



AALBORG UNIVERSITY
DENMARK

Aalborg Universitet

Internship Guide, CCG 2013

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Publication date:
2013

Document Version
Early version, also known as pre-print

[Link to publication from Aalborg University](#)

Citation for published version (APA):

Klausen, J. Z. (2013, Mar 1). Internship Guide, CCG 2013. Aalborg University, CGS department.
<https://www.moodle.aau.dk/mod/resource/view.php?id=79802>

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Internship Guide: 'Culture, Communication and Globalization' Programme

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1. Goals and organization:

In the 'Culture, Communication and Globalization' programme the internship is placed on the 9th semester. The purpose of the internship is to acquire:

- Knowledge and understanding of:
 - one or more areas of the programme disciplines through encounter with a specific, relevant context
 - how theoretical knowledge of international and/or intercultural processes can be used to reflect upon selected issues of practical relevance
- Skills and competences in:
 - entering into disciplinary and cross-disciplinary cooperation within an organisation
 - managing work and development situations in international or intercultural environments, which are complex, unpredictable and require new models for problem solving.
 - producing independent and focused analyses of issues within one or more of the disciplinary areas of the programme through investigations in the internship organisation

During the internship you will be working on achieving the above goals by:

- working through an internship portfolio on a set of problems relating to your internship and to academic literature;
- approaching these problems from an international/intercultural perspective based on the knowledge that you have gained through your CCG studies;
- documenting your work in an internship organization through writing an experience report.

The portfolio, which is comprised of three response papers, must be written within the chosen stream of specialisation or in the cross-cutting generalist stream and have an international/intercultural perspective.

The portfolio is an individual examination which you must write and submit individually, i.e., not as a group. Your internship portfolio will be evaluated by your supervisor and an internal examiner and graded according to the Danish 7-point scale (see paragraphs 3 and 6 of this guide for detailed descriptions of the internship portfolio assignment and internship examination).

The experience report must describe your internship place and tasks and account for your experiences during your stay. The experience report should be submitted separately from the portfolio. It will not be evaluated or graded, but your internship portfolio will not be accepted without the submission of an experience report (see paragraph 4 and 6 of this guide for detailed descriptions of the internship experience report and internship examination).

During your internship you can count on four meetings (physical or virtual) or major mail correspondences with your supervisor - on the condition that you meet the deadlines on that you have agreed upon with him/her (see paragraph 5 of this guide for a detailed description of internship supervision).

2. Schedule

- Before your internship starts:
 - Apply for a supervisor via an application form available on Moodle under the *9th semester* heading by the deadline announced on Moodle. You can apply for a supervisor before you have found your internship position.
 - Find an internship. Finding an internship is your responsibility. Activating your social network, searching through newspaper job advertisements and using Internet job search engines are some of the ways to find an internship. However, the International Office can also provide you with a list of organizations that you can approach. In addition, please keep an eye on the internship announcements distributed by the CCG secretariat through Moodle and advertised via AAU's jobbank <http://jobbank.aau.dk/?lng=eng>.
 - Have your internship approved (see paragraph 7 for information regarding approval of your internship).
 - Get your internship contract ready and have it signed (see paragraph 7 for information regarding the internship contract).
 - Prepare for travel (see paragraph 8 for information on practical aspects of the internship).
 - Have your first supervision meeting (see paragraph 5 for a detailed description of internship supervision).
 - Attend internship meetings with the 9th semester coordinator and with the International Office, which take place during the 7th and 8th semesters (dates are announced on Moodle), for more information on these and other issues connected to the internship semester.

The order in which these steps are taken may vary from one student to another but all of them must be completed before you begin your internship.

- During your internship
 - Your internship must start before October 1.

- After your internship starts, you will have three additional meetings (face-to-face, or electronic correspondences) with your supervisor to discuss the drafts of your response papers.
- You must register for the examination in STADS between the 15th of September and the 1st of October, using this link: <http://www.students.stads.aau.dk/>.
- You may not stretch your internship over several semesters.
- If you choose to accept an internship position starting before the 8th semester's examinations have been completed it is your own responsibility to get back to Aalborg and AAU to take your examinations. We do not allow for examinations via skype or videoconferencing. Due to the logistics of having to schedule examinations with examiners, requests for postponing examinations will not be granted.
- Remember that the duration of the internship is, at minimum, three months of full time work (at least 37 hours per week).
- You may take an internship with a duration of up to six months. However, regardless of when your internship ends, you will have to submit your internship portfolio on the submission date announced on Moodle.
- You may have only one internship period and examination registered in your degree diploma.
- You may either have an internship or a semester at another study programme registered in your degree diploma.
- As a result of your internship
 - Submit your portfolio and experience report on the submission date set in the relevant semester and announced on Moodle.
 - If you have registered for the internship examination and then fail to submit your internship portfolio on this date or if you discontinue your internship you will use one examination attempt. You can sign up for a new examination in the next ordinary examination period. However, you will not have a supervisor assigned the second time you register for an examination and you will not receive feedback/supervision during your internship and work on the response papers, even if you have not used (all of) the supervision hours made available to during your first attempt.
 - You may be granted an extension for the submission deadline of your internship portfolio only on the basis of documented illness.
 - All previous examinations must be passed before you may commence MA thesis writing. This means that if you fail to pass your internship examination, your thesis examination attempt will be halted and any assigned supervision withdrawn.

3. Internship portfolio assignment

The internship portfolio assignment consists of three response papers that you should write based on academic texts of 600 pages in total. The maximum length of the total portfolio is 20 standard pages, excluding bibliography, appendices and title page/pages but including foot notes. Each response paper should include a bibliography, stating clearly how many pages it covers in total and how many pages are covered by each text included in the bibliography. If you do not make use of the whole book/article,

identify the pages/chapters that you do use. The literature should include only scholarly writings (journal articles, book chapters, etc.). Data used in the analysis should not be referenced in the bibliographies but included in the appendix to the response paper for which it is used.

During your work on the portfolio, your supervisor will read each of the response papers once, and you will have one meeting or electronic exchange to discuss each of the drafts and your supervisor's feedback on it (on the condition that you submit your drafts by the dates on which you have agreed with your supervisor). However, you are expected to work on each of the papers throughout the entire duration of your internship by revising the drafts of the papers based on your supervisor's comments, discussions during your supervision meetings, your work on the relevant academic literature, your internship experiences, etc. Your portfolio grade will be based on the final versions of the three response papers (see paragraph 6 of this guide for a detailed description of the internship examination).

1. The first response paper should be based on a minimum of 300 pages of text and have a maximum length of five standard pages.

The first response paper must include a short presentation of academic texts (a minimum of 300 pages) and your initial problem formulation. You should identify some fields of academic research that are relevant to your internship and give an account of theories and/or studies which have dealt with similar or otherwise relevant issues. Relevance can be broadly defined here as relevance to, for example, the internship organization, to the tasks with which you work during your internship, to the cultural and political contexts of the internship place, to international and global issues with which your workplace is concerned, etc. Based on this general discussion, formulate a problem on which you expect to focus during your internship and in your portfolio. The problem formulation is *preliminary* (which means it can be revised or changed later, during the process of writing the remaining parts of your portfolio) but must include an international/intercultural perspective. Include reflections on the ways in which this problem is connected to your internship work and to some of the general or theoretical perspectives you discussed in your presentation of academic texts.

2. The second response paper should be based on a minimum of 200 pages of text and have a maximum length of five standard pages.

In the second response paper you should compare and critically discuss possible methodological approaches (two or more) that would allow you to deal with the problem in focus. This discussion should be based on a minimum of 200 pages of scholarly texts. Based on the discussion you present, construct a methodological framework. Describe your data and those criteria that lie behind the choice of this material, include reflections on the methods of analysis that you will use to process your data, and discuss possible ethical and pragmatic issues (if relevant). Explain how this methodological framework would allow you to tackle the problem in focus and how it would allow you to address those conceptual and theoretical issues that you identified as relevant to your problem formulation in your first response paper.

3. The third response paper should be based on a minimum of 100 pages of text and have a maximum length of 10 standard pages.

The third response paper should include an account of your empirical work, your data and your analysis. The empirical work can be in the form of, for example, participant observation, focus groups and

questionnaires, writing an ethnographic journal, conducting interviews, collecting relevant printed documents and on-line materials, such as websites, blogs, etc.). This account is to be based on a minimum of 100 pages of empirical and analytical scholarly investigations (e.g. academic journal articles, book chapters, etc.) and include reflections on how your own empirical and analytical work is related to these investigations. Critically discuss the results of your analysis in relation to your problem formulation and to those conceptual, theoretical and methodological concerns that you have addressed in your first and your second response papers.

4. Experience report

The experience report must be submitted together with the portfolio but it must not be included *in* the portfolio. The experience report may not exceed three standard pages and it must include reflections on practical, social and other relevant experience gained during the internship. The experience report will not be assessed or graded. However, it constitutes important background information regarding your internship.

The experience report should consist of three parts:

1. A description of the internship company/organization.

The experience report should include a description of your internship and internship place and document that you have obtained insight into the organization where you did your internship.

2. Description of work tasks

In the description of your internship tasks, you must account for their character, goals, length, procedures and practices used and results.

3. Evaluation of the internship experience

The evaluation of your internship stay should include a summary of your experience: what you have gained professionally, socially and culturally in and outside of your internship organization, challenges that you have encountered during your internship, your financial situation, practical problems and solutions, etc.

The experience report should be considered as an internal AAU document. If you want to keep your internship experience report confidential, please remember to make a note on the first page of the experience report.

If the internship placement is an *embassy or a consulate*, the experience report must be presented to the contact at the internship placement for approval before submission and then it should be submitted with a signature, date and stamp from the embassy/consulate verifying that the contact at the internship organization is familiar with the content of the experience report and approves it.

5. Supervision

During the course of your internship you can count on four supervision meetings with your internship supervisor - one meeting prior to the internship start and one meeting in relation to each of the three response papers. The meetings can take place face-to-face, via e-mail, skype, telephone or through any

other medium/in any other format on which you and your supervisor agree. You are entitled to this number of meetings and this amount of feedback only if you meet the deadlines for the submission of your response paper drafts on which you and your supervisor have agreed.

1. First supervision meeting: pre-departure.

Your first meeting with a supervisor will be a short 'pre-departure' meeting that must take place before you begin your internship. During this meeting you should tell your supervisor about the scope of your internship: its place, tasks, national context, your motivation behind the choice of this internship, etc., helping your supervisor to get as much insight into your internship organization and setting as possible.

During this meeting you should also discuss the format and possible dates of your future internship meetings, agree on when you submit your response paper drafts, etc. You and your supervisor might set dates for all three deadlines for the submission of response paper drafts and all three supervision meetings during the first supervision meeting, or you might find it more useful to agree on one deadline and one date at a time. Regardless of how you and your supervisor approach scheduling of the submission of drafts and supervision meetings, it is your responsibility to meet the deadlines and dates on which you and your supervisor have agreed.

2. Second supervision meeting: in relation to your first response paper

Your second supervision meeting will be related to the draft of your first response paper which you must submit to your supervisor electronically prior to the second supervision meeting (and by the date on which you and your supervisor agreed). During this supervision meeting you will discuss with your supervisor her/his comments and feedback on your draft, questions that you might have regarding these comments, possible ways in which you could continue working on your first response paper during your internship, scholarly works that might be helpful to you in this process, etc.

During your second supervision meeting you might also discuss questions you may be having in relation to your second response paper, schedule the submission of your second response paper and the third supervision meeting, etc.

3. Third supervision meeting: in relation to your second response paper

Your third supervision meeting will be related to the draft of your second response paper which you must submit to your supervisor electronically prior to the third supervision meeting (and by the date on which you and your supervisor agreed). During this supervision meeting you will discuss with your supervisor her/his comments and feedback on your draft, questions that you might have regarding these comments, possible ways in which you could continue working on your second response paper during your internship, scholarly works that might be helpful to you in this process, etc.

During your third supervision meeting you might also discuss questions you may be having in relation to your third response paper, schedule the submission of your third response paper and the fourth supervision meeting, etc.

4. Fourth supervision meeting: in relation to your third response paper

Your fourth supervision meeting will be related to the draft of your third response paper, which you must submit to your supervisor electronically prior to the fourth supervision meeting (and by the date on which you and your supervisor agreed). During this supervision meeting you will discuss with your supervisor her/his comments and feedback on your draft, questions that you might have regarding these comments, possible ways in which you could continue working on your third response paper during your internship, scholarly works that might be helpful to you in this process, etc.

Please note that your supervisor will read and comment on each of your response papers once and she/he will not read or comment on your revised drafts or final portfolio.

6. Internship examination

The internship examination is an internal individual written examination in: Internship Portfolio assignment (see section 13 of the current study regulations:

http://fak.hum.aau.dk/fileadmin/FAK/studieordninger/ka_kkg_eng.pdf.

You must submit all three response papers as a portfolio for combined assessment. In addition, you must submit a non-academic experience report of maximum three standard pages in length.

Evaluation: grading according to the 7-point scale. Credits: 30 ECTS. If you have questions about your grade, assessment of your internship portfolio, etc. you can contact your supervisor and ask for a short feedback on your portfolio.

7. Formalities

- Getting your internship approved

Before you accept an internship position, before you sign an internship contract and before you begin your internship you must get your internship approved by the 9th semester coordinator. This procedure is used to insure that your internship meets the requirements for the internship formulated in the CCG Study Regulations (and described in section 1 of this guide) and that your internship will provide you with the foundation for writing an internship portfolio assignment (described in section 3 of this guide). To get your internship approved you must send an e-mail to the 9th semester coordinator with:

- The name of the organization, address, link to the organization's website, etc.
- A short description of the organization, its scope of work, goals, international associations, etc.
- A list of the tasks you will be working with and as detailed a description of these tasks as possible.
- A short account of how you see this potential internship place and tasks within it being relevant to your CCG studies and having an international/intercultural dimension (see section 1 of this guide for the internship requirements and goals).

Please note that you do not need an internship approval in order to search actively for an internship (for instance by contacting potential internship organizations, applying for internships, going to internship interviews, etc.).

- Internship contract

The International Office can help you with your internship contract by providing you with a standard internship agreement which you and your organization can fill in or which you can use as a template for formulating or checking the contract that your internship organization might provide you with. The contract needs to contain as detailed a description of your internship tasks as possible. It must be signed by you, by your organization, by the internship coordinator and by the International Office. The International Office will keep the original of your contract. You are responsible for getting the contract from one signing party to another. Please remember that you will not receive notification from the International Office about the status of your contract and that you will need to contact them yourself if you want to check on whether or not they have received your contract, whether it is signed, etc. You can send the contract for signing electronically, by post or hand it in personally. The contract must be completed, signed by all parties and in the hands of the International Office before you begin your internship.

- Letter of recommendation

If you need a letter of recommendation in connection with applying for an internship you can fill in a standard form available on Moodle and e-mail this form to the person who has agreed to write the letter for you.

- Internship portfolio
 - If you want to keep your internship portfolio assignment confidential, please remember to make a note on the first page of the portfolio assignment.
 - You should use a standard front page for the internship portfolio assignment.
 - Your internship portfolio and your internship experience report must be handed in to your programme secretary, Malene Karmisholt, each in two paper copies together with a receipt for uploading the assignment to the Digital Project Library.
 - You are also allowed to send the assignment by ordinary mail with arrival on or before the submission date. If you choose to do so you must also send an electronic version of the portfolio and the experience report to Malene Karmisholt.
 - Specific dates for submission of the portfolio will be announced on Moodle.

8. Practical issues

Besides all the academic aspects of the internship discussed earlier in this guide, preparing for the internship and having a valuable and interesting internship stay and experience involves taking care of a number of practical issues while planning your internship semester. The following checklist might be helpful to you in relation to this:

- Valid passport
- Insurance
- Vaccinations
- Accommodation during your stay
- Advice from students who have interned in the organization/country to which you are going

- Bring relevant literature with you or make sure you will have access to it.
- You will have to finance your internship yourself. However, the International Office can provide you with information regarding possible scholarships for which you can apply http://www.internationaloffice.aau.dk/grants_scholarships/. If in connection to applying for a scholarship you need confirmation that your internship will be meritable towards your degree, you can use the CCG study regulations for this purpose (available on the Moodle). This is unless the scholarship programme has a confirmation form that has to be filled in, in which case you should forward the filled-in form to the internship coordinator who will sign it for you.
- Remember that you may need a visa and residence permit. The International Office can help you apply for a visa and answer any questions you may have in that respect.

Please remember that while the CCG 9th semester coordinator can help you with the academic sides of your internship, and while the CCG secretariat and the International Office can help you with some of the practical and formal issues related to the internship semester, the practical aspects of organizing your internship are your responsibility.

Finding an interesting and relevant internship that can provide you with exciting and inspiring work as well as social and cultural experiences, is a task which requires energy, effort and time. This is why we take very good care of our contacts to different organizations and workplaces. In this regard, Aalborg University would greatly appreciate it if you would undertake the job of being our ambassador. To do that you can bring along AAU information to distribute at your internship organization, thereby helping us to open doors to new internship places. Please contact the International Office before you leave and they will provide you with the latest CCG and AAU brochures, newsletter and other relevant material.

9. Contact to AAU during internship

- Contact to AAU related to the internship portfolio assignment (questions that cannot be answered by your supervisor) and in relation to internship supervision should be made to the 9th semester coordinator:
 - Julia Zhukova Klausen
Phone: +45 99409802
E-mail: juliazk@cgs.aau.dk
- All contact to AAU that is not related to the internship portfolio assignment should be made to:
 - The CCG secretariat:
Phone: +45 9940 9137 (9:00 – 12:00)
E-mail: malene@cgs.aau.dk
 - The International Office:
Phone: +45 9940 9656
E-mail: cdl@adm.aau.dk or gij@adm.aau.dk

- We would also like to be able to get in touch with you. We therefore ask you to send your internship address, private address and e-mail address (in the country of your internship stay) to:
 - Malene Karmisholt
E-mail: malene@cgs.aau.dk
- In case of emergency.

In rare cases an internship does not work out the way students have planned. There may be problems with the internship organization, colleagues in the internship workplace, the tasks you are asked to perform, etc. In most cases these problems can be solved locally by discussing them with the internship organization and your internship contact in the organization. If you cannot work out a solution together or if you are in doubt about how to approach the situation, you can contact the International Office, the CCG secretariat or the 9th semester coordinator for advice and support. Should a serious problem arise in relation to your internship, you should contact the CCG secretariat immediately to discuss how to proceed from there.

With best wishes for a fruitful and interesting internship,

Culture, Communication and Globalization

March, 2013