



To the organization involved in discussing the possibility of an internship with a student from the School of Business

For more than 15 years, the Umeå School of Business, Economics and Statistics (USBE) at Umeå University has offered internships as an optional course in our programs. The internship consists of 15 ECTS credits (approx. 10 weeks), full-time, and can be completed both within and outside Sweden (longer internships may occur but cannot give more course credits). The experiences have been very good and have often shown a mutual benefit for both the student and the hosting organization.

Our students are responsible for initiating contact and agreeing with the receiving company on a planned internship. To be registered for the course, however, there must ultimately be a signed and approved internship plan stating that there is a supervisor at the workplace, agreed internship period, agreed tasks during the internship period and how these tasks are followed up. The internship plan must be signed by the employer, the student and a representative from the business school (3-part agreement)

Good to know as a hosting organization:

- The students that do an internship have studied 2-3 years (bachelor level internship) or 4,5 years (master internship) at the university. Those studying at USBE from the beginning have passed courses such as: Business Administration A & B (marketing, organization, leadership, external accounting, financing, financial management, entrepreneurship, scientific method), Statistics, Economics, Law, and some specific courses based on specialization (e.g. logistics, service design, behavioral science, accounting analysis, economics B, purchasing and sales, economic geography).
- The student is insured via the university throughout the internship period through Kammarkollegiet. For internships abroad, supplementation is done (contact us). <https://www.kammarkollegiet.se/vara-tjanster/forsakring-och-riskhantering/hitta-forsakringsprodukt/personforsakringar/studier/student-pa-universitet-och-hogskola>
- The internship is eligible for study grants. Receiving companies are not expected to offer a salary, but compensation do exist (besides possible salary it could be means to cover travel costs or other extra costs). Internships longer than 10 weeks however do place students in a situation with no funding opening up for an added discussion on compensation.
- The goal with the internship plan is to identify tasks that the student, after introduction, can work with relatively independently on their own or in teams at the workplace. Supervision is thus assumed not to necessarily take place daily but can, depending on the conditions, also be planned on a weekly basis.
- The internship is reported by the student through an internship report and a seminar where the host organization does not participate. There can of course also be a final presentation/report towards the hosting company, but will then be a separate event without involvement from the business school.

If the internship contains sensitive information, it can be withheld in the internship report, which will be semi-public (behind student login) on the business school website. The internship report is mainly of a descriptive and reflective nature where the student writes about his/her tasks and reflects on his or her own competence development.