



PREAMBLE

- Students in the Master's program in Business Analytics at the Geneva School of Economics and Management (GSEM) are requested to complete an internship with a **minimum duration of 10 months** after completing 60 ECTS among the core courses of the first part and the complementary program, with the agreement of the Scientific Committee.
- The purpose of the internship is to enable the student to apply the knowledge acquired during her/his studies in the Master's program and to prepare her/him for the working world.
- Within the host company/organization, the student is placed under the direction of the internship supervisor.
- Toward the end of the internship, the student is required to write an Internship Report that describes the activity during the internship.

INTERNSHIP FIELD OF APPLICATION

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SHORT PROJECT DESCRIPTION (INCLUDING BUSINESS OBJECTIVES)

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SHORT-TERM GOALS OF THE PROJECT (I.E., FOR ONE SEMESTER)

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LONG-TERM GOALS OF THE PROJECT (I.E., FOR TWO SEMESTERS)

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EXPECTED OUTPUT OF THE PROJECT

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STARTING AND ENDING DATE OF THE INTERNSHIP PROJECT

SPECIFIC REQUIREMENTS AND/OR SKILLS (IF ANY) WITH REGARD TO THE CANDIDATE

ADDITIONAL COMMENTS AND/OR INFORMATION

Responsibilities of the Three Parties

THE COMPANY/THE ORGANIZATION

The company/organization hosts the intern and provides the intern with the necessary means to achieve the goals of the internship. Particularly, the host company/organization should:

- Appoint a qualified and experienced supervisor who is in charge of guiding and advising the intern.
- Inform the intern about the objectives the intern must reach.
- Provide the intern with the necessary tools and instruments to achieve the task(s).
- Hand over an internship certificate upon successful completion of the internship.
- Inform the intern and the GSEM supervisor if any substantial modifications of the original internship plan occur.
- Obtain a work authorization if the intern is a foreigner in the country where the internship takes place.
- Comply with the applicable legal standards during the internship.

The company/organization defines the terms of engagement and remuneration (if any) by taking into account the internship's specificities and objectives, as well as the intern's specific abilities and skills.

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The GSEM defines the general internship objectives. The GSEM supervisor is responsible for:

- Verifying that the internship's objectives and content satisfy the academic and professional requirements of an internship at the GSEM.
- Evaluating the internship certificate of the company/organization.
- Validating the internship report of the intern (Internship Report)

THE INTERN

The intern commits to:

- Fulfil the tasks of the internship with utmost care and diligence.
- Conform to rules and internal directives of the company/organization.
- Behave with integrity and discretion concerning all confidential information of the company/organization and to respect any obligation of confidentiality defined by the hosting company/organization.
- Respect the specific requirements of the Master in Business Analytics at the GSEM.
- Write an internship report (Internship Report).