

GRADUATE INTERNSHIP GUIDELINES

*Faculties of Communication Sciences
and of Economics
for students enrolled in a Master's Degree Programme
from the academic year 2007/08*

Art.1
Curricular
internship

1. INTRODUCTION

¹In 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.

²The 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) 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.

Art.3
Timing and
Duration

2. REQUIREMENTS

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

Art.4
Choice of
Employer

¹Students 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

¹The 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.

3. PROCEDURE

Art.6
Internship
Search

¹Students 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.).

²Having obtained their programme Director's approval, and before beginning the internship, students must inform USI Career Service in writing using the appropriate online form.

Art.7
Internship
negotiation

³The USI Career Service duly informs students of any incongruity of the proposed internship with their personal curriculum.

¹The student is responsible for negotiations regarding the internship.

²Students submit the appropriate documentation (résumé/c.v., certification, etc.) to the Employer they are applying to.

³USI Career Service assists the Employer with any complementary information and clarifications regarding the organizational aspects of the internship.

4. 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.

² 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

¹Having completed the internship, the student is expected to fill in the on-line internship report on his/her experience, covering the following aspects:

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

Art.10
Internship
certification
from the
Employer

¹The 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.

5. INTERNSHIP VALIDATION

Art.11
Dossier for
internship
validation

¹At 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>)

(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

ART.12
Limitations to
validation

²USI 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.13
Internship
extension

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.14
Master's
Director

¹Each extension of the internship or other form of collaboration between the student and the Employer lies outside the remit of the graduate internship.

6. COMPETENT BODIES

Art.15
USI Career
Service

¹The Master's Director:

- (a)decides whether each internship is pertinent with the specific Master's degree and with the candidate's personal curriculum
- (b)validates the internship, based on the documentation prepared by USI Career Service,
- (c)facilitates the search for internship opportunities,
- (d)decides on possible validation of previous internship or employment experiences,
- (e)settles any possible impediments to the internship,
- (f)decides on possible waivers to the present directives.

¹USI Career Service:

- (a)prepares and provides the relevant documentation for the internship;
- (b)promotes supply of internships from potential Employers and coordinates internship vacancies and the Masters' study programs;
- (c)receives and coordinates any paperwork related to internships completed;

(d) forwards the internship file, including an initial evaluation, to the appropriate Master's Director.

²USI Career Service does not normally conduct searches for internships on behalf of individual students (see art. 6).

7. FINAL DISPOSITIONS

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. 16
Recognition of
previous
employment /
internship
experiences

¹Previous employment activities may be accepted as internship by the Master's Director if consistent with the specific requirements and objectives of the graduate internship regulated by the present guidelines. In such cases the student is awarded the corresponding ECTS points.

²To receive full validation, the applicant must submit to USI Career Service the regular employment/internship's validation file. Having examined the file, USI Career Service will send all the documentation on to the Master's Director. The latter will then assess the candidate's previous internship / employment experience and declare whether or not it meets the appropriate validation criteria and can earn the ECTS credit points.

Art.17
Internship
impediments

¹At 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

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