



PREAMBLE

According to the Study Plan and the **Applications Directives**, the Master in Responsible Management includes an internship. This document provides guidelines about the criteria of the internship, the forms to be filled in, as well as the Internship Report.

With regard to prerequisites, deadlines, registration, evaluation, and the retake procedure, please consult the **Application Directives**, which are available on the [GSEM website](#).

The purpose of an internship is to provide an opportunity for students who enrolled in the GSEM Master's program in Responsible Management to acquire work experience and to apply the knowledge and skills learned during the program in real-world questions and problems.

GUIDELINES

Students enrolled for the Master's program in Responsible Management are required to undertake the necessary steps to find an internship by their own efforts. The GSEM is not involved in any recruitment services but may occasionally forward internship offers received from external companies.

The internship may be done in Switzerland or abroad at a Swiss or a foreign company.

At least 80% of the internship must be classroom-based.

The content of the internship may vary with regard to content and tasks. Usually, the hosting company/organization has a specific problem, and the student is assigned to analyze and/or find a solution for the particular problem.

The hosting company/organization defines the terms of engagement and remuneration, considering the internship's specificities and objectives as well as the intern's specific abilities and skills.

The company must provide an apt and experienced supervisor to coach the intern. The supervisor's name and position are to be reported on the **Internship Agreement** form.

The internship has to fulfil the requirements stated in the **Internship Agreement** form. All three parties, i.e., the company, the GSEM representative, and the student, must agree on the details before the start date of the internship.

The **Internship Agreement** form gives the student a recognized status within the company. If required by the OCPM (Office Cantonal de la Population et des Migrations) or by the host company/organization, a copy of the agreement form may be provided by the University. However, the original form remains the property of the University of Geneva and cannot be considered as a work contract.

INTERNSHIP REPORT

At the end of the internship, the student prepares an Internship Report. The Internship Report should contain four pages (Arial 12 font size, 1.5 spaced) of text and should describe the program of the internship (mission, objective, duties, etc.).

QUESTIONS

All questions may be sent to gsem-masters@unige.ch