

## 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.
- **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 required for the interns to pass their internship.

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