INTERNSHIP GUIDELINES

INTERNSHIP WITH REPORT

– The internship is an important component in the program, it includes handing in a report and you can validate 18 ECTS

– As a general rule, an internship with report can be **validated** earliest during the third semester of the MGM programme

– But, you can submit the internship application forms and start the internship as soon as you have acquired at least 30 ECTS (see Regulations)

Stage et mémoire de stage **Art. 21**[22)] [1]Avant d'effectuer un stage prévu dans le plan d'études du master, l'étudiant doit demander l'agrément de son projet de stage auprès du comité de programme et annonce le thème de son mémoire de stage. Le stage est supervisé par un professeur enseignant dans le master et donne lieu à la rédaction d'un mémoire. En cas de refus de la demande, l'étudiant peut représenter un ultime projet dans un délai d'un mois maximum.

[2]Ne sont autorisés à effectuer un stage que les étudiants ayant préalablement acquis 30 crédits ECTS dans le cadre du master.

– Visit https://www.unine.ch/mscgem/home/current-students/internships.html for documents to download and other information

– To be validated:

- The duration of the internship is at least the equivalent of 3 full-time months
- The internship needs to be sufficiently complex, require a university degree, and be related to one or several topics covered during the master program
- It must take place in a firm or organization (SME, large company, ONG, international organization or public entity).
- There must be both an internship tutor from the company and a supervising professor from the faculty
- It must take place in a truly formal organizational context and not in a virtual firm or in a context ruled by personal arrangements
- The organization, the tasks and qualifications of the internship tutor are appreciated by the program committee before a final validation

– When you have identified an internship you wish to accept, please follow the Step-by-Step guide in the next slide. It is the responsibility of the student to properly document on due time the internship application form and other documents.

INTERNSHIP: STEP BY STEP

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Deadline to validate in Semester 3	Step	Action
Latest by August 31st	1	Find a company and a supervisor, then **submit your request** to the Program Coordinator: msc.gem@unine.ch. The request should include (documents available on website): - A description of the internship (tasks and duties) - The application form (demande d'agrement) - The internship agreement (convention de stage) - The confidentiality agreement (if applicable) The Program Director will review your application. Wait for approval
Registration in IS-Academia as any other course. Refer to the Faculty Calendar	2	**Register in IS-Academia** for the course "Internship" (18 ECTS)
	3	During or after your internship: **Write your report** according to the style guidelines
As defined by your supervisor	4	**Send the first draft** of your report, by email and pdf format, to your supervisor
As defined by your supervisor but no later than December 31st *	5	**Send the final report**, by email and pdf format, to your supervisor

As defined by your supervisor but no later than January 10	6	**Hand in the following documents** to the Program Coordinator msc.gem@unine.ch:
		- Two paper copies of the report
		- Completed forms:
		   • Validation and assessment of the thesis (supervisor hands in directly)
		   • Internship certificate
		   • Pledge of honor

*Deadlines are indicative and can be modified by the supervisor

INTERNSHIP: STEP BY STEP

Deadline to validate in Semester 3	Step	Action
Registration in IS-Academia as any other course. Refer to the Faculty Calendar	7	If the report is not turned in or if grade is under 4, register in IS-Academia for a following exam session (spring or retake session). In any case the supervisor needs to validate a report deferral and the Program Coordinator msc.gem@unine.ch needs to be notified
As defined by your supervisor but no later than May 30 (Spring) or August 15 (Aug-Sept retake)*	8	Revise your report following the indications of your supervisor and return, by email and in pdf format to your supervisor. Give to the Program Coordinator msc.gem@unine.ch: -Two paper copies of the revised thesis

*Deadlines are indicative and can be modified by the supervisor

HOW TO FIND A SUPERVISOR

– If your **internship is in the area of management** (strategy, marketing, management, human resources, innovation, startups, etc) and you would like that a professor attached to the **Institute of Management** acts as your supervisor, please send a request to sara.wenger@unine.ch. In your request you need to indicate:

  ➢ You are planning to do an internship and are looking for a supervisor
  ➢ Description of the internship

  Then a supervisor will be assigned to you depending on the topic and availability.

  Faculty members at the Institute of Management (IMN) most often require a case/teaching note format for the internship report. We will provide details on the requirements of this format on Moodle. If you have questions on the format, please contact your supervisor.

– If your **internship is in another area** (accounting, finance, information systems, economics, etc) you can contact a professor of the faculty directly.

– Discuss the content of the internship report with your advisor as soon as possible. With that in mind, you can then collect the relevant data and information "on the job."

– The focus of the report is on the knowledge transfer from academia to business practice

– It should deal with an aspect of management directly linked to your studies. It should allow you to apply the tools and concepts from your various classes in real life, and to summarize what your key learnings and takeaways are.

PREVENTING PLAGIARISM

– Upon submission of your report, you will need to sign a "Pledge of Honor"

– It is very important that you make sure your report is the result of your own work and research and that every source of information is cited properly

– The University of Neuchatel fights against plagiarism and it is possible that your report is checked to make sure that the work is your own

– We encourage you to read and visit the website:
https://www.unine.ch/seco/en/home/etudiant-e-s/prevention-du-plagiat.html