Informatics Internship

1 Guidelines

1.1 Definition
The informatics internship module is designed to give students an insight into the practical side of informatics. The internship usually takes place within a company or a public administration department. An internship at UZH or other universities is only possible in exceptional cases and must be approved by IfI before registration. The internship must be clearly linked to the field of informatics and come in the form of a project. The internship module is compulsory in the major study program and yields 3 ECTS credits.

1.2 Timing
The informatics internship can only be completed once the assessment level has been passed. It is also required that the informatics courses of the 3rd and 4th semesters of the Bachelor’s program have been attended.

The informatics internship must be completed before the start of the Bachelor’s thesis, i.e., the Bachelor’s thesis can only be started after submission of the internship’s final report. The presentation of the internship can take place at a later stage.

The informatics internship lasts at least 12 full-time working weeks (100%). If part of the internship is done part-time it may be extended to a maximum of 18 weeks. If in that case there is an overlap of internship and lecture period, a maximum of 9 ECTS credits can be earned from other courses during the internship in that semester. A study plan setting out the relevant details must be attached to the registration. The internship must be completed in one block.

1.3 Type of project
The work carried out as part of an informatics internship must be clearly project-based and sufficiently linked to informatics. Ongoing roles, including working as a webmaster or as an assistant, cannot be counted as an internship. The project may be part of a larger overall project.

The informatics internship module is part of the compulsory program on the Bachelor’s level. Therefore it is not possible to retrospectively have an actual job recognized as an informatics internship.

1.4 Remuneration
Students are not entitled to a salary for mandatory work carried out as part of their program of study. However, companies providing internships are free to offer a salary to students and/or to refund expenses.

1.5 Assessment
The assessment for the informatics internship consists of a final report and a presentation (see below). The person responsible for the internship within the Department of Informatics may define additional requirements.

Failure to pass the internship is a failed attempt.
2 Procedure
We recommend that students attend the internship information event before starting to plan their internship. The dates of the event are published on the IfI website under Studies > General Study Information and also announced by e-mail.

2.1 Acquisition of a project
Students look for their own internship placements. Information on potential placements with companies is published on the IfI website. This listing is purely informational and is not a binding recommendation.

2.2 Project description and project definition
The project description is the result of a discussion between the internship provider and the student. The student writes the description and the company then signs it. The project description is primarily intended as a project planning and project approval tool. It must contain the following information:

- Name and address of the student
- Name and address of the internship provider
- Name of the responsible contact person (supervisor)
- Start and end date of the internship
- Location of employment
- Project title
- Specific project definition (see below) including a general project plan with milestones and deliverables
- Binding signature of internship provider

The project definition includes:

- Organizational context
- Problem definition and objective/results
- Tasks to be completed by the student
- Approach (methodology, tools, steps)
- Available resources/partner institutions
- Milestones (e.g., “3rd milestone | 10 August | Conceptual data model complete”)
- Specific challenges, risks, risk management
- Learning objectives
- Supervision concept

Simply listing activities, as is typically seen in employment contracts, is not sufficient for internships. Both the internship description and the project definition are primarily comprised of continuous text rather than as a collection of key words (with the exception of the milestone plan). Your documentation must convince us that your internship will be informative and of high quality. The text should focus on results or interim results rather than your activities. An example project description is available on the IfI website.
2.3 Registration
At least two weeks before the planned start date of the internship, the student should submit the fully completed registration form and the project description to the Informatics Department Office on paper (in person or by postal mail) so that the description can be reviewed and revised, if necessary. No further action is required to book the module.

2.4 Approval
If the internship is approved by the person responsible for the internship within the Department of Informatics, the Informatics Department Office will inform the student that the work may commence. If the internship is not approved, the project must be redefined in consultation with the internship provider, or a new internship provider or new project definition must be identified if necessary.

The approved project description is binding for the student and for the internship provider. If during the internship major differences arise between the approved project description and the actual internship, the Informatics Department Office must be informed immediately, and approval must be obtained from the person responsible for the internship within the Department.

2.5 Final report (internship report, final reflection) and reference letter
Upon completion of the internship, but at the latest two weeks prior to the presentation, the student must – without being reminded – submit the final report and a copy of the employment reference letter to the Informatics Department Office on paper (in person or by postal mail).

The final report should not be longer than 5 pages and includes:

- the actual report on the internship (short summary of the work process and an assessment of what has been achieved)
- a final reflection (what went well, what did not go so well, what you could have done better and how, etc. Furthermore the final reflection should include a comparison of target and achieved deadlines based on the milestones specified at the start of the project)

The student should request an employment reference letter (not a confirmation of work) for the internship from the internship provider. The reference letter must include the work load and an assessment of the work. A copy should be appended to the final report, the original stays with the student. ECTS credits are only transferred once the copy of the reference letter has been received by the Informatics Department Office.

2.6 Presentation (focus on results)
The presentation of the internship (10 min presentation and 5 min discussion) generally takes place between the middle of October and the start of November (or between the middle of April and the end of May for internships completed during fall or winter). The Informatics Department Office assigns students to a session; their decision is binding. Students must take part in the entire session.

The presentation comprises the set of tasks, the chosen solution, an evaluation of the achievements, as well as conclusions and an outlook. Also technical approaches and solutions can be presented here.
2.7 Transfer of credit
The ECTS credits are recorded by the Dean’s Office in the Faculty of Business, Economics and Informatics once the presentation is complete and the copy of the employment reference letter has been submitted.