

Krems, May 2020



UNILAB - Case Descriptions

Internships in HEI in Austria



Medieninhaber und Herausgeber
IMC Fachhochschule Krems GmbH
Piaristengasse 1 | 3500 Krems | Austria | Europe
T: +43 2732 802 | F: +43 2732 802 4
I: www.fh-krems.ac.at | E: gf@fh-krems.ac.at



1 Case 2: Business Administration Internship at the IMC University of Applied Sciences KREMS

IMC KREMS was founded as the International Management Center (IMC) in 1994 by Dr. Heinz Boyer. Eight years later, on 1 April 2002, IMC was awarded university of applied science status. Since then, the university has grown rapidly. IMC KREMS currently offers 17 bachelor and 11 master degree programmes, as well as 4 continuing education courses – about 40% of the programmes are taught in English. One Bachelor Program is a dual education program with a large retail organization.

Currently, the total number of students is around 3,000. The essential objectives of the study programs are to guarantee a practice-oriented education at an academic level, to accomplish tasks in the respective occupational area and to find solutions with the help of research methods, as well as to boost the flexibility. The practical training semester is an integral part of all studies at the IMC University of Applied Sciences KREMS and enables an overview of fundamental areas of professional life, enhances subject-specific operations as well as the acquisition of needed expertise and social skills.

1.1 General information about the internship

The practical training semester shall be completed in areas relevant to the study program, which have a relevant connection to the subject-related study contents. The duration of the practical training semester must be at least **22 working weeks with at least 32 hours per week**. The practical training is a great chance to gain (first-hand) experience in an organization and to check the usability of the acquired knowledge in a working environment. The internship is a compulsory element of the Bachelor's degree programme and is usually undertaken in the fourth or fifth semester.

Full-time students of the IMC complete at least one internship as an integral part of their studies. The university has excellent contacts to various industries and to the community and students can tap into this network to find a suitable and enriching internship in Austria or abroad via the PTS database.

The students will maintain the status of an active student at the IMC University of Applied Sciences KREMS during the work placement. The internship gives students the unique opportunity to put their recently acquired knowledge into practice and to gather professional experience. In line with the educational objectives of their studies, an essential aspect of the internship is that students do not simply carry out tasks in their position, but rather take on management responsibilities in administrative, strategic or organizational areas of the host company.

The **active preparation** for a practical training semester is a special challenge and already begins with the application process. Certain individual milestones must be accomplished, such as the search and pre-selection of a suitable organization, the conscientious preparation of the application documents as well as the actual process of the application, which may include personal or telephone interviews. In case assistance during the search for a position is needed, the IMC career center team is responsible for supporting students to find the best placement for them. Also, the director of studies for the degree program must give final approval to the student's choice of internship to ensure that it meets the rigorous demands for a high quality, professional experience.

1.2 Support by the IMC University of Applied Sciences

To be successful in finding a practical training placement the following instruments are available by the IMC University of Applied Sciences Krems:

- Newest internship offers on the intranet
- Internship database, incl. company details and search possibilities according to countries, cities and company names)
- Reports from former students
- **Information session** about the practical training semester: Information on application papers as well as the letter of motivation, curriculum vitae, application interview, industry, suggestions to application strategies and time plan.
- The required practical training time must be confirmed by the practical training co-ordinator. If more than 25% of the training time is missed (in exceptional cases, e.g. shutdown of the company, illness etc.), the missed time must be made up.

1.3 Practical Training Contract

After consulting or contacting the IMC career center team, the student applies directly to the respective organization for a practical training placement. Specific terms should be included by the organization in correspondence with the student, e.g. period of the practical training, amount of compensation, type of work etc.

The contract must be signed after all details such as task(s), duration, compensation, etc. have been finalized.

The reflection report describes the experiences of the student in the organization and reflects upon already completed courses and their contents. Furthermore, the report should give an overview of the organization and should reflect the student's own role during the practical training. The report must be written in form of a seminar paper.

1.4 Presentation and Peer Learning – Experience Fair

The students are also expected to present the experiences made during the practical training semester at the beginning of the following semester at the experience fair. The students may present the personal experiences from the working field as well as a reflection on the cultural experiences. In order to provide the internship information to the study colleagues, the students are required to enter the following information on the intranet to the respective fields before start of the following term.

The IMC career center team will group the booth-teams who are responsible for presenting their PTS. The teams will be formed according to destinations or industry branch from all Bachelor degree program of the department Business.

1.5 Performance in the Organization

The IMC career center assists students in acquiring and selecting internship positions and compiles the necessary documents for the internship. Moreover, it provides the necessary resources for advising the student (e.g., advisors) and offers support for completing projects in the context of seminars accompanying the internship. It will assist the company in completing the internship in organizational and technical matters. The IMC career center evaluates and grades each individual internship upon completion. An impartial and reasonable assessment of the performance as well as the feedback of the supervisor in the organization are essential criteria for the own professional development.

Summary

Discipline: Business and Management – Business Administration

Qualification level: Bachelor of Arts in Business (BA), 180 ECTS

Programme promoted by: IMC University of Applied Sciences Krems

Curriculum designed by: IMC University of Applied Sciences Krems

Access to the programme with: To qualify for admission to a university of applied sciences bachelor degree program, a student must have an Austrian school-leaving certificate or an equivalent qualification.

Size of the enterprise(s) involved: SMEs and Large Corporations

Mentoring style: Training seminar from IMC and mentor in the company

Mentoring training used? Yes (From Company and University Side)