

# **Internship Guidelines**

## **Master in General Management**

Students can choose an Internship as part of their studies and validate 18 ECTS. As a general rule, the internship can be validated earliest during the third semester of the program. Nevertheless, you can submit the internship applications forms and start the internship as soon as you have acquired at least 30 ECTS.

To be approved, the internship should conform to the following rules:

- The duration of the internship is at least 12 weeks.
- The internship is sufficiently complex, requires a university degree and it is 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 a tutor from the company and a supervising professor from the faculty.

You will find all administrative details in the program website.

### **The internship report**

If you have chosen to follow an Internship (18 ECTS), one of the requirements is to write an internship report. We recommend that you discuss the content of the internship report with your advisor as soon as possible. With that in mind, you can then collect the relevant data and information “on the job”.

### **What is an internship report?**

The internship report can take different forms depending on the area and problem that you are tackling. Here are though some basic principles:

- 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 on a specific business case, the potential paths to deal with it and proposes a solution.
- It applies previously acquired academic knowledge to analyze the question under study.
- It should focus on knowledge transfer from academia to business practice.

## **How should the report look like?**

The content and structure of the report will differ if it has a case study or a research paper format. Talk early enough with your supervisor to define the topic of your internship report, the content and its format. Depending on the requirements of the company, the report may be publishable or confidential. Nevertheless, in the end, the report has to have publication quality meaning that, it does not have language, format or conceptual mistakes. Therefore, if permitted, it can be uploaded, consulted, distributed or used by the company.

## **How extensive should the report be? Some basic formatting**

- Total length – max 20 pages.
- Include a title page, found at <https://www.unine.ch/mscgem/home/current-students/internships.html>
- Font 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 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).

## **Avoiding Plagiarism**

The University of Neuchatel fights against plagiarism. Get informed about the basic guidelines <https://www.unine.ch/seco/en/home/etudiant-e-s/prevention-du-plagiat.html>. You should cite appropriately all articles, books and internet sources used to obtain information used in the report. Any formulation, idea, research, reasoning, or analysis that is borrowed from another author should be correctly and accurately indicated as such, with the original source cited. Note that Wikipedia and other online sources can be particularly problematic: as a rule, finding and citing the original source shows you have verified the information and helps you avoid plagiarism.

You will need to sign a pledge of honour and submit it with your report. In case of plagiarism, the student fails the report and administrative sanctions and disciplinary consequences may apply.