 [8.9.22](http://19.5.20/KP%2CKK) **Internship guidelines for students of Technology (School**

**of Technology and Innovations)**

**Instructions for including internship in degree Master of Science in Economics and Business Administration (TUTA3960)**

The student can choose to include maximum of 5 ECTS worth of internship in their master’s degree programme. Three months of internship (at 40 hours per week, full-time employment) translates into five ECTS. The internship must be agreed upon separately for each study programme. The major’s appointed teacher must approve the internship. The internship cannot replace a course in the study programme, but can be included in the optional studies that are a part of the master’s degree. An internship carried out before the start of the student’s master’s degree studies can also be accepted, but only if performed after the completion of the

student’s bachelor´s studies.

Upon finishing the internship, the student must write a report on their experience, which is to be approved by the appointed teacher. For more details on writing the report, see the Approval of internship -section below. The internship can be carried out at any time during the studies and it can also be performed outside of Finland.

Internship aims to broaden the student’s expertise in their field and should give the student the capacity to adapt theoretical knowledge into practical solutions needed in the workplace. During the internship, the skills acquired in the degree programme are further applied and broadened.

**Instructions for including internship in degree Master of Science in Technology (ISAN3960/SMAR3960)**

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**Approval of internship**

The internship must always be separately agreed. **The student needs to contact the appointed teacher for the internship well before the planned start of the internship period.** The student is exclusively and wholly responsible for acquiring the internship; this is to be seen as a part of the internship itself.

The major’s appointed teacher must approve of the place of work where the internship is to be carried out. Upon completing the internship, the student must then write a report on their experience, which must also be approved by the appointed teacher.

A work certificate is to be included in the report; clearly stating the duration of the internship, how many hours of work were performed, and a short description of the student’s work tasks. If the certificate lacks any of these details, the missing information must be included in the

report. Incomplete reports will not be processed.

The report is to be written according to the General Writing Guidelines, and it should include description of the following subjects:

 study programme into which the internship will be integrated
 duration of the internship

 description of the organization and the work community

 description of the student’s own work tasks

And reflection on the following subjects:

 How is the internship related to your studies, the degree structure and your career plans?

* In what way could you adapt theoretical knowledge into practical solutions needed in the workplace?
* What new skills and insights did the internship provide?

The report should include a copy of the official work certificate. The report should be max. 5 pages (text part) long.

The major’s appointed teachers for the School of Technology and Innovations can be found here:<https://www.univaasa.fi/en/for/student/studies/practice/internship/credits/>