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# Graduate internship guidelines

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of the Faculty of Communication, Culture and Society / Faculty of Economics / Academy of Architecture<sup>1</sup> for students enrolled in a Master's Degree Programme from the academic year 2019/2020

## Introduction

### Art.1 Curricular internship

In some Master's degree programmes in communication sciences, economic sciences, and in history and theory of art and architecture a period of practical training or work experience, herein referred to as 'internship', is one of the graduation requirements.

The ECTS value of a graduate internship as well as its terms and conditions are defined in the relative study programme.

### Art.2 Objectives

The internship has the following objectives:

- a. Familiarizing students with a professional context
- b. Helping them identify the opportunities associated with a profession, or other careers; and
- c. Steering their academic curriculum towards such opportunities.

## Requirements

### Art.3 Timing and Duration

The Master's degree curriculum specifies the timing and duration of the internship.

The internship may be completed in separate time periods only with prior approval from the academic tutor

In the case of internships divided into distinct time periods, each internship experience must have a minimum duration of one month pro-rated to 100%.

### Art.4 Choice of Employer

Students may choose where (in which firm or institution) to carry out their internship, on condition that it satisfies the appropriate criteria of pertinence and compatibility with their academic curriculum.

### Art.5 Pertinence of the internship

The Master's Directors will assess the pertinence or relevance of each internship proposal. USI Career Service staff will advise and assist them with the evaluation.



<sup>1</sup> Only for the Master in history and theory of art and architecture

## Procedure

### **Art.6 Internship Search**

Students are responsible for their internship search. They may search by directly contacting the Employer where they wish to complete the internship, through USI Career Service by accessing the database provided, or by other means (personal network, contacts supplied by USI Career Service, professors and assistants, etc.).

Before beginning the internship, students must inform the Career Service by using the appropriate online form and obtain the internship approval by the Academic Tutor, who duly informs students of any incongruity of the proposed internship with their personal curriculum.

### **Art.7 Internship negotiation**

The student is responsible for negotiations regarding the internship.

Students submit the appropriate documentation (résumé/c.v., certification, etc.) to the Employer they are applying to.

USI Career Service assists the Employer with any complementary information and clarifications regarding the organizational aspects of the internship.

## Documentation

### **Art.8 Internship Contract**

The internship contract is drawn up by the Employer and countersigned by the student. The contract is binding only for these two parties.

The internship contract must contain the following information:

- a. Intern's duties and responsibilities
- b. Duration of the internship
- c. Percentage of occupation
- d. Name of Employer's internship supervisor/tutor (if applicable)
- e. Salary (if applicable).

### **Art.9 On-line Internship Report**

After completing the internship, the student must complete the online internship report on their experience, covering the following aspects:

- a. expectations
- b. content of the internship
- c. achievements / results
- d. impact on the academic curriculum and potential employment opportunities.

The online internship report must be approved by the Academic Tutor.

**Art.10  
Internship  
certification from  
the Employer**

The student must ask the Employer to issue a document that certifies participation in the internship.

The document certifying the internship must contain the following information:

- a. the period in which the internship was carried-out
- b. tasks performed by the student during the internship

and if possible, feedback from the company or host with:

- c. evaluation of the work carried out
- d. evaluation of the intern's personal skills in the workplace
- e. potential professional development.

## Internship validation

**Art.11  
Dossier for  
internship  
validation**

At the end of the internship, to obtain the necessary validation, the student must submit a complete validation file to USI Career Service. This file must include:

- a. online validation form approved by the Academic Tutor
- b. signed internship contract
- c. internship certification issued by the Employer
- d. the online internship report approved by the Academic Tutor
- e. Curriculum Vitae, including the experience of the internship that you intend to validate
- f. Feedback Form signed by the company tutor.

The Service will assess the suitability and adequacy of the documentation. Only dossiers that are appropriate and complete with all required documents will be considered.

**Art.12  
Limitations  
to validation**

An internship carried out within a family activity or private enterprise cannot be accepted as valid for the purposes of a curricular internship as it does not comply with art. 2 (Objectives) of the present guidelines.

**Art.13  
Internship  
extension**

Each extension of the internship or other form of collaboration between the student and the Employer lies outside the remit of the graduate internship.

## Competent bodies

**Art. 14  
Academic  
Tutor**

Academic Tutor:

- a. Is the Master's Director and/or him/her delegates, designed from among the teachers of one of the official courses of at least 3 ECTS credits of the Master course
- b. Decides, with the Master's Director (if is not the same person) whether each internship is pertinent with the specific Master's degree and with the candidate's personal curriculum
- c. Decides on the adequacy and suitability of the student's final internship report.

**Art.14b  
Master's Director**

The Master's Director:

- a. facilitates the search for internship opportunities
- b. decides on possible validation of previous internships or employment experiences
- c. settles any possible impediments to the internship
- d. decides on possible waivers to the present directives
- e. nominates any delegates to the role of Academic Tutor for the curricular internship.

**Art.15  
USI Career  
Service**

USI Career Service:

- a. promotes internship opportunities from potential Employers and coordinates internship vacancies
- b. prepares and provides the relevant documentation for the internship
- c. collects the internship documents
- d. verifies the congruence, adequacy and completeness of the documents required for the validation of the curricular internship
- e. Authorizes the validation of the curricular internship.

USI Career Service does not normally conduct searches for internships on behalf of individual students (see art. 6).

## **Final dispositions**

**Art. 16  
Recognition  
of previous  
employment /  
internship  
experiences**

A student who exercised an occupational activity for a significant period before or during his/her degree studies is entitled to claim internship credits for it.

To request validation the student shall submit the relevant documentation to his/her Master's program director. The latter, having examined the file in terms of pertinence and consistency with USI internship criteria, will decide whether to award the appropriate number of ECTS points.

If so, the candidate will be expected to forward the entire file, duly assessed and signed by the Master's director, to the USI Career Service, which will formalize the accreditation procedure.

Any internship completed previously and already accredited within earlier degree programmes may be accepted as fulfilling the Master's requirements, but no ECTS value will accrue to the candidate.

That being the case, the student will agree with the Master's director on supplementary course work to square the ECTS balance.

**Art.17  
Internship  
impediments**

At the student's request, in case of evident and motivated impediments to completing an internship, the Master's Director may define an alternative path.

**Art.18  
Disputes**

In the event of disputes, the provisions outlined in the Student Regulations (Regolamento degli Studi) of the Faculty of Communication, Culture and Society, the Faculty of Economics, and the Academy of Architecture shall be considered final.