

Guidelines for Interns Master of Applied Geoinformatics

The curriculum of the **Master of Applied Geoinformatics** at the University of Salzburg (Version 2009) foresees a **compulsory professional internship** with a duration of at least **7 weeks** in addition to coursework at the university. The internship can be completed in one or at most in two parts, with one part lasting at least 3 weeks. The daily working hours should correspond to normal working time equivalent to full employment. The compulsory internship is valued with **10 ECTS-credits**.

The internship strictly has to be completed outside of the University of Salzburg on the basis of an internship agreement (see in addition the rules of the curriculum). The agreement concerning the fulfillment of an internship with a company or an agency working in the field of geoinformatics, has to be arranged by the student. The lecturers in the master program may assist with the identification of potential placements for internships, the responsibility for completion of the internship in a timely and thematically suitable manner lies, however, with the student.

A confirmation of the curricular requirement of an internship can be requested from the study program administrator (Ms Beate Wernegger), if the registration in the master studies of the student is current and the student assures not already having completed internships of sufficient duration for covering the internship requirement.

A written agreement covering the internship has to be prepared between the intern and a responsible contact person of the employer. If the student wishes to receive a binding credit approval prior to commencing the internship, the internship agreement needs to be submitted to the chair of the curriculum committee for acceptance.

The **internship agreement**, which needs to be signed by both parties (employer and student, has to cover the following **specifications**:

1. Location and a short description of the institution providing the internship,
2. Starting date and duration of the internship,
3. Short name of the position of the intern,
4. Short description of tasks and responsibilities,
5. Specification of the supervisor in charge,
6. Written statement on learning targets from the student's point of view,
7. Reference to professional targets of the student,
8. Determination of agreed payment (if any),
9. Determination of responsibilities regarding taxes and social insurance.

As **basis of the approval of study credit by the university**, a **written internship certificate** needs to be submitted to the chair of the curriculum committee after completion of the internship. The internship certificate has to be prepared by the supervisor in charge in the name of the employer, it has to refer to eventual changes or adaptations in the initial internship agreement (which has to be attached as well), it has to contain a detailed description of fulfilled tasks and a verbal evaluation of the student's performance. This internship certificate is signed by the chair of the curriculum committee and has to be submitted by the student upon completion of all course requirements.

In addition, students are requested to submit a detailed final report with a description of tasks, notes regarding learning objectives, and recommendations to future interns. This report is to be submitted together with the internship certificate in digital format (pdf) and serves as orientation for future interns.

Guidelines for Employers of Interns Master of Applied Geoinformatics

The curriculum of the **Master of Applied Geoinformatics** at the University of Salzburg (Version 2009) foresees a **compulsory professional internship** with a duration of at least **7 weeks** in addition to coursework at the university. The internship can be completed in one or at most in two parts, with one part lasting at least 3 weeks. The daily working hours should correspond to normal working time equivalent to full employment. The compulsory internship is valued with **10 ECTS-credits**.

For all students internships shall offer professional experience and orientation, and establish a connection with practical applications within the scope of their studies. The compulsory internship period is a central component of their curriculum aiming at acquiring practical experience relevant to their future profession, and supports the final selection of course specialization, the identification of a topic for the master thesis, the orientation regarding general professional options and requirements as well as the identification of required knowledge and expertise for these, among others.

For an employer the limited period of an internship is a valuable opportunity to integrate current knowledge and new techniques into their practice, to use creativity and imaginativeness of students, and to avail of academic resources. In addition, internships are an opportunity, to get to know potential future employees and to assess their potential in detail. To reach the mutual objectives of an internship it is necessary to engage interns at challenging, demanding positions with objectives that are clearly defined and formulated together.

A written agreement concerning the internship has to be prepared between the intern and a responsible supervisor at the employer. The **internship agreement**, which needs to be signed by both parties (employer and student, has to cover the following **specifications**:

1. Location and a short description of the institution providing the internship,
2. Starting date and duration of the internship,
3. Short name of the position of the intern,
4. Short description of tasks and responsibilities,
5. Specification of the supervisor in charge,
6. Written statement on learning targets from the student's point of view,
7. Reference to professional targets of the student,
8. Determination of agreed payment (if any),
9. Determination of responsibilities regarding taxes and social insurance.

As **basis of the approval of study credit by the university**, a **written internship certificate** needs to be submitted to the chair of the curriculum committee after completion of the internship. The internship certificate has to be prepared by the supervisor in charge in the name of the employer, it has to refer to eventual changes or adaptations in the initial internship agreement (which has to be attached as well), it has to contain a detailed description of fulfilled tasks and a verbal evaluation of the student's performance.

If the employer wishes to have direct contact with the organization of studies of the Master of Applied Geoinformatics, please get in touch with the secretariat and/or the chair of the curriculum committee (currently Prof. J. Strobl, josef.strobl@sbg.ac.at).

Study program details are available from <http://msc-agi.zgis.net/>

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