

- a) have already completed an internship with CFUs;
- b) have not fulfilled the requirements for credit;
- c) have already taken the optional exams;
- d) want to use the internship for the purpose of conducting the Graduate Thesis.

### 3. ACADEMIC INTERNSHIP TUTOR

The university internship tutor advises students on the selection of host companies and job offers and is involved in the process of assessment of internships activities undertaken and the issuance of credits.

Refer to the Stage and Placement Office and the UCSC International Office for detailed administrative information.

The names and references of the internship coordinator/tutor as well as those of the internship & placement office are given on the website.

### 4. HOW TO APPLY

For either type of internship, students must inform their academic tutor by completing and emailing the "internship application form" and the required attached documents (including their cv in electronic format) by:

- the deadlines defined for internships with CFUs;
- at least one month before the start of the zero-CFU internship.

Thereafter, the student should take steps to identify, with the support of the mentor, a host site, as described in Section 5.

Students are then responsible for finding a suitable host company, with the support of their internship tutor, as described in point 5 below.

### 5. SELECTING THE HOST COMPANY

Undertaking an internship and finding/selecting a host company requires students' active participation.

Internships are either publicised by the university or found and arranged directly by the participating student through personal contacts with the host company.

- (i) If **publicised by the University**, the relevant information will either be available online at <http://step.unicatt.it> or via internship tutors' announcements on Blackboard or via email.

Students are responsible for their own internship applications and must follow instructions in the internship postings. A host company may have an internship available for a student with specific qualifications and skills set, or may have an immediate need to fill the internship position. In this case the tutor may select a suitable candidate and forward that student's CV to the company.

Any communication regarding internships will be sent to students' university email addresses. Students should therefore be sure to check their iCatt email accounts regularly.

Internships placements are finalised after a successful interview with the prospective host company. It is therefore each student's responsibility to adequately prepare for their own interview.

- (ii) If arranged directly by the participating student through personal contacts with the company, the internship tutor will contact the company and make sure that the internship opportunity is appropriate and valid. For a credit-bearing internship the tutor will check that requirements are met for the assignment of credits.

A valid internship agreement must exist, or be established, between the host company and the university. If no agreement is in place it is the student's responsibility to inform the company of the procedure which is available online at <http://step.unicatt.it>. An internship cannot begin until there is an agreement in place.

If there are any uncertainties about the recognition of credits towards their degree, it is the students' responsibility to get clarification from the internship tutor before the internship commences.

**Credits will NOT be recognize for the following activities:**

- activities carried out in close contact with persons related to the candidate with any degree of kinship;
- internship activities that have already been used for credits towards an undergraduate and/or specialising master programme;
- internship activities already underway or completed.

## **6. SETTING UP A CURRICULAR INTERNSHIP**

Curricular internships, whether credit-bearing or not, must always be set up online at <http://step.unicatt.it>

The host organisation normally starts the process by filling in an online form (Training Project or *Progetto Formativo*). The host company, the student and the University (via the internship tutor) must then all three accept the terms and the content of the project via an online procedure.

Details of the procedure can be found on the Degree Programme webpage.

## **7. FULFILMENT OF TERMS AND REGISTRATION OF HOURS**

Whilst undertaking an internship, students must fulfil the terms and conditions agreed upon during the selection process and as set out in the Training Project document.

Students must keep their tutor updated on progress during the internship and are responsible for contacting their tutor should any changes be made to the content of the Training Project.

Students are also responsible for keeping a register of hours spent at the host company. Registers are available online.

If a tutor becomes aware that an internship student is not fulfilling the terms and conditions of the internship, the tutor may request that the internship be suspended and the issuance of credits be withheld.

## **8. INTERNSHIP ASSESSMENT BY HOST COMPANIES**

The host company will be expected to submit a final assessment at the end of the internship (via an online form available at <http://step.unicatt.it>). Issue of credits and grades for a credit-bearing internship is dependent on a satisfactory assessment of the student's performance.

## **9. ISSUANCE OF CREDITS (for credit-bearing internships)**

It is each internship student's responsibility to inform the Academic tutor when the training activity has been concluded.

In order to obtain credit recognition, the student must:

1) Enroll for the internship examination in time for the registration of CFUs for graduation purposes.

2) Hand over to the academic tutor (not necessarily on the day of the exam) , 2 documents:

- the original copy of the "Attendance Register" which must certify all hours/days of attendance at the company (3 months if full time or 4 to 6 months part time), signed and stamped by the company in original;

- the "Final report on the curricular internship activity," which must contain information on the activity carried out and the learning accrued in terms of content. This document could be sent by email. The final report constitutes a separate and non-overlapping product with the Degree Dissertation.

Incomplete documentation submitted may prevent recognition of the curricular internship and the awarding of credits. will produce an "Internship Report" and the final grade (based on the standard 30-point scale) will be assigned both on the evaluation of

After assessing and approving the documentation, submitted within the specified deadlines, and after receiving the host company's evaluation (as set out in the previous point), the tutor will record relevant credits and grades as required.

The internship tutor's assessment of credits and grades, if applicable, is final.

Students who do not accept the assigned grade will have to obtain credits in an alternative way (via a different internship or an elective course). Similarly, students who do not fulfil the terms of their internship or who fail to complete their internship must select an alternative way to obtain credits.

Records are normally received by Student Services at the end of the exam session in question and in time for registration for the final degree exam session. Should urgent registration of credits be necessary, students should contact their internship tutor in good time.

## **10. TERMINATING A CURRICULAR INTERNSHIP**

Students needing to terminate their internship in advance with respect to the agreed terms must inform the host company and the internship tutor immediately setting out their reasons for doing so.

The host company is then required to interrupt the internship online via <http://step.unicatt.it>.

The early interruption, which had not allowed the development of the training project, will not entitle the student to the assignment of CFUs related to the internship and therefore the student take the optional exam.

An internship can also be terminated if students do not fulfil the terms of the training activities, in which case the relevant credits will not be issued by the internship tutor.

**If an internship is terminated, or if the terms of an internship are not fulfilled or if the credits are not issued, students will have to make up for the missing credits by selecting an alternative course of the same duration to put into their study plan with a number of CFUs equivalent to the internship.**

## **11. EXTENSION OF A CURRICULAR INTERNSHIP**

A curricular internship can be extended provided that the overall duration of the internship does not exceed six months and that it does not continue beyond the completion date of the degree programme.

If a host company wishes to extend a student's work experience beyond the stipulated six months, it must set up a traineeship of a different nature, which cannot be credit bearing. However, this extended internship can be used for a final degree thesis.

## **12. INTERNSHIPS ABROAD**

The University encourages students to undertake their internship or work experience abroad.

There are three types of internships abroad:

(A) **internships offered by companies abroad** (posted on <http://step.unicatt.it>);

(B) **internships instigated by students**;

(C) **internships offered** within the framework of agreements established by the **Global Engagement and International Education Office** :

<https://goabroad.unicatt.it/goabroad-programmi-ucsc-network-internships-abroad>

Procedures for setting up a curricular internship are as set out above in this document. For type C internships (above), students will receive an email confirming acceptance of applications from the Global the Engagement and International Education Office.