

## Information to organisations participating in Kristiania University College's internship programme



### Description of Kristiania

Kristiania University College was founded in 1914 and is one of Norway's oldest and largest educational institutions. Today, Kristiania has approximately 15.000 students in various undergraduate and graduate programmes, both on campus and online. Kristiania positions itself as an educational institution which combines practice and research in all its studies, with close ties to the work sector. We develop our studies in close collaboration with relevant organisations and sectoral committees, to provide our students with the best possible career opportunities.

### Work experience as part of the study programme

Norwegian employers' and employees' organisations (NHO and LO) and the Norwegian Ministry of Education emphasise that higher education programmes should be developed in close collaboration with the practical work sector. In accordance with this goal, Kristiania offers work internships as part of the second year of their Bachelor programmes during the spring term. It is a requirement that the internship provides the student with relevant professional experience for his/her study programme, and that it accommodates for the student's academic development.

### Goals for professional internships

#### For the student

The student should get an insight into professional work life in an environment relevant for his/her own study programme. The internship should accommodate for systematic learning through relevant work tasks and practical experiences for the student. Experiences and knowledge acquired through the internship work should enhance the student's understanding for his/her other academic courses in the Bachelor programme and provide the student with an understanding of how theory and practice are interdependent. The internship work should be varied, supervised and evaluated. The work tasks should be suited to the student's competence and are considered as an arena for learning in the same way as the education at Kristiania University College. During the internship period the student will choose a topic for in-depth study which will be relevant to his/her academic study programme.

#### For the employer

The organisation receiving the student should experience the internship period as valuable. The extent of the internship period allows enough time for the student to become a productive resource for the organisation. Being in their second half of their Bachelor degrees, the students have acquired considerable knowledge and have completed courses which are relevant for work in an organisation. The students should also be able to contribute with valuable academic insights.

### Roles and responsibilities

#### Student

The student is to perform the agreed work duties and tasks in the same manner as if the student was employed through an ordinary work contract. The student achieves 30 ECTS credits upon completion of the academic course and the internship period, which is the equivalent of one semester. The student is responsible for his/her academic studies in accordance with the course description and defined syllabus. The student is to participate in and produce the following:

- *Classes before departure at Kristiania (weeks 2-7): 50 hours*

- *Group supervision for the writing of the final in-depth assignment at Kristiania (weeks 20-24):* 18 hours.
- *Work hours:* complete a minimum of 216 hours work during the internship period – an average of 3 days a week X 9 weeks (Works hours/days are to be agreed with the employer, and work hours/days may be unequally distributed between the weeks). The internship should start in week 9.
- *Portfolio evaluation* – an individual portfolio exam in three parts is to be submitted to Kristiania during the internship period and is based on the internship experience.
- *In-depth assignment writing* –The final in-depth assignment is to be written after the student has completed the internship. The writing process is guided through group supervision at Kristiania. The in-depth assignment should be based both on practical workplace experience and theory from the course syllabus and/or theory from other relevant courses in the student's bachelor programme.

### Employer

The student is to be employed in a department with work tasks relevant for his/her study programme. The student reports to the same leader or colleague through the entire period. This person does not have to be the department manager, it could just as well be a colleague. The student's closest leader has the following responsibilities and tasks:

- In collaboration with the student, clarify work tasks in the internship period (the student's own work tasks, emerging and administrative tasks, opportunities to participate as an observer, etc.)
- If possible assign the student a *project* which he/she may work on through the internship period (enables the student to lead him-/herself to a larger extent when there are no other work tasks)
- Conduct two review/development meetings during the period
- Conduct a final meeting with the student at the end of the internship period
- Write a short end evaluation to Kristiania (use Kristiania's digital form) '
- Write a work certificate for the student (Kristiania's template may be used)

### Kristiania

At Kristiania, the academic course instructor has the overall responsibility for supervising all the students and to teach the required academic syllabus. The course instructor/internship counsellor coordinates between Kristiania and the employer. Kristiania is solely responsible for the academic supervision and evaluation. The school will contribute information about the student's academic level and may suggest appropriate work tasks and projects.

### **Admission of students**

Kristiania administers the following admission process:

- Admission requirements are based on grades from the first year of study
- Requests from the internship organisation – description of the organisation's preferred personal profile, work tasks, department size and resources

For questions, please contact course instructor: [hanne.stavelie@kristiania.no](mailto:hanne.stavelie@kristiania.no),  
 coordinator: [merete.bolstad@kristiania.no](mailto:merete.bolstad@kristiania.no) or the internship office: [praksis@kristiania.no](mailto:praksis@kristiania.no)