

Course NGEA51 Internship

November 2018 Ulrik Mårtensson

The aim of this course is to give possibility to gain experience from working with a private company, organisation or governmental body and apply knowledge you obtained during your studies.

The obtained working experience is a good compliment to the theoretical aspects of your studies and will improve the strength of your CV. It is also a way to make connections that may lead to employment. The department does not provide any regular Internship, but will assist to facilitate finding suitable host organisations as far as possible. Note that it is possible to do an internship as a researcher at the department or in another university environment, and that it is possible to schedule an internship during summer, between semesters.

Course requirements

You are eligible for the course if you are registered on one of the BSc or MSc programmes given at the Department of Physical Geography and Ecosystem Science. For BSc students you should have 90 credits of courses in Physical Geography and Ecosystem Sciences and for MSc students it is suitable to be in your second year of the programme.

Application for the course

Since autumn 2018 the application for the course is done directly to the department and not via "Antagning.se" or "Universityadmission.se". The application form is available at <https://www.nateko.lu.se/form/internship-masters-degree-project>.

This form has compulsory fields that may be difficult to fill in if you have not identified a host organisation at the time of application, in this case, please state **"to be decided"** and give a dummy telephone number to complete the form. Use the field **"Other information"** to make a short statement of your planned approach and intentions regarding the internship. Contact the course coordinator if you need further explanations.

Requirements for the Internship

The duration of the Internship should be **at least 8 weeks** or 40 working days (the total duration for a 15 credits course is 10 weeks). The Internship may be divided into smaller parts but it preferable to do it as one consecutive period.

The Internship should be done at a relevant organisation that has a valid and verifiable reputation and that is active in a field that is relevant for our education programmes. You should participate as a team member in the everyday tasks at the host organisation and contribute as far as your skills and knowledge permits. Your tasks should be relevant for the educational background you have.

To be accepted for the Internship course and get your credits recognised the department will require three documents that are described further below:

1. Letter of acceptance and supervision agreement from the host organisation

2. Work plan for the Internship period
3. Report from your Internship period

Letter of acceptance and supervision agreement

The first step towards an internship is to contact and connect with a possible host organisation. Once these initial contacts have been made, the department needs a written proof from your host organisation that they accept you as an intern during the period (from date; to date), and that they will provide necessary supervision during this period. This document does not need to be very formal, an e-mail from an identifiable person working at the host organisation stating the above is well enough. Ask this person to include contact information, including telephone number(s).

Work plan for the internship

The work plan should contain tentative start and end dates for the internship, location, and most important, a short description of your tasks and responsibilities during the internship. It is your responsibility to make sure that the tasks are relevant for your education and that the expectations you have on the internship period are met. The descriptions may be brief, but should be detailed enough to make it possible for the course coordinator to assess their relevance.

When the work plan has been approved by the course coordinator, you are formally accepted to the course.

As the work plan may be made long before you actually start your internship, you should inform the course coordinator that you have actually started.

Report from your internship

To achieve the internship course completely you have to write a report about the work you performed and reflect on what you learned during the internship period. The suggested format for the report is 2 to 5 pages. It should not describe in detail what you did every day, and do not have to describe the exact content and results. The style of the report is preferably not too technical. You are also required to write a short summary of about 250 words for publishing on our web, see the existing examples.

Submit your report and summary to the supervisor/contact person at your host organisation and once approved she or he should confirm this to the course coordinator and you hand-in the official final version. Once the report is approved by the course coordinator, your achievement of the course will be registered in LADOK.

Internship abroad

If you do your internship as part of your studies and when you are registered on the course NGEA51, you will have insurance through the Kammarkollegiet STUDENT UT insurance which is internationally valid. More information can be found here:

<http://www.kammarkollegiet.se/forsakringsavdelningen/studentforsakring/student-ut-dig-som-ska-studera-utomlands>

Travelling abroad, but inside EU, you will need to have a card from **'Försäkringskassans Europeiska sjukvårds-kort**, which can be obtained from www.forsakringskassan.se. For this you will need the Swedish personal registration number (not the student number). Details regarding international students are not available now. The card covers a medical care that is comparable to the Swedish medical care and the STUDEN-UT insurance covers other parts of medical care.

Erasmus, SIDA scholarships and others

Important if you consider an internship abroad is the option of applying for an Erasmus scholarship. The scholarship is paid after you finished your intership and a limited number is available per year. Time to process the applications is about 3 weeks. Information i Swedish:

<http://www.lu.se/studera/studera-utomlands/praktisera-utomlands>