

INTERNSHIP GUIDELINES

MASTER OF SCIENCE IN MANAGEMENT

The purpose of an internship is to provide an opportunity for GSEM Master of Science in Management students to acquire work experience and to apply the knowledge and skills learned during the program in real world questions and problems.

The internship guidelines

- The internship is open to students who have successfully completed the first year of the Master program. In accordance with the study plan, Students can start an internship after having achieved 60 ECTS credit points. The internship may be conducted in Switzerland or abroad, in a Swiss or a foreign company.
- The content of the internship can vary with respect to content and tasks. Typically, the hosting company/organization has a specific problem and the student is assigned to analyze and/or find a solution for the respective problem.
- A student, who intends to pursue a career in research or doctoral studies, can replace the internship in a company by an internship as a research assistant with a professor at GSEM. It is contingent on the approval of a GSEM professor. It is also possible to conduct the internship as a research assistant in a Swiss or foreign university.
- Students are required to work full-time in their internship for a minimum duration of 16 weeks. It is possible to extend the duration of the internship to a longer period, upon agreement of both parties, student and company and within the time limits of the student's Master Program.
- An internship in a part-time position with a longer duration cannot replace a full-time internship, unless approved by the Scientific Committee.
- Master of Science in Management students are required to undertake the necessary steps to find an internship by their own means. GSEM is not involved in any recruitment services, but may occasionally forward internship offers provided by external companies.
- The hosting company/organization defines the terms of engagement and retribution by taking into account the specificities and the objectives of the internship, as well as specific abilities and skills of the intern.
- The Company must provide an apt and experienced supervisor for coaching the intern. The supervisor's name and position is to be reported on the internship agreement form.
- The internship has to fulfill the requirements stated in the agreement form. All three parties, the company, the representative of GSEM and the student, must agree on the details before the start date of the internship.

The process

After successful completion of the first year (60 ECTS), the student has the possibility to use the supportive tools of GSEM to find an internship in a company or other organization.

Once the student has found an internship and before the start date, he must download the “**agreement form**” from the website. This form should be accepted and signed by the student, the internship supervisor and a GSEM Professor. The student must forward the fully signed agreement form to the Program Coordinator or deposit it at GSEM Student Services office. The agreement form gives the student a recognized status within the company. If required by the OCPM (Office Cantonal de la Population et des Migrations) or by the host company/organization, a copy of the agreement form may be provided. The original form remains the property of the University of Geneva and cannot be considered as a work contract.

If the internship is not accepted by a GSEM Professor, this means that the internship does not satisfy the GSEM requirements. In this case, it will not be accepted as part of the student’s study plan and no credits towards the Master of Science in Management will be validated. The student should find a new internship that fulfils the GSEM requirements. Once the new internship is accepted, the student has the permission to start working.

Before the end of the internship, the student prepares an internship report. The internship report should contain 4 pages (Arial 12, 1.5 spaces) of text and should describe the program of the internship (mission, objective, duties, etc.). As next step, the student downloads the form “**internship certificate**” and attaches his written internship report to this form. This form should be signed by the student and the company supervisor. With this report, both parties thereby confirm the correctness of the information stated on the internship certificate and in the internship report. The student should hand in the internship certificate with the attached internship report to the GSEM Professor who will carefully verify if the internship satisfies the GSEM requirements. Once the Professor has approved the internship, the student is informed by email. With this final approval, the internship accounts for 15 credit points for the student. The “**internship certificate**” should be sent to the Program Coordinator or be deposited at GSEM Student Services office.

Internship and Master Thesis

The internship and Master Thesis are two independent requirements for the completion GSEM Master of Science in Management program. If desired, the student can write his thesis together with the host company, but please note that the master thesis does not represent an extension of the internship report. In the Master Thesis, the student should demonstrate his ability to work scientifically and should produce an original piece of scientific work.

Once the student has completed both the Internship and the Master Thesis, he/she has met the requirements for graduation with the acquisition of 15 ECTS for the internship and 15 ECTS for the master thesis.