

Template for course syllabi for elective internship courses at the Faculty of Social Sciences

For course syllabi regarding internship courses¹, special circumstances must be taken into consideration. This document provides recommendations as well as examples of suitable formulations for internship course syllabi. The document is an appendix to the template for course syllabi at the Faculty of Social Sciences.

Learning outcomes

Two examples are provided below of learning outcomes that students on internship courses may be expected to achieve. Both are taken from the degree outcomes of the Higher Education Ordinance. For other suitable learning outcomes, see sample course syllabus on the website of the course syllabi group.

- *demonstrate the ability to identify the need for further knowledge and ongoing learning.*
- *(for second cycle: take responsibility for his or her ongoing learning)*

- *demonstrate the competence and knowledge required to work autonomously in the field covered by the degree programme (for second cycle: demonstrate the competence and knowledge required to work autonomously in a professional capacity)*

Course design

Work duties in the context of an internship placement do not normally earn credits in themselves. It is through passed assessment(s) linked to the internship course that the student demonstrates the achievement of the learning outcomes for the course, and thereby earns credits. Work duties in the context of the internship course correspond to a compulsory course component and are registered in Ladok as a non-credit-earning element/results note.

¹ The guidelines have been developed for internship courses included as elective courses within a programme. For compulsory internship courses within professional degree programmes for example, other circumstances often apply but, to the extent that these guidelines are applicable, they can also be used for these courses.

The number of hours/weeks that the student is expected to dedicate to the internship is to be stated in the course syllabus. Time must be set aside for the student to undergo assessment. Normally, approximately 20 % of the course time is set aside for assessment, but the scope may vary depending on the forms of assessment used on the course.

Example for a 30-credit course:

Students are to complete 640 hours/16 weeks of work duties in the internship placement. The remaining 160 hours/4 weeks are to be used to complete the course examination assignments.

There is to be an appointed supervisor at the internship placement. The placement supervisor is to confirm that the student completed the internship according to the two-/three-party agreement signed before the start of the internship (see information on this agreement under “further information”). However, the placement supervisor is not authorised to act as an examiner on the course.

Once the student has completed the internship according to the agreement, the placement supervisor is to confirm this to the contact person at the higher education institution.

Course assessment

The learning outcomes of the internship course can be assessed through one or several independent written reflection assignments in which the internship placement or an associated problem area is used as a case study, which is analysed/interrogated using relevant course literature.

Another possible form of assessment can consist of submission and/or seminar processing of a portfolio of completed assignments at the internship placement and their relation to theories and current research of relevance to the internship.

If the number of assessment opportunities for a pass is limited for reasons of resources, this is to be stated. “If satisfactory completion of a course or part of a course requires successful completion by the student of a placement or corresponding training, the number of prescribed periods of placement or corresponding training shall be at least two.” (Higher Education Ordinance Chapter 6 Section 21)

If a student fails the internship work duties component, the student is given one further opportunity to complete the internship. The entire internship period must be re-done and it is the student’s own responsibility to find a new placement.

Further information

It is normally the student's own responsibility to find a suitable internship placement for the period concerned. The responsibility for finding an internship placement (whether on the student or the higher education institution) is to be clearly stated in the course syllabus.

It is the student's own responsibility to find a suitable placement for the internship.

A two-party agreement between the internship provider and Lund University, or a three-party agreement including the student, is to be set up before the start of the internship. The agreement clarifies the expectations on both the host organisation and the student, and may be a requirement for the student to be insured during the internship period. The agreement is to be registered.

A three-party agreement between the student, the internship host organisation and the higher education institution is to be approved by all three parties before the start of the internship.

Brief information on insurance for students on internships

Internships in Sweden

All students at Lund University who complete their credit-earning internships in Sweden and during the course period are automatically insured through Lund University's personal injury insurance.

Internships abroad

Students who complete their internships abroad are insured through the "Student UT" insurance provided by the Legal, Financial and Administrative Services Agency. For the insurance to apply, the student is required to be earning credits and to be registered on an internship course at Lund University during the entire internship period, and there must be a signed agreement between the internship provider and Lund University.

(The question of insurance may differ somewhat for students with an Erasmus internship grant. Read more [here](#)).