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TAKE ON A BUSINESS AND PUBLIC ADMINISTRATION INTERN

- A win-win for students and businesses

All programmes at ZIBAT are offered in close collaboration with the business community that the students will one day become a part of. Therefore, all students at ZIBAT must complete an internship at a business as a part of their studies. Internships provide students with an opportunity to apply theory to practice, while businesses in return get an extra employee and the chance to have specific work performed or a specific problem solved. The objective is to couple the theory and tools studied with the real challenges facing modern businesses every day.

WHAT IS AN AP DEGREE IN BUSINESS AND PUBLIC ADMINISTRATION?

The Academic Profession (AP) Degree programme in Business and Public Administration at ZIBAT is an intensive and demanding short-cycle higher education pro-

gramme. The programme spans two years and focuses on administrative tasks in the public and private sectors.

The programme places emphasis on students learning to collaborate across functions within an organisation, and on training students' analytical skills so that they can meet the various challenges in a modern organisation.

WHAT DOES A BUSINESS AND PUBLIC ADMINISTRATION GRADUATE HAVE TO OFFER?

A business and public administration graduate possesses both general and specific knowledge within specialist fields such as social sciences, organisational understanding, economy and finance, as well as relevant administrative and legal areas. Throughout the programme, students complete numerous projects on various



DID YOU KNOW THAT 95% OF ALL BUSINESSES THAT TAKE ON INTERNS ARE SATISFIED WITH THEIR INTERN FROM ZIBAT?

CLOSE TO YOU
CLOSE TO A JOB

types of administrative problems in a range of different business contexts.

Business and public administration graduates therefore have broad generalist qualifications and are able to quickly acquire new knowledge of more specialised administrative areas. Business and public administration graduates typically work as project managers/middle managers or in HR departments.

WHAT'S IN IT FOR YOUR BUSINESS?

Students from ZIBAT possess a broad range of the skills demanded by businesses today. ZIBAT students have the most up-to-date knowledge within their field and can therefore look at your business with a fresh pair of eyes. We know from our experience with internship collaboration that interns deliver exciting and fruitful outcomes that benefit of everyone involved.

For example, an internship can:

- be an opportunity to solve specific issues that are relevant for your business, e.g. as a part of the trainee's dissertation;
- provide you with insight into the AP Degree programme in Business and Public Administration and therefore the possibility to influence future development;
- clarify whether the intern is a potential candidate for future employment.

THE INTERNSHIP

The internship takes place over ten weeks with average working hours of 35.5 hours per week, which can be planned flexibly. Students will typically have their internship in the period from mid-January to mid-March.

The work tasks assigned to the intern must relate to the administration of the business and may be within one of the following areas: project management of specific projects, personnel and HR-related tasks, including statistics, organisational development, quality assurance, ordinary ad hoc tasks within administration, as well as collecting empirical data from primary and secondary sources. The student must possess competences within all areas. However, the student will often have some degree of specialisation and special interest in certain areas.

As a part of the internship at your business, the intern will contribute to performing different tasks, either alone or together with one or more employees at your business. As far as possible, the intern must be able to learn and take specialist advice from these employees. Although the intern will take an active part in performing tasks, the intern cannot necessarily be relied upon as an extra full-time employee.

EXTENDED COLLABORATION

After completion of the internship period, the intern will be required to complete a final exam project.

The collaboration between you and the intern may be extended to include the exam project if you and the intern can agree on a relevant problem definition which meets the terms of the exam project. The exam project is a study project and must therefore meet certain formal requirements. The extended collaboration should be seen as an extra opportunity for your business, as well as for the intern, for even more in-depth study; in-depth study which could result in creative and readily applicable solutions, reports etc. for use by your business.

THE PRACTICALITIES

The student is responsible for finding a business and establishing an internship contract with the business. The contract is established by filling out a contract form.

A supervisor will be allocated to the student, and this supervisor will act as the liaison between your business and ZIBAT. The supervisor will act as a sparring partner for the student during the internship.

Before the internship contract can be approved, the student must discuss the content and nature of the work assignments with the supervisor and your business. This is to ensure that the assignments comply with the educational requirements (learning objectives).

We recommend that you allocate a contact person at your business who can answer any questions the intern may have concerning working assignments and working conditions, and who can represent your business at the meeting with the supervisor.

There are a few general terms and conditions for the internship:

- office hours and work assignments for the internship period must be agreed between the intern and the business;
- the intern reports to the business if he or she is unable to come to work due to sickness;
- the business can always contact ZIBAT (see below) if there are problems during the internship period;
- the intern will be covered by the business' industrial injury insurance and liability insurance.

FURTHER INFORMATION

Find your local internship coordinator here:

www.easj.dk/praktikkoordinatorer