

Master of Arts in “Public Opinion and Survey Methodology”
Maîtrise universitaire en « Méthodologie d’enquête et opinion publique »

Guidelines for internship and internship thesis

Step-by-step guide

The validation of the internship and the internship thesis include the following steps:

1. Finding an internship place and a main supervisor among the core program teachers or members of the scientific council who will be a reference person during the internship and also direct the Master thesis.
2. Get the internship agreement signed.
3. Finding a topic related to the internship and writing a thesis proposal.
4. Writing the thesis under supervision.
5. Agreeing on a jury with the supervisor(s).
6. Filling in the “Completion of Internship Form”
7. Submission of thesis and oral defence.

The internship

Students of the POSM master are encouraged to do an internship and write the master thesis relating to the internship activity. The goals of internships are to get an inside glimpse of the professional world around in conducting and managing surveys, to put theoretical knowledge into practices and to facilitate entry into the job market.

Internships last at least 12 weeks (100%), or 24 weeks in case of 50% time schedule. The master’s thesis related to an internship is validated with 30 ECTS.

Duration, content and tasks of the internship are held in a written agreement, which is signed by the student, the institution offering the internship, the main thesis-supervisor and the president of the scientific council of the POSM program.

Students doing an internship write a thesis relating to the tasks during their internship. In minimum they have one supervisor among the teachers of the POSM core part (from any of the partner Universities) or member of the scientific council who is the primary reference person during the internship and also the one who guides the thesis. Students can opt for the thesis to be co-supervised by a qualified member of the internship institution.

Seeking an internship position

Each student is responsible to find a place for an internship. Assistance can be sought with the coordinator of the POSM program who maintains a list of potential internship position. Possible institutions for internships include:

- Partner institutions of POSM (Federal statistical office, members of the VSMSA, FORS). All offer internship positions.
- Any other institution involved in social or market research can be approached.

Professional experience can be validated if it has been gained in an institution involved in social and market research and the activities relate to qualified tasks in accordance to the content of the POSM program.

Internship thesis

An internship thesis typically relates to a specific task during the internship, which can be of methodological or thematic nature. The topic of the thesis should be decided before starting the internship and communicated to the internship institution.

The supervisor(s) and the student agree on the research question, the methodological and theoretical framework, which are outlined in a proposal. While possibly being of practical relevance, the thesis nevertheless reflects theoretical aspects of the topic and the methodological choices in terms of requirements, resources, data collection and analytical strategy. For the execution of the thesis the supervision is organised between the student and the supervisor.

The internship thesis follows the guidelines elaborated for the (general) master thesis, except that the recommended length is approximately 15'000 to 25'000 words (including tables, figures, footnotes, references) but no longer than 30'000 words.

Responsibilities

Students,

- find an internship place and (min.) a supervisor,
- make sure that the internship is approved by the president of the scientific council through the joint agreement (see annex 1),
- participate in the activities of the institution,
- submit a project proposal for the masters' thesis to be approved by the supervisors,
- fill in the "Completion of Internship Form" and submit it along with the dissertation (see annex 2)

The internship institution,

- allows the student to execute qualified work on one or several projects and provides a financial compensation,
- commits to give students a workplace and an inside view on the different activities and the overall functioning of the institution,
- may assign a supervisor, who works in the same institution,
- writes a letter of appreciation/recommendation at the end of the internship.

The supervisor (POSM core part teacher or member of the scientific council),

- is the primary person of reference during the internship and the execution of the master thesis
- accepts the thesis proposal,
- guides, evaluates and validates the final thesis and participates in the defence.

The supervisor from the institution (not mandatory),

- accepts together with the POSM supervisor the thesis proposal,
- is available for questions or problems related to the internship and the thesis,
- evaluates and validates the internship thesis together with the POSM supervisor and participates in the defence.

Completion of internship form

Students fill in the “Completion of Internship Form” and submit it along with their dissertation to their Master’s thesis supervisor. They also send a copy of the form to the POSM scientific coordinator.

Defence

The same guidelines as the (general) master thesis apply to the internship thesis.

Annex 1

Internship agreement between the student, the internship institution and the POSM program

The purpose of the following agreement between [student], [internship institution] and the POSM program is to ensure all three parties agree on tasks, goals and expectations of the internship within the POSM Master's program.

The Student

Name:
Address:
Email & Tel.nr:

The internship institution

Name:
Address:
Contact person's Email & Tel.nr:

Schedule of internship

Begin..... End.....
Expected hours per week :
Compensation per month for% of employment in CHF:

Responsibilities of parties

The student,

- adheres to the agreement and the rules of the institutions
- maintains confidentiality of the institution
- notifies supervisors and POSM coordinator if problems arise
- fill in a "Completion of Internship Form" at the end on the task executed in the internship.

The internship institution,

- adheres to the agreement
- receives students and provides adequate qualified tasks and working environment
- notifies supervisors and POSM coordinator if problems arise
- writes a letter of appreciation at the end of the internship.

Description of internship tasks and responsibilities:

Description of goals and objectives:

Description of internship thesis topic:

Student

Date:

Signature:

Main Supervisor

Date :

Signature :

Institution

Date:

Signature :

President of the POSM Program

Date :

Signature :

Annex 2

Completion of Internship Form

Student

Name:

University of enrolment:

Internship institution

Name:

Address:

Contact person and position:

Dates

From to

Master's Thesis

Name of supervisor:

Title:

1. Please describe your tasks and responsibilities during the internship:

2. Were these the same as those agreed in the Internship Agreement? Yes No

If not, please summarise the reasons for the change:

3. Please describe the extent to which you achieved or did not achieve the goals and objectives laid down in the internship agreement?

4. How useful were the skills and knowledge gained from the core MA POSM courses in your internship activities?

<input type="checkbox"/>				
Not at all useful	Not very useful	Somewhat useful	Very useful	Extremely Useful

5. To what extent were you satisfied with the level of support provided by the internship institution in the execution of your Master's thesis research?

<input type="checkbox"/>				
Not at all satisfied	Not very satisfied	Moderately satisfied	Mostly satisfied	Completely satisfied

6. If you had to change your research topic during or after your internship, what were the reasons for the change?

7. Would you recommend the employer to other POSM students applying for internships?

Yes No

Please give reasons:

Additional remarks:

**Please fill in this form and submit it along with the dissertation to your Master's thesis supervisor.
Please also send a copy to the POSM scientific coordinator.**