



Guidelines for the integrated practical internship (IPS) for the Bachelor degree course "Business Administration"

1. Basic structure and objectives of the IPS

The IPS contains two modules, the "internship seminar" and the actual "internship". The "internship seminar" serves as a preparation for the "internship" itself and is completed in the 4th semester, with the actual "internship" being completed in the 5th semester.

The "internship" must comprise at least 80 full-time net working days (excluding sickness days, holidays or other missed days) and is to be completed in a company with sufficient sector-specific organisational depth.

The educational programme for the "internship" is to be developed by the host company offering the internship in accordance with the guidelines for the IPS. The IPS regulations are thus an integral component of every internship relationship.

The university pursues the following objectives through the "internship":

1. The interns should learn about processes that are typical for the company and be integrated into the company's "day-to-day business". The university expects that the tasks assigned to the intern as part of this "day-to-day-business" should vary during the internship so that the intern has the opportunity to learn about a broad range of tasks and that the tasks assigned to the intern reflect the level expected of a university degree course.
2. The knowledge already gained by interns in their studies so far should be reflected by them in regards to the approaches practiced in the host company and this knowledge should be broadened and expanded in the process.
3. The intern must analyse a core task from his/her direct working relationship in the host company, i.e. the approach(es) necessary for carrying out this task:
 1. Describe the status quo, 2. Carry out a critical assessment (advantages and disadvantages), 3. Develop alternative procedures and 4. Evaluate the described procedures.

A core task is defined as a task that is central to the spectrum of tasks carried out in the department where the intern is employed, which requires a series of consecutive steps in order to be completed and for which there is a justifiable expectation that improvement potential exists. It is not, however, necessary for this to be an innovative task or that the intern has been assigned the job of independently carrying out this task.

In addition, the individual analysis steps for the core task are to be documented in a corresponding written paper (set down in accordance with the basic rules for academic work). This written paper forms the basis for the oral examination for the IPS which follows the "internship".

The analysis of the core task should, in particular, train the student's abilities to reflect and transfer their theoretical knowledge (use and transfer of theories and methods of business studies to concrete practical issues).

As the analysis of a core task is a challenging activity, the company providing the internship must offer sufficient time for this to be completed. Therefore, the university recommends that after an initial induction and instruction period lasting approx. 8 weeks, during which the intern learns the tasks involved in the company's "day-to-day business", at least 20% of the working time in the subsequent phase of the internship should be made available for the intern to analyse the core task. The remaining 80% of the working time can then continue to be used for tasks involved in "day-to-day business".

2. Type and scope of the support offered in the context of the IPS

1. The "internship seminar" serves as preparation for the subsequent "internship". Support is ensured through the lecturers responsible for the seminar.



2. The "internship" is monitored on behalf of the university by the Internship Officers (see below), in terms of its basic progress, and by an examiner who is assigned by the Internship Officers and is responsible for the oral examination to be completed by the students: the students are informed about the appointed examiner in good time.
3. The responsibility of the Internship Officers (including mutual stand-in cover) is as follows:

Initial of the student's surname
A-L:
M-Z:

Prof. Dr. Treutlein
Prof. Dr. Schmidt-Endrullis

3. Chronology of the internship

3.1 Applying for an internship

Every student is personally responsible for applying for a suitable internship.
The degree course is not subject to any obligations.

It is recommended that the application for an internship position in Germany (abroad) is made approx. six (twelve) months before the planned start of the internship.

"Internship" places can be found using the following sources:

- Relevant notices on the degree course notice board
- Company internet sites
- Special internship/job fairs
- Special organisations for student exchanges, such as AIESEC
- On the list of past internships kept in the secretary's office

3.2 Approving the internship

An "internship" must be approved by the responsible Internship Officer before it begins. Approval is generally only possible when the duration of the internship contract comprises at least the minimum 80 full-time working days required by the university. However, as holidays and sick days may arise during the course of the internship and these cannot be counted as working days, a contract period of at least 20 weeks is recommended. If an "internship" has been completed with less than 80 full-time working days then it will be graded as a fail and must be repeated. The responsibility for achieving the minimum duration of 80 full-time working days and providing proof is borne by the student.

A second prerequisite for the approval of the "internship" is the completion of the Bachelor degree intermediate examination. However, as a student has the opportunity, on the one hand, to still take uncompleted examinations in the semester directly before their "internship" and, on the other hand, an internship contract agreed with a company should be respected, the following guideline applies:

An "internship" will only be approved when a maximum of two uncompleted modules or module examinations from the student's basic course are still outstanding.

In order to receive approval, the student must submit a duplicate of their internship contract, a job description for the internship, a current overview of their grades and an e-mail address, where the student can be contacted for the duration of their "internship, to the secretary's office. The deadlines for this to take place are: At the latest on the 15th January for an "internship" in the following summer semester and at the latest by the 15th July for an "internship" in the following winter semester. In exceptional cases, a relevant extension to the deadline can be applied for in writing through the secretary's office when the student can demonstrate circumstances that are beyond their control.

The completion of an "internship" in a non-English speaking country is only possible when the relevant student possesses the required language skills. Plausible proof of these language skills is to be provided via relevant documentation.



Once the above-named documentation has been submitted, the responsible Internship Officer checks whether all of the prerequisites have been filled for the internship to start and informs the student of this fact and of the date for the submission of the intermediate report via the e-mail address provided by the student.

3.3 Completing the internship

The proper progress of the "internship" is monitored by the responsible Internship Officer. As a general rule, the objective here is to guarantee an "internship" offering the highest possible quality.

In this context, the students are required to submit an intermediate report by the relevant fixed deadline (exactly 7 weeks after the start of the relevant "internship") on a predefined form provided by the university by e-mail to the following address: IPSBWL@hs-albsig.de. The intermediate report clearly detail which tasks have been assigned to the student up to the submission date for the report, what future tasks the student will assume, as well as the core task that the student has selected for analysis. In general, the university expects that the level of the tasks and the degree of independence in carrying out the tasks will increase over the course of the internship.

The intermediate report is to be signed by both the student and the responsible departmental manager.

Non-compliance with the above-named submission deadlines is equivalent to the late performance of an examination requirement and results, therefore, in the "internship" being graded as a fail.

On the basis of the core task named in the intermediate report, the Internship Officer assigns the students to the relevant 1st examiner for the oral IPS examination.

In the further course of the "internship", an internship colloquium (= 1 complete day at the university) takes place at the university. As a rule, this takes place in November for the winter semester and June for the summer semester. The students are invited to this event by e-mail approx. four weeks in advance. The internship colloquium takes place according to the following structure:

Morning:

- Colloquium in small groups with the assigned 1st examiner for the oral IPS examination.
- Every student holds an approx. 30 minute presentation in their small groups that deals with the two topics named below. Approx. 20% of the time available for the presentation should deal with topic 1 and approx. 80% with topic 2.
- Topic 1: Short introduction about the host company including the department in which the student is employed and the tasks that the student has completed there up to this point.
- Topic 2: Presentation of the status quo for the core task to be analysed by the student. Insofar as the 1st examiner deems it necessary, he may modify the theme proposed by the student.

Afternoon:

- Informal exchange amongst students regarding their experiences of the "internship".
- Opportunity to take advantage of a consultation meeting with the Internship Officer (in this case, a time is to be agreed by e-mail with the responsible Internship Officer at least 1 week before the colloquium.).
- Discussion including the responsible Internship Officer, the 1st examiner for the oral IPS examination and the respective students, insofar as the presentation in the morning has revealed qualitative problems in terms of the completion of the "internship".

Participation in the Internship Colloquium is compulsory. A requirement for attendance by the student in the host company due to business reasons cannot be used as an excuse for non-participation. However, the responsible Internship Officer can exempt a student from participation in the colloquium insofar as the travel expenses are deemed to be unreasonable. In this case, the student must send the presentation to be created for the colloquium by e-mail to their 1st examiner for the oral IPS examination and obtain approval from the examiner for the oral examination theme (core task).



3.4 After completion of the internship

After the "internship" has been completed, the following documentation is to be submitted to the secretary's office at the latest by the first week of lectures in the semester following the "internship". In addition, participation in the examination is to be confirmed by signing the relevant "yellow grades list".

1. The final report for the internship countersigned by the company.
2. The written paper for the selected core task as a basis for the oral examination.
3. An activities report or a written reference showing the type and content of the activities, start and end of the internship, the number of completed full-time working days, alternatively stating the days missed due to holiday, illness or other reasons.
4. internship certificate.

The final report for the internship and the written paper for the oral examination are to be submitted as separate copies.

Non-compliance with the above-named submission deadline is equivalent to the late performance of an examination requirement and results, therefore, in the "internship" being graded as a fail.

The following is sufficient in order to comply with the deadline:

1. Submission of a final report for the internship that has not yet been countersigned by the company.
2. Submission of the written paper about the selected core task.

A countersigned report, internship certificate, as well as a written reference from the host company are then to be submitted as quickly as possible without being asked.

The final report for the internship should document over approx. 10 pages, in which company and in what department the student was employed (approx. 3 pages), as well as the fields of activity the student learnt in the host company, what tasks the student carried out there and in what form (approx. 7 pages).

The written paper about the selected core task should have a length of approx. 10 pages. It is expected that the documentation is created based on relevant literature, insofar as this exists in the context of the selected topic. In addition, the written paper is to be completed according to the following basic structure:

- A. Presentation of the status quo for the selected core task (approx. 2 pages)
- B. Critical assessment (advantages and disadvantages) of the presented status quo (approx. 2 pages)
- C. Presentation of alternative procedures to realise the selected core task (approx. 3 pages)
- D. Evaluation of all presented procedures based on the existing company/department objectives (approx. 2 pages)
- E. Summary (approx. 1 page)

3.5 Oral examination

The oral examination takes place from approximately the third week of lectures in the semester following the "internship" and relates to the core task, including its specialist environment, selected by the relevant student and, where required, modified by the 1st examiner. The allocation of examiners to the students and the dates for the oral examination are announced in a separate notification.

In the case of the student withdrawing from the oral examination due to good reasons, the Chairman of the Examination Committee will determine a date for the examination to be retaken. If the new date issued for the examination can also not be attended due to good reasons then a new date for the examination will be issued in the following semester.

4. Awarding grades

The grade for the "internship seminar" module (4th semester) counts towards the final grade for the IPS with a grade weighting of 1, as do the written paper for the oral IPS examination (also with a grade weighting of 1) and the oral IPS examination (with a grade weighting of 2). The final report for the internship is not graded but rated as either passed or failed. The final report for the internship is graded as a "fail" when the level of tasks completed in the internship are rated as insufficient. If this is the case, the "internship" must then be repeated.

5. Recognition of periods of vocational activity in the internship

Periods of training or other vocational activities carried out by a student cannot be recognised as part of the "internship".

6. Insurance and holiday during the internship

Students completing an "Internship":

- are insured against occupational accidents by law (Article 539 No. 14 c and d RVO).
- are subject to the legal compulsory health insurance for students; exemption from this is available in certain cases. Information on health insurance for students is issued by all statutory health insurance providers.
- are exempt from being insured within the statutory pension scheme, as well as from unemployment insurance (verdict of the Federal Social Court 12 RK 10/79 from 17.12.1980).
- have no entitlement to holiday. The host company may, however, grant a period of leave from work. The student is responsible for ensuring, after deducting all missed days including those due to illness, that the minimum requirement of 80 full-time working days is fulfilled.



Internship office I
Prof. Dr. Treutlein



Internship office II
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