

AP in Service, Hospitality and Tourism Management

To ensure the quality of the internship, different aspects have to be taken into consideration before, during and after the internship.

What do we require from an internship company?

Resource capacity

An internship company must have sufficient resources in order to offer a student an internship. Generally, Business Academy Aarhus has experienced that a company with only one employee, in which the student accounts for the owner's entire production capacity, does not fit the internship concept, just as it is not optimal that a company bases its operation solely on interns each semester.

Number of employees

The size of an internship company determines the number of interns the company may have. A company with 5 employees or less is allowed to have one intern. The number of interns should not make up more than half of the employees.*

However, when the quality of the internship is assessed, the following aspects are taken into consideration as well:

1. Do the tasks have professional relevance and do they provide the student with a good foundation for learning during the internship period?
2. Is there a professional with competencies within the intern's field who will be an adviser committed to the individual intern?
3. Are the work assignments specific and varying?

The internship coordinator is always willing to discuss the above with the company.

Insurance

If the internship takes place in a company in Denmark, the internship is covered by the act on worker's compensation (lov om arbejdsskadesikring), cf. ministerial order no. 185 from 23 February 2017, and by the act on liability for damages (lov om erstatningsansvar). This means that if the internship takes place in a company in Denmark, the student is covered by the company's worker's compensation and liability insurance.

If the internship takes place in a company outside Denmark, then it is the student's responsibility to examine and assess whether he or she can be covered by the company's insurance. In cases where the student is not covered by the company's insurance, the student must ensure that they have the necessary insurance. The duty to insure also applies to associations and sole proprietorships that do not already have employees.

Language

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Work facilities

The internship company must have a physical place of work and must allocate a workstation with everything that is required to enable the student to carry out work for the company.

Status meetings

The internship company must allocate resources for status interviews with the student during the internship period to ensure that both the company and the student benefit as much as possible from the internship and that the expectations of both parties are met.

Depending on the nature of the tasks, the time of the internship and the daily contact, the parties should expect to hold status interviews regularly.

Nice to know

The financial obligations of an internship

The internship is unpaid and the company has therefore no financial obligations towards the student. However, the company may give the student a 'token' payment of up to 3000 DKK per month.

In addition, the company has the possibility to contribute to the intern's documented costs related to the internship, such as telephone, transport, travel insurance, flights, etc. These contributions do not affect the student's SU.

Read the applicable rules for 'Internships and SU' on www.su.dk (this is only available in Danish).

This is valid for internships in both Denmark and abroad.

The internship period

The internship period is 10 weeks with a 37-hour working week.

During the internship, the student must prepare one assignment, which the company is expected to support. This is the internship report in which the student reflects on the degree to which he/she has met the learning objectives through the work performed. The student is expected to prepare this assignment concurrently with the internship. The internship report is due in November.

In continuation of the internship

Occasionally, students prepare their final exam project with and for the internship company in continuation of their internship.

In this case, it is the company's and the student's responsibility to draw up an agreement for cooperation in this period. In the agreement, the company and the student must be aware of the insurance practicalities.

The final exam project

In the final exam project, the students must come up with solutions for relevant practical issues using relevant analysis and theory. The problem statement must be agreed between the company and the student.

The final exam project is due at the end of January.

Additional information

Throughout the internship, the student is associated with a supervisor appointed by the Academy. If questions arise regarding the process, the collaboration or the tasks performed by the student, the supervisor will be available and prepared to visit the company to discuss matters in a meeting.

Upon completion of the internship, both the company and the student are asked to assess the internship, which is very important to ensure ongoing improvement for both the programme and the internship.

*This is an exception in e.g. start-ups where a company with few employees may have a sufficient number of development projects or ongoing innovation processes for the learning objectives of an intern to be fulfilled.