

### **Additional course information for EKHT90 Internship, 15 credit points**

The course is optional for all students, first and second year, within the master programs Innovation and Spatial Dynamics and Economic Growth, Population and Development, offered at the Department of Economic History. It is, however, primarily recommended for students in the second year.

The course is offered outside the regular teaching activities at the department and it is the responsibility of the student to show how it can be perused in combination with the requirements of mandatory and optional courses for the various programs and tracks. Further, it is the responsibility of the student to locate an organization where the internship can take place.

The length of the internship should correspond to at least two months full-time work. The provider of the internship could be of different kind but could normally be in the categories government agency, intergovernmental or supranational organization, non-governmental organization, or a private firm. The organization and the work assignments for the internship must be approved by the director of the program or track where the student is registered.

Opportunities to take the optional Internship course will be offered during three study periods per year: in the spring, the summer and the autumn semesters. The application to take the course should be handed in to the program or track director **at the latest** 2 months before the start of the internship and 1 month before the start of the study period. Decision on the application should be communicated to the student **at the latest** 1 month before the start of the internship and 1 week before the start of the study period. Registration on the course should be done **at the latest** 1 week after the start of the study period. When needed for the planning of the internship the application procedure can be handled earlier.

To apply for the internship course the student must hand in a written application to the director of the program or track where the student is registered. The application should be 1-2 pages describing the organization, the work assignment in the organization and the relevance of the internship for the master program or track where the student is registered. The application also need to include written documentation (e.g. in the form of e-mails) that there will be a contact person at the organization willing to guide the student through the internship.

**IMPORTANT.** It is the director of the program or track where the student is registered who approves the application. If it is found that the student cannot show how s/he will combine the internship with mandatory and optional courses, or if the organization and/or work assignments do not fit the intentions of the program or track, or if the location of the internship is found unsuitable e.g. from the point of view of security, the application will be turned down.

In order for the student to be insured with Kammarkollegiet during his/her travels s/he will have to be registered on the Internship course and a contract will be signed between the student, the Department of Economic History, and the contact person in the organization. A minimal requirement to establish the commitment of the contact person is a documented e-mail conversation, which should be attached to the contract.

During the internship period the student will be asked to hand in an internship diary every second week continuously reporting his/her activities. The diary should include information on the assignments and tasks that the student is performing as an intern. Preferably with references to how this is valuable in relation to the aim of the program or track where the student is registered.

Upon returning, the student should provide a letter from the organization confirming the internship and giving the name of the supervisor for the student. For the final examination, the student should write a report (3,500 – 4,500 words) about the internship. In addition, the student should discuss the report with the examiner. The report should show why and how the internship is relevant and complementary to the master's program studies.

The course will be graded Pass or Fail.