

# Graduate internship Guidelines

Faculties of Communication, Culture and Society, and of Economics for students  
enrolled in a Master's Degree Programme from the academic year 2018/2019

## Introduction

### Art.1 Curricular internship

- 1 In some Master's degree programmes in Communication Sciences and in Economics a period of practical training or work experience, herein referred to as 'internship', is one of the graduation requirements.
- 2 The ECTS value of a graduate internship as well as its terms and conditions are defined in the relative study programme.

### Art.2 Objectives

- 1 The internship has the following objectives:
  - a. Making students acquainted 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

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

### Art.4 Choice of Employer

- 1 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

- 1 The single 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.

## Procedure

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

- <sup>1</sup> Students are responsible for their internship search. They may search either by directly contacting the Employer where they wish to complete the internship; or they may do so 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.).
- <sup>2</sup> Before beginning the internship, students must inform Career Service in writing 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**

- <sup>1</sup> The student is responsible for negotiations regarding the internship.
- <sup>2</sup> Students submit the appropriate documentation (résumé/c.v., certification, etc.) to the Employer they are applying to.
- <sup>3</sup> USI Career Service assists the Employer with any complementary information and clarifications regarding the organizational aspects of the internship.

## Documentation

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

- <sup>1</sup> The internship contract is drawn up by the Employer and countersigned by the student. The contract is binding only for these two parties.
- <sup>2</sup> The internship contract must contain the following information:
  - a. Intern's duties and responsibilities;
  - b. Duration of the internship;
  - c. Degree of occupation (percentage);
  - d. Name of Employer's internship supervisor/tutor (if applicable);
  - e. Salary (if applicable).

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

- <sup>1</sup> Having completed the internship, the student is expected to fill in the on-line internship report on his/her experience, covering the following aspects:aspettative;
  - a. expectations;
  - b. content of the internship;
  - c. achievements / results;
  - d. impact on the academic curriculum and spotting of employment opportunities.
- <sup>2</sup> The on-line internship report have to be approved by the Academic Tutor.

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

- 1 The student must ask the Employer to issue a document that certifies participation in the internship.
- 2 The document certifying the internship must contain the following information:
  - a. the period in which the internship was completed;
  - b. tasks performed by the student during the internship, and if possible, an evaluation of the work done;
  - c. evaluation of the intern's personal skills in the workplace;
  - d. potential professional development.

## **Internship validation**

**Art.11  
Dossier for  
internship  
validation**

- 1 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. printed copy of the online validation form (<http://www.careerservice.usi.ch/en/studenti/lostage/stage-registra.htm>) Approved by the Academic Tutor,
  - b. copy of the internship contract signed by the parties,
  - c. copy of the internship certification issued by the Employer,
  - d. the on-line internship report printed and approved (signed) by the Academic Tutor
  - e. copy of your updated Curriculum Vitae, including the experience of the internship that you intend to validate.
- 2 USI Career Service will evaluate the file and forward it to the appropriate Master's Director. Only files complete with all the documentation will be taken into consideration.

**Art.12  
Limitations  
to validation**

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

**Art.13  
Internship  
extension**

- 1 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  
Tutor  
Accademico**

- 1 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**

- 2 The Master's Director:
  - a. facilitates the search for internship opportunities,
  - b. decides on possible validation of previous internship 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**

- 1 USI Career Service:
  - a. promotes supply of internships from potential Employers and coordinates internship vacancies and the Masters' study programs;
  - b. prepares and provides the relevant documentation for the internship;
  - c. collects the internship documentat;
  - d. verify the congruence, adequacy and completeness of the documentation required for the validation of the curricular internship;
  - e. Authorizes the validation of the curricular internship.
- 2 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**

- 1 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.
- 2 To request validation the student shall submit the relevant documentation to his/her Master's programme director. The latter, having examined the file in terms of pertinence and consistency with USI internship criteria, will decide whether to grant accreditation and award the appropriate number of ECTS points.
- 3 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 Service, which will formalise the accreditation procedure.
- 4 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.
- 5 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**

- 1 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**

- 1 In case of disputes, the provisions in the Student regulations (Regolamento degli studi) of the Faculty of Communication, Culture and Society, and the Faculty of Economics are final.

