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| **Agreement on academic internship**between AAU, trainee(s) and internship host company**Student enrolled in the master’s programme in****Innovative Communication Technologies and Entrepreneurship (ICTE)**This agreement defines the framework and content of the internship. The stay substitutes 25 ECTS of the 3rd semester of the master’s degree programme. The one mandatory course (5 ECTS) (**Managerial economics and entrepreneurship)** on the 3rd semester must be taken simultaneously with the internship. |
| **Student/Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****E-mail (AAU): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Study No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Internship period: Starting from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Deadline for handing in the internship report[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Host company (full address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Company Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****AAU Coordinator: \_\_Henning Olesen (ICTE programme coordinator)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****AAU Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(contact person during the internship, responsible for examination and assessment)***Salary: The internship is ⃝ paid ⃝ unpaid** *(tick)***Insurance: The company has insurance for the student ⃝ yes ⃝ no** *(tick)*(If the company has no insurance, it is up to the student to take out one) |
| **The company’s supervision during the stay:** *[to be filled in by the company supervisor]*(Description of what the student can expect in terms of guidance and professional input. For example weekly meetings with the company supervisor, participation in review meetings, etc.)*(Insert your description here …)* |
| **Project description and assignments during the internship:** *[to be filled out by the student in cooperation with the company supervisor]*(Short description of the main project to be carried out by the student during the internship, as well as other task involvement to be expected. The project must be defined in such a way that the student’s individual contribution can be clearly identified, and the academic learning objectives for the semester can be covered to a satisfactory extent, see below).*(Insert your description here …)* |
| **Learning objectives:** The academic internship replaces the regular semester project on the 3rd semester, either:* “Advanced ICT solutions” or
* “Sustainable digital transformation”,

see the ICTE curriculum: <https://studieordninger.aau.dk/2019/17/1063>.**The learning objectives for the academic internship are described at:** [**https://moduler.aau.dk/course/2019-2020/ESNICTEK3P3N**](https://moduler.aau.dk/course/2019-2020/ESNICTEK3P3N)The learning objectives must be interpreted in the context of the regular semester project, taking into account the work environment and the tasks that are relevant for the host company. |
| **The internship report** should be written according to the general guidelines for semester project reports. It must include the following:*Scientific part (min. 2/3 of the main report):** Presentation and documentation of the main project (motivation, challenges addressed, problem formulation, methodology, theory, analysis, design, main results, academic reflections and discussion, conclusion). Any major deviations from the pre-approved project content must be explained and justified.
* The report must clearly demonstrate the student’s ability to discuss the key problems and challenges of the project in an **academic perspective**, according to the learning objectives. **Remember the rules for proper citation!**
* A particularly thorough description of one or two defined topics / areas of work that the students have dealt with during the placement in relation to the described tasks.

*Reflection part:** A short presentation of the company, field of work and organization, in particular the unit/section, where the internship takes place. How do the company and its activities match the scope of ICTE?
* Description of any additional tasks that the students have conducted and participated in during their stay.
* A conclusive evaluation of the overall internship, including reflection on the skills acquired the outcome, experience gained, and the relation between applied theory and practice.

*Appendices:** The **learning agreement** with signatures (this document)
* **A detailed diary** of activities on a daily or weekly basis, kept and maintained during the internship
* A **written statement** prepared by the host company of the internship (may also be supplied separately, when the report is handed in). The statement should include
	+ a short description of the work carried out by the student
	+ an assessment of the scientific contribution
	+ an assessment of the student’s general performance during the internship period
	+ the value of the internship from the company’s perspective
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| **Exam:**The internship report must be submitted at the end of internship period and no later than Jan. 10 (see footnote above). The report must then be defended at an oral exam (assessed with pass/fail). The exam date is agreed between the AAU supervisor and the student. |
| **Student, date and signature:** |
| **Company supervisor, date and signature:** |
| **AAU coordinator, date and signature:** |
| **Study Board, date and signature** |

Copy: Student
 Study secretary
 AAU coordinator
 Company supervisor
 Exam Office

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1. The internship period must end in time, so that the student can hand in the internship report no later than Jan. 10 (may vary slightly depending on the weekday) and complete the exam before end of January. [↑](#footnote-ref-1)