

Internship Manual

Architectural Technology and Construction Management
programme

Construction Technology programme

at Erhvervsakademiet Lillebælt (Lillebaelt Academy)

1 February 2016

The internship manual of 1 February 2016 replaces the version from 16 November 2012 and any previous versions. The revised version of August 23, 2017 replaces any previous versions.

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1. Introduction

1.1. About the internship manual

This internship manual is intended as a guide for students in the Architectural Technology and Construction Management programme (Bygningskonstruktøruddannelsen/BK), Construction Technology Programme (Byggeteknikeruddannelsen/BT) at Lillebaelt Academy, which entails having an internship. In this context, the manual also helps one fulfil the training requirements in legislation and accreditation criteria.

The manual includes information from the Ministry of Education's Handbook: *Internships in Academy Professional and Bachelor's Degree Programmes*, see:

[http://www.uvm.dk/Service/Publikationer-
/Publikationer/Videregaaendeuddannelser/2010/praktikhaandbog](http://www.uvm.dk/Service/Publikationer-/Publikationer/Videregaaendeuddannelser/2010/praktikhaandbog)

1.2. Rules governing internships

The Act on Academy Professional Programmes and Bachelor's Degree Programmes (see LBK No. 1147 of 23 October 2014) lays out the general legal requirements for the structure of the programme, including the requirements for internship. The Act stipulates that Bachelor Programmes (BK) must include an internship of at least six months, while Academy Professional Programmes (BT) must include an internship of at least three months.

The Order on Academy Professional Programmes and Bachelor's Degree Programmes (see BEK No. 1521 of 16 December 2013) states in § 15 that there must be an internal or external examination, which takes place after the student has completed the programme's internship in its entirety, and which must document that the student has achieved the learning objectives set out for the internship.

The Order on the accreditation of higher educational institutions and the approval of higher educational programmes (BEK No. 852 of 3 July 2015) states that the educational institution must ensure:

- That there are sufficient internships available for all students.
- That the internship reinforces student learning and forms an integral part in the interaction between theory and practice.
- That the quality of the internship is ensured continuously throughout the internship period.

1.3. Knowledge - skills - competencies

The internship is aimed at future employment as an Architectural Technologist or a Construction Technician and shall be carried out in a private or public company in Denmark or abroad. The company hosting the intern must offer internship tasks with content that is relevant to the work and to the programme, as well as related guidance.

Knowledge: Once the internship period is complete, students in their sixth semester (BK) or fourth (BT), must have:

- Knowledge of the practical work that the profession involves within the internship company.
- Knowledge of the internship company's organizational, financial, administrative, social and working conditions.

Skills: Once the internship period is complete, students in the sixth semester (BK) or fourth (BT), must be able to:

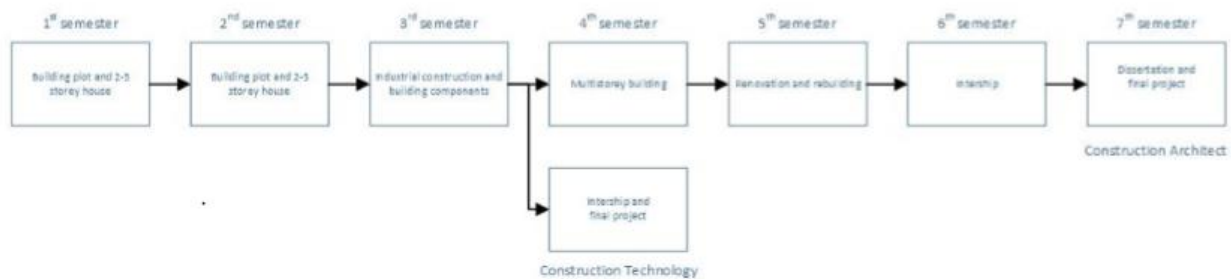
- Work with academically relevant problems within the professional area.
- Work independently or in cooperation with others in solving theoretical and practical tasks within the company.

Competencies: Once the internship period is complete, students in the sixth semester (BK) or fourth (BT), must have:

- Competencies involved in transforming the core areas of the programme into work with theoretical and practical tasks.

1.4. Internship timing and duration

This takes place in the sixth semester of the Architectural Technology and Construction Management Programme and lasts throughout the entire semester, corresponding to 30 ECTS points. For the Construction Technician programme, the internship takes place at the beginning of the fourth semester, corresponding to 15 ECTS points. See the programme events calendar for deadlines and timing within the actual semesters.



2. Types of internships

The internship can be organized in a flexible and differentiated way - for example, the project and development work, observation, rotation and performance of specific tasks in the company could all be part of the internship (LBK No. 1147 of 23 October 2014). Students must decide what type of internship fits their educational plans.

2.1 Workplace internships in Denmark

The most common placements are workplace internships in a company in Denmark, where the student is involved in the daily work in a public or private company and receives guidance from one or more employees within the company during the internship. Workplace internships can, in special cases, be organized as a shared internship between two companies.

2.2. International internships

Students can take an internship abroad. As is the case with internships in Denmark, internship agreements are concluded directly with the company. Students interested in an internship abroad can get advice and guidance from the Internship Coordinator on the subject.

If students take an internship within Europe, it is possible to apply for the Erasmus scholarship and the Nordplus scholarship. After internship approval, the student will continue to 7th semester, which commences with a 3-week workshop on academic writing hosted at EAL, Odense.

2.3. Other forms of internship

EAL is generally agreeable to students' wishes regarding finding other forms of internship than those mentioned above, as long as the rules on internship are observed. If you have special wishes, please talk with your Internship Coordinator about them. See also the Ministry of Education's Handbook: *Internships in Academy Professional and Bachelor's Degree Programmes*:

[http://www.uvm.dk/Service/Publikationer-
/Publikationer/Videregaaendeuddannelser/2010/praktikhaandbog](http://www.uvm.dk/Service/Publikationer-/Publikationer/Videregaaendeuddannelser/2010/praktikhaandbog).

3. Internship phases: Planning, implementation and completion of the internship

It is important for the student to get an overview of the internship and its details so that interests and learning objectives can be met to the greatest extent possible. For this reason, a description of the activities involved before, during and after the internship are listed below.

3. 1. Planning the internship

Many tasks related to the internship either take place, or need to be started, before the student goes into the internship. It is a good idea to plan well in advance, since experience has shown us that proper planning is the key to a good internship for both the student and the company. The school provides information on internships at the beginning of the programme and again in the third or fourth semester (BK) and the second and third semester (BT). Students who choose to graduate as construction technicians will be informed of internships in this regard. Architectural Technologist students are also invited to the internship students' midterm assembly in the fifth semester, which is aimed at preparation of the internship, see section 3.2.4.

3.1.1. Searching for an internship placement

In general, students must find an internship themselves, but they are guided in their search for an internship by the Internship Coordinator, who also assists in the event of a shortage of internship placements. When the internship is found, it must be approved by the Internship Coordinator. Many different types of companies within the construction industry could be relevant as internship companies for Architectural technologist and Construction Technician students. The principal requirement is that the company has to have tasks similar to what a graduate will have to deal with, and that the company can guide the student in this respect during the internship. An overview of several relevant companies with main tasks can be found on the programme's common drive. For information on companies in connection with the search for an internship, see:

R:\Groupfolders\Afdelinger\BTH\02_Generelt_BTH\Praktikkoordinering

Students can try to meet longer-term educational and career considerations by using a targeted internship search. For example, students can try to arrange their internships in relation to the overall completion of

the programme and can prepare to write their final projects or bachelor projects based on the internship. For inspiration in this regard, see the pamphlet "Why write for the library shelf - when you can write a project or thesis that can be used by a business?" (Danish text). Similarly, students can think of the internship as a preview of future jobs and careers and can use the internship for their future job searches.

3.1.2. Internship agreement

When the internship company has been found, the student and the company must prepare an agreement (contract) using the Internet form found at the following link:

<https://www.eal.dk/international/for-students/career-counselling/internship/internship-contract/>.

The internship's work assignments and learning objectives are among the points described in the form.

EAL's approval of the internship placement is based on an evaluation of the ability of the workplace to function as a training ground for the students. Approval of the company rests with the Internship Coordinator upon approval of the internship agreement.

The host company may require the student to sign a confidentiality agreement.

The internship agreement must state that insurance, occupational health and safety conditions apply to the intern just as they do to the company's other employees.

3.1.3. Learning objectives for the internship

In cooperation with the host company, the student must agree to the work assignments and related learning objectives for the internship period. The following shows how such objectives might look – *but it must be emphasized that these are only examples. There are many other possible learning objectives:*

It is my goal to be able to:

- design in 3D
- work with object-oriented design
- work systematically with analysis and selection of materials and constructions
- work with ProjectWeb
- carry out site supervision
- conduct inspections and condition assessments of buildings
- conduct project reviews and quality control of projects

- prepare operational and maintenance plans, prepare schedules and work plans and follow up on schedules and work plans
- take part in a construction meeting
- prepare energy calculations
- take part in obtaining building permits
- draw up and calculate quotes
- obtain quotes

The learning objectives shall be given in the internship agreement and will form the basis for organizing the internship, as well as the student's impressions and the company's evaluation of the intern. It is often difficult to get the learning objectives fully in place prior to the internship, which is why the final learning objectives are sent to the Internship Coordinator after potentially being specified in greater detail within the first three weeks of the internship.

3. 2. Implementation of the internship

3.2.1. Requirements for the intern

It is expected that interns, to the best of their ability, perform the tasks that the company sets out for them in connection with the internship. Interns are on an equal footing with the company's other employees in day-to-day operations and shall follow the general standards in the workplace in terms of attendance, behaviour, etc. If there are significant disagreements, cooperation problems, excessive absences or the like, the student is required to contact the Internship Coordinator in this regard.

It is the intern's responsibility to keep a "logbook" of the internship and use this to reflect on the tasks and learning objectives in order to prepare an internship report.

3.2.2. Requirements for the company

The internship host company have to ensure, that the student will be supervised by staff, which is at a similar or higher educational level than the student him- or herself.

If the company has fewer than 3-5 employees at said educational level, the company must be approved by the EAL internship coordinator.

Furthermore, the internship host company will appoint a supervisor for the student and the name and contact details of the supervisor shall appear in the internship contract.

The host company must assist in the evaluation and approval of the internship placement by completing the evaluation form and signing the internship report.

The company must ensure that insurance, occupational health and safety conditions apply to the intern just as they do to the company's other employees.

If there are excessive absences, significant disagreements, problems cooperating or the like between the student and the company, the company is required to contact the Internship Coordinator in this regard.

3.2.3. Internship Guidance

The Internship Coordinator may delegate this contact to a supervisor from among the programme's other instructors.

The Internship Coordinator is the intern's contact person at EAL and is available for guidance and support for solving problems of an academic or communicative nature. The Internship Coordinator will visit students whose internships are in the vicinity of EAL at least once during the internship period. Contact with the interns will also generally be made via telephone and electronic media.

3.2.4. Midterm assembly (BK)

Midway through the internship (BK) all interns must attend the midterm assembly at the Lilleaelt Academy so long as they are interning in Denmark. The aim is to ensure that the students' knowledge acquisition, experiences and learning at the academy and at their internship placements are mutually supplementary. Guidance is offered on how students can incorporate knowledge from the other parts of the programme into the internship. A general briefing is given about the seventh semester and about how students can use experiences from their internships when writing their final assignments. Students will have an opportunity to share their experiences and to discuss issues related to their internships. The Internship Coordinator is responsible for the midterm assembly and for following up on any general issues.

As far as participation in the midterm assembly is concerned, or for alternatives for students who are in internships abroad, arrangements should be made with the Internship Coordinator.

Students in the third and fifth semester (BK) are invited to the midterm assembly to make preparations for their internships.

3.3. After the internship

3.3.1. Internship report, presentation and assessment

Formally, approval of the student's internship is made by an overall assessment of the internship report and an oral presentation. The assessment is in accordance with the grade scale (seven-point scale).

The report needs to meet with the standards stipulated in appendix 1.

The report with the internship host's signature is to be uploaded to WiseFlow two weeks before end of the internship period.

The oral presentation will take place at the end of the internship. For this, 20 minutes will be allocated to each student, of which 10 minutes are for the student's presentation. The presentation can be based on the internship report, and must include experiences from the internship and reflections on work assignments and learning. The oral presentation is to be made with a digital presentation in PowerPoint.

If the internship is not passed, students will have to take a retest.

3.3.2. Evaluation

The school ensures that quality assurance of the internships is ongoing through evaluation and feedback from the host companies.

4. Quality assurance

The quality of internships in programmes at EAL is ensured through compliance with standards 9 and 10 of EAL's quality system. These standards are attached as Annexes 2 and 3, and text in this manual is marked in red where it contributes to their fulfilment.

5. Additional information

For additional information and inspiration, see the programme's website, as well as the Ministry of Education's internship guide: <http://www.uvm.dk/Service/Publikationer/Publikationer/Videregaaende-uddannelser/2010/praktikhaandbog>

See also the website of the Ministry of Science, Innovation and Higher Education:

<http://fivu.dk/uddannelse/korte-og-mellemlange/erhvervsakademier-og-professionshoejskoler/i-fokus/praktik>

Architectural Technology and Construction Management Programme Construction Technician Programme

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Internship report

1. Method

The student must keep a logbook during the internship, which will form the basis for the preparation of the final report about the internship. The logbook must be kept in such a way that the points in article 3. Extent and form below are answered.

2. Delivery

The report with the internship host's signature is to be uploaded to WiseFlow two weeks before end of the internship period.

3. Extent and form

The internship report must be a minimum of five A4 pages and a maximum of ten pages, with potential appendices. The main text itself must be a minimum of five pages.

The final report must contain the following in accordance with the general guidelines for report writing:

- Cover page with name, host company, educational institution and internship period
- Preface with student signature
- Introduction
- Description of the company. (What the company's activities are, how many people are employed there, what their professions are, etc.)
- Description of your tasks and functions in the internship period
- Reflections on the educational value of the internship
 - General reflections in relation to the semester description
 - Reflections on the achievement of learning objectives
- Conclusion
- The company's stamp and signature of the internship host

For BT and BK, the internship report is assessed in accordance with the grade scale (the seven-point scale).

For fourth BT and sixth semester BK, the internship must be passed before beginning the final project in fourth (BT) and the beginning of seventh semester (BK).

The overall internship period must be six months for BK and three months for BT. The respective 20 and 10 weeks must take place within a company (on site). The student must also independently make preparations, apply to the internship company, have discussions and prepare the internship report and complete it with an examination. This makes up the total internship period of six and three months, respectively.

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Procedure 8: Internship monitoring

Objective: Data on student internships are used to ensure that students get an internship that their internship is evaluated and that these evaluations are used to improve quality.

(The procedure is supplemented by activities for the preparation and implementation of internships in the individual programs)

Step	Deadline	Activity	Result	Responsible	Tool	Documentation
1	Early December (spring internship) and early June (autumn internship)	The Career Centre checks CRM with a view of identifying whether all students have got an internship (that they are in phase 2 in CRM). If there are students without an internship placement (that are in phase 1 in CRM) then the relevant program's Internship Coordinator is contacted about them. If more than 10% of a program's relevant students do not have an internship placement, then the Head of Department is contacted.	The internship situation is identified. Problems are identified and reported to the responsible party for action.	Career Centre	CRM	
2	At the start of the internship	The Programme Administration checks CRM with a view of identifying whether all students have signed internship agreements (that they are in phase 4 in CRM) (see also Annex 1). If there are internship agreements that lack signatures, then the relevant program's Internship Coordinator is contacted in this regard. If more than 10% of internship agreements lack	Internship agreements are signed. Unsigned agreements are identified and reported to the responsible party for action.	Programme Administration	CRM	

Step	Deadline	Activity	Result	Responsible	Tool	Documentation
3	During the internship	The programme visits the students at least once per internship if they are within range ¹ (if they are out of range, the visit can be replaced by contact via Skype, phone, etc.) and the contact report web form is filled out based on this contact.	Interns are contacted and information about the internship is collected.	Internship Coordinator	Contact report web form	Contact report web form
4	At the end of the internship	The evaluation form is automatically sent from CRM to the intern and host company respectively, and automatic reminders are sent if there is no reply.	Internship is evaluated	Person responsible for CRM	Evaluation forms in CRM	Evaluation reports in CRM
5	March October	The Head of Department assesses the contact reports as well as the companies' and students' internship evaluations in CRM for the purpose of implementing improvement initiatives. Threshold value: CRM KPI < 2.5 requires initiatives ² . The Head of Department assesses at the same time whether a given company should continue to be used as a host company. The main factor is that learning objectives can be met, and the feasibility of contact	Evaluations assessed, initiatives launched.	Head of Department	CRM contact reports CRM evaluations	

¹The Head of Department may grant exemptions for visits if the company does not want to allocate the time. The reason for the exemption must be given in the contact report.

²CRM KPI can be seen from the assessment reports in CRM. As far as students' evaluation of the internship is concerned, improvement initiatives should not be launched with regard to variable s.12 - The internship made me aware of academic subjects that my programme should cover... since this variable is not unambiguously positive or negative.

Step	Deadline	Activity	Result	Responsible	Tool	Documentation
6	April/November	visits and communication with the company should be included in the assessment. The Head of Department holds a meeting discuss the internship status on the basis of the contact reports and internship evaluations mhp. and potential institutional initiatives regarding internships	The need for institutional initiatives is assessed	Director of Education	CRM contact reports and internship evaluations	Minutes from the Head of Department meetings

Annex 1.

The Study Administration's special actions for internship monitoring regarding step 2 in Procedure 8: Internship monitoring:

Deadline	Activity
Early December (for spring internships) and early June (for autumn internships)	<p>The Education Secretary checks whether there are still internship agreements in phase 3 "Agreement sent" in the CRM system.</p> <p>The Education Secretary will inform the Internship Coordinator of the relevant programme about missing internship agreement approvals. The Internship Coordinator will contact the student who sent an internship agreement to a company but <u>has not yet been approved</u> and/or received the company's approval of the agreement.</p> <p>The Education Secretary then checks weekly whether internship agreements have gone on to phase 4 "Agreement approved" in the CRM system (this requires approval by both the student and the company). If internship agreements are <u>not approved</u> after one week, the Education Secretary again informs the relevant Internship Coordinator, who contacts the student. In addition, the Internship Coordinator informs the Head of the relevant programme about the missing internship agreement approvals.</p> <p>If a student or company has lost the mail about entering into the internship agreement, the relevant Education Secretary can assist in sending a new one.</p>