MASTER IN GENERAL MANAGEMENT

INTERNSHIP

unine
Université de Neuchâtel
Faculté des sciences
économiques

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INTERNSHIP WITH REPORT

– The internship is an important component in the program, it includes handing in a report, and you can validate 18 ECTS

– Generally, an internship with report can be **validated** earliest during the third semester of the MGM program

– But you can submit the internship application forms and start the internship as soon as you have acquired at least 30 ECTS (see Regulations)

Stage et mémoire de stage

Art. 22[7)] [1]Avant d'effectuer un stage prévu dans le plan d'études du Master, l'étudiant-e doit demander l'agrément de son projet de stage auprès du comité de programme et annoncer le thème de son mémoire de stage. Le stage est supervisé par un-e professeur-e enseignant dans le Master et donne lieu à la rédaction d'un mémoire. En cas de refus de la demande, l'étudiant-e peut représenter un ultime projet dans un délai d'un mois maximum.

[1bis]En dérogation à l'alinéa 1 et en lieu et place de la supervision du stage par une professeure ou un professeur enseignant dans le master, le stage prévu dans le programme d'études du MScGeM et du MScIBD peut être supervisé par une professeure ou un professeur enseignant dans la Faculté des sciences économiques.

[2]Ne sont autorisés à effectuer un stage que les étudiant-e-s ayant préalablement acquis 30 crédits ECTS dans le cadre du Master.

[3]La durée et les modalités du stage sont fixées par le plan d'études. Afin d'en documenter précisément les éléments constitutifs, le stage fait l'objet d'une convention individuelle avec signature tripartite: comité de programme, étudiant-e et entreprise.

– Visit https://www.unine.ch/seco/formations/mscgem/internship/ to consult other information and download documents

INTERNSHIP VALIDATION PRINCIPLES

– **To be validated**:

- The duration of the internship is at least the equivalent of 3 full-time months
- The internship needs to be sufficiently complex, require a university degree, and be related to one or several topics covered during the master program
- It must take place in a firm or organization (SME, large company, ONG, international organization or public entity).
- There must be both an internship tutor from the company and a supervising professor from the faculty
- It must take place in a truly formal organizational context and not in a virtual firm or in a context ruled by personal arrangements
- The organization, the tasks and qualifications of the internship tutor are appreciated by the program committee before a final validation

– Visit https://www.unine.ch/seco/etudiant-e-s/offres-demploi-et-de-stage/

– When you have identified an internship you wish to accept, please follow the Step-by-Step guide in the next slides. It is the responsibility of the student to properly document on due time the internship application form and other documents.

INTERNSHIP: STEP BY STEP

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Deadline(*) to validate in Semester 3	Step	Action
Latest by August 31st	1	Find a company and a supervisor, then **submit your request** to the Program Coordinator: msc.gem@unine.ch. The request should include (documents available on website): - A description of the internship (tasks and duties) - The application form The Coordinator will revert after review of your application. Wait for approval and send the internship agreement
Registration in IS-Academia as any other course. Refer to the Faculty Calendar	2	**Register in IS-Academia** for the course "Internship" (18 ECTS)
	3	During or after your internship: **Write your report** according to the style guidelines
As defined by your supervisor	4	**Send the first draft** of your report, by email, to your supervisor
Latest two weeks before the exam session. See Faculty Calendar	5	**Send the final report**, by email and in pdf format, to your supervisor and to the Program Coordinator - msc.gem@unine.ch

Latest two weeks before the exam session. See Faculty Calendar	6	**Hand in the following documents** to the Program Coordinator:
		- One printed paper copy of the report
		- Completed forms:
		    • Internship certificate
		    • Pledge of honor

INTERNSHIP: STEP BY STEP

Deadline(*) to validate in Semester 3	Step	Action
Registration in IS-Academia as any other course. Refer to the Faculty Calendar	7	If the report is not turned in or if grade is under 4, register in IS-Academia for a following exam session (spring or retake session). In any case the supervisor needs to validate a report deferral and the Program Coordinator msc.gem@unine.ch needs to be notified
Latest two weeks before the exam session (spring or retake session). See Faculty Calendar	8	Revise your report following the indications of your supervisor and return, by email and in pdf format to your supervisor. Give to the Program Coordinator msc.gem@unine.ch: -One printed paper copy of the revised report

*Deadlines are indicative and can be modified by the supervisor

HOW TO FIND A SUPERVISOR

– Please **send a request** to sara.wenger@unine.ch. In your request you need to indicate:

  ➢ You are planning to do an internship and are looking for a supervisor
  ➢ Description of the internship
  ➢ Area of the internship (management, marketing, strategy, information systems, human resources, innovation, startups, finance, accounting, economics, etc)

- Then **a supervisor will be assigned to you** depending on the topic and availability.

- **You are responsible** to contact your supervisor early enough to discuss and define **the content and format** of the report

- Faculty members at the Institute of Management (IMN) may require a case/teaching note format for the internship report. Alternatively, the report can have a research paper format.

– Discuss the **content and format** of the internship report with your supervisor as soon as possible (ideally in the first two weeks of the internship). With that in mind, you can then collect the relevant data and information "on the job."

  – The report structure will differ if it has a case study or a research paper format

– What is an internship report?

  – It is not a simple description of what the student does during the internship

  – It deals with a general situation, a business problem or an aspect of management that is relevant in the context of the firm or industry the student is working for.

  – Alternatively, it reports a specific business case, the potential paths to deal with it and proposes a recommendation.

  – It applies previously acquired academic knowledge to analyze the question under study.

  – It should focus on knowledge transfer from academia to business practice.

SOME BASIC FORMATTING

– Total length – max 20 pages excluding cover page, table of contents, bibliography and (eventually) annexes

– Include a title page, template available at https://www.unine.ch/seco/formations/mscgem/internship/

– Font size: 11 or 12 –point.

– Text alignment – left and right justified with normal margins of 2.5 cm.

– Line spacing –1.5.

– Use a simple, neutral, academic tone.

– Tables and figures should be cited in the text, be self-explanatory, with axes clearly labeled.

– Numbers in tables and figures should be rounded to a sensible number of digits (e.g. 1.23 instead of 1.2346746).

CONFIDENTIALITY

– Depending on the requirements of the company, the report may be publishable or confidential

– If permitted, it can be uploaded, consulted, distributed or used by the company.

– Therefore, the report has to have publication quality meaning that, it does not have language, format or conceptual mistakes

PREVENTING PLAGIARISM AND THE ABUSE OF GENERATIVE AI

- Before any submission (draft or final version), we strongly recommend to analyze your document using compilatio (see more details on SITEL, tab "Compilatio.net")

- Upon submission of your report, you will need to sign a "Pledge of Honor"

- It is very important that you make sure your report is the result of your own work and research and that every source of information is cited properly

- The University of Neuchatel fights against plagiarism or the abusive use of generative AI and it is possible that your report is checked to make sure that the work is your own

- In case of plagiarism, the student fails the report and administrative penalties and disciplinary consequences may apply.

- We encourage you to read and visit the website: https://www.unine.ch/luniversite/portrait/valeurs/