

Guidelines for internships: Chemical and Biotechnical Science AP

Framework

After the 3rd semester on the Chemical and Biotechnical programme, the student must do an internship.

The internship gives 50 ECTS credits and takes place in a company.

The internship is carried out as regular paid employment in one or more companies in Denmark. If the internship is done abroad, the student can apply for SU.

An internship in a company means that the student works with the company's tasks, including tasks related to safety, work environment and quality assurance, and thus meets the learning objectives. Teaching is primarily through instruction, and the integration of the learning objectives in the work.

In this context, 'company' is either the entire company or a part of a company or public institution.

Responsibility

The educational institution

The educational institution must ensure progression throughout the course of the programme.

During the internship period, the educational institution will remain in contact with the student and the company.

The dialogue may include:

- Advice in connection with setting out the timetable and completing the programme's internship agreement.
- Advice on the learning objectives.
- Any agreement on an extension of the internship period due to illness, maternity/paternity leave or other leave of absence
- Internship visits.
- Further guidance.

The company

The company appoints a contact person who is responsible for the training and education of the student and communication with the educational institution. The contact person must have the competencies covering the topics indicated in the content of the internship and must act as a sparring partner for the learning that the student must experience. This may, for example, be done through regular scheduled meetings.

Scope

The internship is weighted 50 ECTS corresponding to 5/6 of a full year of study

For absences due to pregnancy, maternity/paternity leave or an extended sickness or other leave, the study period will be correspondingly extended.

Internship in company

Content:

The internship deals with the following topics in relation to the internship company: analysis technique methods, organisational conditions, work environment and quality assurance.

Learning objectives

Knowledge and understanding

The student will gain knowledge about:

- the company's core elements and organisation
- the laboratory's workflow, including the planning and allocation of tasks, communication and decision-making processes
- the company's safety organisation
- the laboratory's workplace risk assessment, workplace safety instructions and waste management
- the laboratory's quality assurance, including procedures that ensure reliable results and documentation
- and an understanding of applied analysis technique methods

Skills

The student will get the skills to:

- use the laboratory's existing rules for the working environment, including the use of safety equipment and personal protective equipment
- use the laboratory's existing quality assurance procedures for documentation of own work and quality assurance of analytical results, methods and equipment
- use a broad range of the laboratory's analysis technique methods as well as evaluate and communicate laboratory observations and results to business partners

Competencies

The student will learn to:

- participate in academic and interdisciplinary collaboration
- manage routine laboratory tasks as well as optimisation and developmental situations in the laboratory
- in a structured context, acquire new knowledge, skills and competencies in relation to the laboratory field

Internship agreement

When the internship period starts, the company and the student must prepare an internship agreement together, which describes how the learning objectives for the internship will be reached. The educational institution may be involved as a consultant in the preparation of the internship agreement, if there is a need for this.

The student is responsible for ensuring that the educational institution receives the agreement within the first two weeks.

The agreement must be definitively approved during the first 4 weeks of the internship period.

The internship agreement must be approved by the educational institution. If there is a

problem with the approval, the agreement must be revised in consultation with the educational institution.

Weekly journal

The student must keep a weekly journal during the internship period, which should specify the tasks, analyses, etc. that have been conducted each week. When the internship coordinator visits the company, the weekly journal must be available.

Internship exam

The internship is completed with an exam.

The exam is assessed with an internal examiner on the basis of the attainment of the above learning objectives and a mark will be awarded according to the 7-point scale. See also the educational institution's exam description (institutional part of the curriculum).

The weekly journal and any other written material, see the educational institution's exam description, must be uploaded in Wiseflow as a PDF file before the deadline.

The deadline for hand-in depends on when the student starts their internship – see the following overview:

Internship Start	Upload of the written material journal and any other written material in Wiseflow no later than
3/12 - 16/3	Wednesday in week 44
17/3 - 2/6	Wednesday in week 5
3/6 - 2/9	Wednesday in week 15
3/9 - 2/12	Wednesday in week 25

Within a period of 10 working days after the hand-in deadline, the assessment will be available.

Evaluation

In order to continuously improve the AP Degree Programme in Chemical and Biotechnical Science and the related internship, the company and the student are asked to evaluate the internship.

The evaluation forms are sent electronically from the educational institution to the contact person at the company and to the student.

The evaluations must be returned to the educational institution and are confidential - the company, the students and the educational institution must respect this.

The evaluation will, however, be included in the statistics for the Chemical and Biotechnical Science programme.