



# Bachelor in Nature and Agricultural 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 erstatningssansvar). This means that if the internship takes place in a company in Denmark, the student is covered by the company's worker's compensation insurance and liability insurance.

The duty to insure 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.

### **Language**

If the internship takes place outside Denmark, at least one contact person in the company must speak English.

\*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.



### Work facilities

The internship company or site has no obligation to provide personal equipment, so the student must bring their own helmet, safety footwear, protective equipment etc.

### Resources during the internship period

- A list of work tasks that must be performed in order to achieve the goals must be made in cooperation between the student and the company
- It is not possible to give an actual figure for the company's overall workload during the internship. The workload is usually high at the start of the process as the students only have a modest insight into the daily routines and tasks. However, the student will require a coach or mentor throughout the process who can act as a source of information in connection with the student's work.

### 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](http://www.su.dk) (this is only available in Danish).

This is valid for internships in both Denmark and abroad.

### The internship period

The internship is in the 3rd semester must be 10 weeks in total in the period August – November.

During the internship, the student must prepare an internship report, which the company is expected to support.

The student must use their internship as the starting point for their bachelor project and must, among other things, use the process to gather empirical data as documentation for their bachelor project. At the same time, the intern must work with practice-orientated issues in the company.

If the bachelor project is written in in the company 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.



### **Additional information**

In connection with the internship, each student is allocated one of the Academy's teachers as a supervisor who, if at all possible, will visit the company during the internship period

The student's academic supervisor at the Academy or the Internship Coordinator must be involved in the preparation of the internship agreement

The company organises with the students how the internship debriefing can be conducted.

After the internship period is completed, it will be appreciated if the company prepares a letter of reference for the students.

### **Evaluation of the internship**

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

### **Internship in own company**

For an internship in the students' own company, a workplace/office is required. The students must have a desk in a 'growth environment.' This can be a small or medium-sized entrepreneurial company or it can be in an 'incubation' environment etc. The Academy can help you find a place, but it is first and foremost the student's responsibility to find a proper place before you hand-in your final application for an internship.