

GUIDELINES FOR EXTERNAL CURRICULAR INTERNSHIPS

- Students shall not undertake the internship prior to completing the core courses of the first academic year (Quantitative methods for economists, Micro- and Macro-economic analysis), as practical application must be grounded in a solid understanding of theoretical and methodological foundations.
- When preparing the application for an internship, students shall interact with three key figures: a) the **internship office**; b) the **academic supervisor**, Prof. **Nadia Burani**; c) the **company tutor**.

- a) All questions regarding agreements, forms, timelines—in short, all bureaucratic matters—should be directed to the internship office, writing an e-mail to:

ems.bo.serviziotirocini@unibo.it.

Once the process is started, everything moves quickly: it takes roughly one week to set up a new agreement with a company, and even less time to draft and approve an application.

- b) The **academic supervisor** approves the application, checking whether the internship activities are relevant to and consistent with the student's study program.

Internships are approved only if they enrich the student's academic career: the tasks carried out should allow students to apply what they have learned in their courses or be related to subjects already included in their study plan.

Internships involving secretarial duties or tasks that are clearly below the expected educational and training standards will not be approved. Examples of **non-eligible** activities include: preparing invoices or tax payments or payrolls, updating customer databases, contacting clients via phone or email for promotional or informational purposes, scheduling appointments with clients, etc.

- c) **Company tutors** fill some parts of the application, providing a list of tasks and learning outcomes that the student shall accomplish

Company tutors should provide detailed information about both activities and outcomes, as this guarantees that students will actually carry out what was agreed upon with the company, reducing the risk of being diverted to perform unrelated but urgent (for the company) tasks.

For example, applications that vaguely state, that the intern will support their team, attend meetings, and perform the activities handled by the team (without even specifying which team or what activities) will **not** be accepted.

- Students can alternatively apply for the **ex-post** recognition of credits for work experience or non-academic activities. Before presenting the application (or even before starting the work experience), students should inform the academic tutor about the activities that have been carried out (or that will be carried out) in order to verify whether they are eligible for recognition.