

## Internship company requirements

In this document, we specify what expectations we have for companies where students from Cphbusiness are partaking in an internship, as well as what requirements we make in order to be able to approve a company for internship. In general, the following division of responsibilities applies:

### *The student:*

- enters into an internship agreement with the company
- completes the Cphbusiness digital internship agreement
- participates in daily work tasks in accordance with the agreement with the company
- acts as an employee of the company and acts in accordance with the company's values/regulations.
- completes Cphbusiness' evaluation form prior to completing the internship

### *The Company:*

- enters into an agreement about internship with the student
- approves digital internship agreement sent via email
- provides relevant introduction to the company
- provides knowledge resources and possibly physical resources, plus appoints a contact person for the student
- gives the student permission to collect information in relation to academic assignments
- sets requirements for reporting in the company
- completes Cphbusiness' evaluation form after completing the internship

### *Cphbusiness:*

- sends digital internship agreement to the company
- approves the internship in relation to the purpose of the internship
- provides feedback to the company and student regarding the conclusion of an internship agreement
- is the company's collaboration partner throughout the internship
- provides academic internship supervisor for the student

## Expectations to the parties

As a rule, the student is responsible for ensuring that the internship is rewarding for both parties. It is therefore assumed that the student is proactive, curious, hardworking and cooperative, and that the student acts professionally and as an employee in the company.

It is expected that the company contributes willingly to the learning outcome, which in practice means:

- That the company gives the student access to information and processes
  - The student needs access to necessary information to be able to understand the company's situation and to be able to solve the tasks set at a satisfactory level
  - The student needs to be allowed to attend selected meetings either as an active participant or as a member; this could be both internal and external meetings under the auspices of the department or, for example, meetings with customers and the like. This is so that the student can gain insight into some of the decision-making processes that take place in the company.
- That the company treats the student as an employee

- The student must have the opportunity to handle specialized and complex work tasks, within the specific profession defined by the degree.
- That the student is treated on an equal footing with other employees and is, as far as possible, provided with a sufficient workstation with relevant equipment to perform the assigned tasks.
  - That care has been taken to ensure a good and safe working environment for all parties.
  - That the company is aware of the school's academic requirements for the student
    - The company gives the student the opportunity to participate in supervisor meetings and similar activities at Cphbusiness.
    - To the extent that it is compatible with the student's obligations in the company, allow for the student to periodically work on his internship project in connection with the internship, e.g. the opportunity for report writing, data collection, interviews, etc. This is specifically agreed between the student and the company.
  - That the company appoints a contact person for the student
    - The student needs a contact person in the company with a relevant background in relation to the student's degree, who can act as a mentor / feedback partner both in planning of and during the internship. The contact person must contribute to the student's reflection on their own learning through the internship. In addition, the contact person should be the main contact between Cphbusiness and the company, including participating in company visits with Cphbusiness' internship supervisor.

#### Requirements to internship companies' size and age

Based on our experience, we have some more formal requirements for companies wanting to take on students for internships.

- In order for students to get the most out of the internship and the best conditions for being able to write a good internship report and not least the final project, it is required that the internship company has been registered as a company for a minimum of 12 months and currently generates revenue / cash flow. \*
- An internship company must have sufficient resource capacity to take on an intern. It is our experience that a one-man company, where the student becomes the owner's sole production capacity, does not function optimally as an internship, just as it is not desired that a company bases its operation on interns every semester. As a rule, a company can have a maximum of 1 intern per. 5 employees and the number of interns cannot make up more than half of the number of employees. \*\*

\* Non Profit Organisations are exempt from the requirement for turnover / cash flow. In addition Cphbusiness students who choose an internship in their own company, are exempt from the requirement of 12 months registration of company.

\*\* An exception to this could be a start-up company with few employees, where there may be a sufficient number of development tasks or ongoing innovation processes for the learning objectives of an internship to be met.

#### Cphbusiness' commitment

As a responsible educational institution, Cphbusiness has an obligation to ensure that our students do internship in companies with legal purposes and which have a good working environment.

Therefore, when a company requests an intern, we will validate in different ways, that the company in question, lives up to the requirements and expectations described above.

If, after such validation, Cphbusiness finds that the company cannot be approved as an internship company, the internship will not be able to be carried out. Both the student and the company will be notified.

#### In case of discrepancies

If there are any discrepancies or disagreements between students and the internship company during the internship, Cphbusiness will encourage the parties to resolve this peacefully through dialogue.

Cphbusiness is not a party to the internship, and can therefore not take responsibility for any conflict resolution, but will through contact with the student and the company's contact person try to contribute to an amicable solution.

If Cphbusiness finds that the situation is unsustainable for either the student or the company, the internship will be terminated. Both the student and the company will be informed of this.