



PREAMBLE

According to the Study plan and the '**Applications Directives**', the Master in Commodity Trading includes a traineeship. This document provides guidelines about the criteria of the traineeship, the forms to be filled in as well as the traineeship report.

With regard to prerequisite, deadline, registration, evaluation and retake procedure, please consult the '**Application Directives**', available on [GSEM website](#).

CRITERIA OF THE TRAINEESHIP

As students have chosen to do the academic Master in Commodity Trading while working, students need to be employed in a company related to trading and located in Switzerland.

A long-term 80% traineeship is required at least until the student completes his/her two semesters.

The traineeship provides exposure and access within companies that graduates may not otherwise have. The student is expected to function as an entry-level professional, which is reflected in the projects and activities performed and in relationships with the companies' administrators and other staff.

Trainees will:

- take the lead in drafting the Traineeship report;
- provide professional quality work;
- comply with the policies and procedures of the company;
- show initiative where appropriate;
- watch for opportunities to learn, including more generally about the company;
- fulfill the requirements of the Traineeship report;
- ask for a "milestone review" with the supervisor and the Master in Trading program coordinator if the assignment is not working out as intended;
- contribute to the performance appraisal at the end of the assignment;
- act as Master in Trading ambassadors in interactions with the company.

LEARNING OBJECTIVES

The learning objectives specify what the trainee is expected know, understand and be able to do after successful completion of the traineeship. They are presented from the trainee's perspective, in terms of knowledge, skills and attitudes to be acquired.

A learning objective specifies an action by the student that should be:

- Observable (use action verbs)
- Relevant for students of the Master and the Company
- Attainable by trainees at current level within the defined period of traineeship

Example: “Upon completion of his/her traineeship, the trainee will be able to design a solution for a designated problem.”

TRAINEESHIP REPORT

The Traineeship report must be in place within a month of the beginning of the traineeship. If the student has a new position in a different department during the 12 months of the Master, a second report will have to be completed.

The document describes and defines the working relationship between the trainee and the company. It is a tool for communication, monitoring, and assessment of the work experience.

Once the work completed, the assessment form will be finalized online, through the [GSEM Student Intranet](#).

QUESTIONS

All questions can be sent to gsem-commodity-trading@unige.ch