

IDR910 Internship – Process and timeline

Course responsible: Solveig Straume. E-mail: solveig.straume@himolde.no

Credits: 15

Course description: <https://www.himolde.no/english/studies/courses/os/2020/spring/idr910.html>

All information connected to the Internship is available in Canvas.

1. Start searching for an internship at an early stage:
 - a. See the list of previous internship sites or contact other.
 - b. Approach the organisation with a formal application. Attach the *Internship information letter*
2. When you succeed in finding an internship:
 - a. Start working on the *Learning agreement* (course work 1) together with the organisation and the course administrator.
 - b. Deadline for learning agreement: **20 October 2019**
3. During the Internship:
 - a. Prepare the final report (presentation)
 - b. Contact the course administrator when necessary.
 - c. Set up and invite to a meeting between yourself, the course administrator and the organisation approximately in the middle of the Internship period (course work 2), and before **1 March 2020**.
4. After the Internship:
 - a. Complete the final report (course work 3). The final report should describe the overall learning experience from the student perspective, and must be both descriptive and analytic. The report must be submitted as a video file in the designated Canvas folder. Total time of the presentation should be 10 to 12 minutes. The video can be combined with a Power Point presentation. (see further instructions in Canvas)
 - b. Deadline for final report: **1. June 2020**.
 - c. It is the students responsibility to request attestation and recommendation letters from the organization
5. Approval of IDR910 Internship
 - a. All course works must be approved, as well as a report from the internship organisation (this report is the course administrator's responsibility and will not be made available to students)
 - b. Students that submit the final report within the deadline will receive an overall feedback from the course responsible.