

Bachelor of Engineering in Biotechnology Internship



PROFESSIONS-
HØJSKOLEN
ABSALON

The purpose of the internship is to give the intern practical experience in solving engineering tasks. In addition, it is also hoped that the trainee will develop good working habits and co-operation skills. Finally, it is hoped that the trainee will gain an insight into the structure of organisations and a sense of the big picture and priorities at work.

Conditions

- Timeframe: 37 hours/week for a continuous period of 5 months, in the period 1 February - 30 June. The student does not have to take holidays, but is entitled to 3 study days during the internship period.
- Meetings: There will be minimum one meeting at the company participation of the student, supervisor in the company and supervisor from Absalon. Two meetings at campus for the students.
- Salary: it is recommended that the company pays a salary according to the indicative traineeship salary set by the IDA.
- Supervisor: The intern will be assigned a supervisor in the company who has experience in solving engineering tasks and preferably is a trained engineer. In addition, a supervisor from Absalon is also assigned.
- Supervision: In dialogue with the intern, the company supervisor draws up an internship plan which describes the overall tasks to be performed during the internship. In addition, an internship meeting is held between the company supervisor, the intern and the supervisor from Absalon. The intern prepares an internship report, where some consulting with the supervisor is to be expected. Finally, the company supervisor writes a short evaluation of the internship.

The Job

The trainee is expected to be able to approach typical tasks performed by newly graduated engineers.

For example:

- Help support the production
- Participate as junior project co-worker in major projects
- Preparing audit visits and obtaining documentation
- Smaller projects they have to solve independently, e.g. interviews about procedure optimisation, instruments and methods.
- Professional input for marketing
- Processing and control of raw material
- Quality and analysis tasks
- Mixing, production and scale-up

The Process

The students apply for internships in companies between September and November.

- Internship contract is drawn up by the company by December.
- The trainee starts on 1 February and a placement plan is drawn up during the first month.
- During the month of April, an internship meeting is held between the intern, the company supervisor and Absalon. The intern initiates the meeting.
- At the end of the contract and at the end of the internship, the company supervisor writes a short evaluation of the internship, and the intern writes an internship paper, where some sparring with the company supervisor is expected.

The Good Engineering Internship

Feedback from interns and supervisors on what makes a good internship experience:

- A good "welcome to the unit":
 - o You get to meet your new colleagues
 - o You are introduced to the company, your unit, and the facilities ("mini-onboarding")
 - o You receive a work place, access card etc.
 - o Clarify mutual expectations
- A good plan for the internship is made:
 - o With tasks that are both individual and with a team
 - o Follow-up on the plan is done regularly with the supervisor to adjust expectations, level and amount of tasks etc.
- A good supervisor:
 - o Someone who is present
 - o Someone who has time for the intern
 - o Someone that you can feel wants to be supervisor and have an intern
- A good internship has:
 - o Exciting and relevant tasks at different levels of complexity
 - o Project-based work
 - o Nice colleagues
 - o The ability to make the intern feel as 'part of the team' and that they contribute with something important and useful ☺

Outline of the course of the internship and deliverables:



- **Internship contract.** All interns make a contract with Absalon that needs to be approved before internship begins and uploaded to "praktik protalen".
- **Start-up meeting.** We recommend a short meeting between the Absalon supervisor, the company supervisor, and the intern within the first weeks of the internship.
- **Internship plan.** The plan is made in collaboration between the intern and the company supervisor. It is mandatory for the intern to hand this in to the Absalon supervisor within the first month of the internship.
- **Midterm meeting.** Interns are responsible for arranging this meeting with both their supervisors. The meeting is mandatory and minutes are to be handed in to the Absalon supervisor by the intern.
- **Evaluation of internship.** Company supervisors receive a form from Absalon that they need to sign and give a short evaluation of the internship. This is required for the interns to pass their internship.
- **Internship report.** Report is handed in 6 weeks after end of the internship, and focus is on tasks and experiences during the course of the internship. Approval of the report is done by Absalon supervisor and is required for the interns to pass their internship.

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