

Service, Hospitality and Tourism Management programme

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

Requirements for internship companies

Resource capacity

An internship company must have sufficient resource capacity to offer the intern. We have 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 ideal that a company bases its operation solely on interns each semester.

Number of employees

To ensure the quality of an internship, generally, an internship company can only have 1 intern from Business Academy Aarhus per 5 employees and the number of interns should not make up more than half of the employees. *

However, the following aspects will be considered:

- Do the tasks have a professional relevance and do they provide the student with a good foundation for learning during the internship period?
- Is there an academic adviser committed to the individual intern?
- 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 23/2/2017, and by the act on liability for damages (lov om erstatningsansvar). This means that it is the internship company's responsibility to insure the intern, as the company insures all the other employees.

The duty of insurance also applies to associations and sole proprietorships that do not already have employees.

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.

Work facilities

The internship company must have a physical place of work and must set aside a physical working space with what is needed to ensure that the intern can perform the practical tasks for the company. If the student is in an internship in their own company, the internship is physically placed at Sønderhøj.

Status meetings

The internship company must devote resources for status meetings with the intern during the internship period in order to ensure that both the company and the intern get the full benefits of an internship, as well as to ensure that expectations match. Depending on the nature of the tasks, the internship period and the daily contact, status meetings must be held continuously.

The internship supervisor from the Academy will attend one of these meetings online.

Good to know

The financial obligations

The internship is unpaid. The company therefore has no financial obligations to the student. However, the company can choose to give the student financial appreciation of up to DKK 3000 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 more on www.su.dk, only in Danish).

This applies to both internships in Denmark and internships abroad.

The internship period

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

During the internship, the student must prepare a logbook. Students must note the tasks that are required and reflect on the relationship to the programme's theory and learning. During the first half of the internship, a 15-minute online meeting will be held between the intern, internship supervisor and contact person at the internship company. The student is responsible for organising this meeting.

In continuation of the internship

The internship ends with an internship exam, where the student must reflect on the achievement of his or her learning objectives based on the logbook's notes. The logbook and a PPT with reflections which will be used for the internship exam must be submitted ultimo October.

The final exam project

In the spring semester from March to June, i.e. about six months after the end of the internship period, the student must prepare a final exam project. If you want the student to work with something for you, then it is a good idea to arrange this before the internship ends. If the final exam project is prepared in cooperation with the internship company, the students must come up with solutions for relevant practical issues through analysis and theory. The problem statement must be agreed between the company and the student.

Additional information

The students have a supervisor, appointed by the Academy, during their entire internship. Should any questions arise concerning the process, cooperation, or the tasks the students perform, a supervisor will be available for a meeting at the company, via telephone or online.

After the internship, both the company and the student will be asked to evaluate the internship, this is very important for the continuous improvement of the programme and internship period.

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