Informatics Internship

The informatics internship 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. The internship must be clearly linked to the field of informatics.

1 Guidelines

1.1 Timing and duration
The informatics internship can only be completed once the assessment level has been passed. Knowledge of what is taught in the compulsory courses of the third and fourth semesters of the Bachelor's program is also an essential prerequisite.

The informatics internship must be completed before the start of the Bachelor's thesis; the presentation of the internship can take place at a later stage.

The informatics internship lasts at least 12 full working weeks (full time) without holiday. It may be extended to a maximum of 18 weeks, as long as the student works a total number of working hours equivalent to at least 12 full working weeks. This enables the student to earn a maximum of 9 ECTS credits from other courses during the internship. A study plan setting out the relevant details must be attached to the registration.

1.2 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.

It is not possible to retrospectively have an actual job recognized as an informatics internship.

1.3 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.

1.4 Assessment
The assessment for the informatics internship is comprised of a final report and a presentation. The final report includes a report on the internship itself, final reflections and a copy of the employment reference letter, which assesses the student's performance during the internship. The person responsible for the internship within the Department of Informatics may define additional requirements.

Failure to pass the internship is classed as a fail.

2 Procedure

2.1 Entry
We recommend that students attend the internship information event before starting to plan their internship.
2.2 Acquisition of a project
Students look for their own internship placements. Information on potential placements with companies is published on the Department of Informatics website.

2.3 Project description and project definition
The project description is drawn up following 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 internship provider
- Name of the responsible contact person
- Start and end date of the internship
- Location of employment
- Project title
- Specific project definition 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 internship documentation. Both the internship description and the project definition are primarily comprised of flowing 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.

2.4 Registration
At least two weeks before the planned start date of the internship, the student should submit the registration form, completed in full, and the project description to the Informatics Department Office. No further action is required to book the module.

2.5 Approval
If the internship is approved by the responsible professor, 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.

2.6 Final report (internship report, final reflection and employment 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 on the internship to the
Informatics Department Office (by e-mail to: studies@ifi.uzh.ch). The final report is comprised of a report on the internship itself, final reflection and the employment reference letter issued by the internship provider.

In the internship report, which should be three to five pages in length, the student describes the project definition for the internship, the selected solution and their approach to the task, followed by an assessment of the results, conclusions and the future outlook.

In the final reflection, the student briefly summarizes how the internship went. Describe what went well, what didn't go so well, what you could do better and how, etc. The final reflection also includes a comparison of target and achieved deadlines based on the milestones specified at the start of the project. The final reflection should be one to two pages in length.

The student should request an employment reference letter for the internship from the internship provider. A copy should be appended to the final report; if not, it must be submitted in advance of the presentation at the very latest.

2.7 Presentation
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.

2.8 Changes to the internship project
Changes to the internship project approved by the Informatics Department Office are generally not permissible. Where changes are unavoidable, the Informatics Department Office must be informed immediately, and approval must be obtained from the assigned professor. Approval may be subject to additional requirements.

2.9 Crediting
The Dean's Office in the Faculty of Business, Economics and Informatics will record the ECTS credits once the presentation is complete and the employment reference letter has been submitted.