Course coordinator: 
Katarina Lagerström

Course administrator: 
Sara Bladby

Internship e-mail: internship@fek.uu.se

Internship homepage: 
http://www.fek.uu.se/student-en/master-programmes/internship

Find you way through the FEK homepage: 
Fek.uu.se – Student – Master Programs - Internships
Important dates

• **April 15, 2020**: Last day for handing in a “Letter of interest”

• **May 22, 2020**: Preferred day to hand in your contract, and also the last day in case you would like to be registered in June and get a letter of admission in June

• **August 17, 2020**: Extended deadline, but the very last day to hand in your contract in case you would like to do an internship starting no earlier than August 31.

• Internship takes place during the Fall semester 2020, starting no earlier than August 17.
• The internship must be 20 weeks and take place during the semester period!
Important precautions

• Apply for courses besides the internship due to the unsecure job market
  – Apply for the courses on www.antagning.se or www.universityadmissions.se
  – But do not forget do unregister in case you get an internship position
  – For more information see https://www.fek.uu.se/student-en/master-programmes/application-within-the-master-programmes/
• Apply for CSN-support for the study year of 2020-2021
There is a job market on the homepage, where companies advertise their internship positions!

http://www.fek.uu.se/student-en/master-programmes/internship

- Find an internship position on your own
- Internship at the Department of Business Studies, contact your track coordinator or a professor in your field.
Internship work

• **Shadowing**: You are to follow the supervisor/sponsor to meetings and everyday work in order to see how the work is conducted.

• **Daily work**: During the period you will most likely become involved in the daily operation at the host organization. This responsibility often grows gradually during the semester.

• **Special task**: It is good if you make sure to have a special task that goes beyond the daily routines at the organization. In other words this task is of importance for the organization but might be categorized as “nice to know” rather than “need to know”, at least at the moment.
Feedback during the semester

- You will hand in two reports during the semester;
  - One half-time report (approx. 5 pages)
  - Half-time seminar: (late October) taking place at the same time as the introduction to the Master thesis process
  - One final report (approx. 10 pages)

- Focus is on the connection between theoretical knowledge and skills