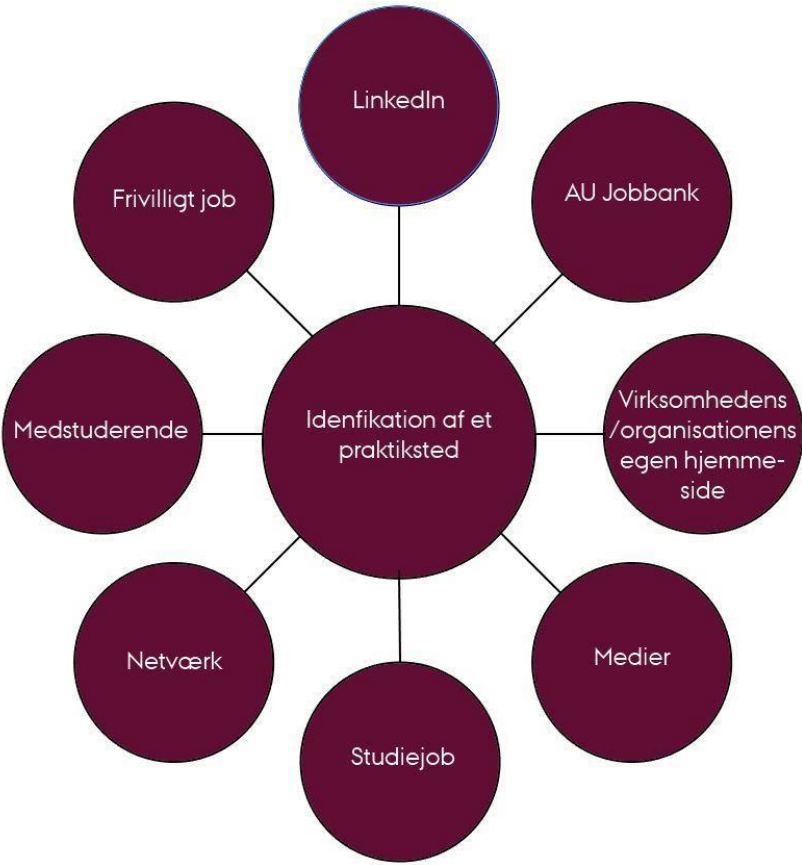


# STEP-BY-STEP-GUIDE TO THE INTERNSHIP

## INSPIRATION BEFORE THE PROJECT PLACEMENT PERIOD

Before the project placement period	
	<p><b>In the project placement period you have the opportunity to:</b></p> <ul style="list-style-type: none"><li>• test theories and methods in practice – and experience the early stages of the interplay between academic competences and practice</li><li>• gain an insight into your academic and personal competences – and to develop new competences</li><li>• strengthen your academic profile</li><li>• practice being in a workplace, gaining an insight into organisational culture, work tasks and processes, for instance</li><li>• get a clearer picture of your future career dreams</li><li>• establish networks and contact with the job market</li></ul> <p>This guide provides general information, useful advice and preparatory exercises for students who wish to fulfil the above objectives in a project placement. In six steps, the exercises guide you through the relevant preparations for the project placement.</p> <p><b>It is a good idea to make as many of the exercises as possible with a fellow student who is also about to start a project placement – and to begin as early as possible!</b></p>

Step-by-step guide	
Step 1	<p><b>What are the academic requirements and rules applying to a project placement?</b></p> <p>It is relevant to familiarise yourself with the academic requirements and the rules applying to the project placement in your specific degree programme at an early stage. In the academic regulations you will find information about learning objectives, supervision activities, exam requirements and project report.</p> <p>When, at a later stage, you need to set up your own objectives for the project placement, you should also consider the learning objectives and how you might meet these in concrete terms in your internship.</p> <p><b>Preparatory exercise:</b> Read the learning objectives for the project placement and select a minimum of two of the objectives to include in your concrete objectives for the internship (The next exercise).</p>

Step 2	<p><b>What would you like to accomplish from your project placement?</b></p> <p>At an early stage, you should also clarify to yourself what you would like to accomplish from your internship – for instance improving your written communication skills or gaining experience in target group analysis. Consider both your academic and personal objectives and think about what it will take for you to meet these.</p> <p><b>Preparatory exercise:</b> Formulate four to six concrete objectives that you have set for yourself at this moment. You may start by writing: <i>I would like to gain experience in, get better at, get especially good at</i> etc. Relate your selected learning objectives to some of your own objectives.</p> <p>Save the objectives so that during your internship you can consider if you are working towards the objectives you have set up. Moreover, your objectives and wishes for the internship can help make your considerations regarding possible host organisation more concrete. If, for instance, you have some objectives and wishes regarding communication, a PR and advertising agency, a museum or a public administration office might be a relevant host organisation for you.</p>
Step 3	<p><b>Identifying your internship host organisation:</b></p> <p>It is up to you to find an internship host organisation, and you should begin this process at an early stage as it may take some time to get an agreement in place. It is advisable to begin the process about six months before you internship starts. You may identify an internship host organisation through:</p>  <pre> graph TD     A((Identifikation af et praktiksted)) --- B((LinkedIn))     A --- C((AU Jobbank))     A --- D((Virksomhedens /organisationens egen hjemmeside))     A --- E((Medier))     A --- F((Studiejob))     A --- G((Netværk))     A --- H((Medstuderende))     A --- I((Frivilligt job)) </pre>

<p>Step 4</p>	<p><b>Establishing contact to an internship host organisation</b></p> <p>You may either apply for an advertised project placement or make a cold call to a potential internship host organisation.</p> <p>If you decide to make a cold call, you must seek information about the organisation before making contact. You can contact them by phone. Introduce yourself briefly, explain your ideas and offer to send them an email containing details of your skills, interests and motivation.</p> <p>You can also start by sending them an email and then follow up a few days later.</p> <p><b>Preparatory exercise for cold call contact:</b> Start by thinking about how to approach them. By phone or email?</p> <ul style="list-style-type: none"> <li>• If you want to contact them by phone, focus on the following: who <i>are</i> you, what can you do, what do you want; also practice what you want to say – and practice by telling this to a fellow student who can give you feedback.</li> <li>• Write a draft email that also focuses on who you <i>are</i>, what you <i>can do</i>, and what you <i>want</i>. Discuss this draft with a fellow student to make sure that the email you actually send is as clear as possible.</li> <li>• Whether you make a cold call or apply for an advertised project placement, you may read much more and find useful advice on applying for a project placement, writing applications etc in <a href="#">Arts Career's website</a>.</li> </ul>
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Step 5	<p><b>Aligning your own expectations with those of your internship host organisation:</b> Once you have established contact with an internship host organisation, it is a good idea to have a meeting (either in person or on the phone) to discuss the framework of your internship. Below you will find a number of suggestions for topics to discuss:</p> <ul style="list-style-type: none"> <li>• The student's objectives and wishes and those of the internship host organisation</li> <li>• Definition and specification of tasks</li> <li>• The duration of the internship – start and end dates</li> <li>• Time frame for the student's work with concrete tasks</li> <li>• Academic learning objectives for the project placement</li> <li>• Practical issues, e.g. keys and office space.</li> <li>• Any legal issues such as confidentiality as regards the solution of certain work tasks</li> </ul> <p><b>Preparatory exercise:</b> Think about these points before the meeting – and write down a few key points so that you are well prepared for discussing the issues.</p>
Step 6	<p><b>Managing the project agreement:</b> It is your responsibility to make sure that the project agreement form is completed and signed. After it has been completed and signed, you must send it to the board of studies of your degree programme for approval.</p> <p><b>A useful piece of (preparatory) advice for the project report (exam):</b> In preparation of your final project report, it may be a really good idea to write a logbook during your internship.</p> <p><b>In conclusion:</b> Be curious, open and committed! Remember to be a good representative for Aarhus University. And finally: Enjoy your internship – it is exciting to test your academic competences in practice 😊</p>