



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 two semesters** after completing the first year of the Master's program with 48 ECTS credit points.
- 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 ("**Master Thesis Report**") that describes the activity during the internship.

STUDENT	
Last name (Ms./Mr.):	First name:
Email: @etu.unige.ch	Registration No.:
Mailing address:	Tel. No.:
Name of the project:	

COMPANY/ORGANIZATION
Name:
Mailing address:
Website:

INTERNSHIP SUPERVISOR WITHIN THE COMPANY/ORGANIZATION	
Last name (Ms./Mr.):	First name:
Job title:	
Email:	Tel. No.:
Mailing address:	

INTERNSHIP SUPERVISOR WITHIN THE GSEM (IF KNOWN)	
Last name (Ms./Mr.):	First name:
University title:	
Email:	Tel. No.:
Mailing address:	

INTERNSHIP FIELD OF APPLICATION

SHORT PROJECT DESCRIPTION (INCLUDING BUSINESS OBJECTIVES)

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

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

EXPECTED OUTPUT OF THE PROJECT

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 ("**Master Thesis 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 ("**Master Thesis Report**").

Please send the completed document to the GSEM Student Services, Uni Mail, 3rd floor, Office 3287A, or by email to gsem-business-analytics@unige.ch.