

# Master in Environmental Sciences

## Guidelines for internship reports

Validation of all internships relies on the assessment of a report written by the student along with the intern assessment form filled in by the host organization. For internships credited with 10 or more ECTS credits, the validation step also implies a 25-minute oral presentation-/discussion between the student, the host organization representative and student's thesis supervisor.

**The number of credits awarded to the internship is calculated on the basis of 1.2 ECTS per full-time working week (42 hours), within the limit of 20 ECTS for internships exceeding 17 weeks. The number of credits includes the writing of the report and, if required, the oral preparation and presentation.**

### I. GUIDELINES FOR THE WRITTEN REPORT (5000 WORDS OR MORE)

#### INTERNSHIP CONTEXT

Duration, percent worktime

Host institution: main activities, structure, number of employees, mission, objectives

#### INTERNSHIP ACTIVITIES

*For every project/mission in which the student was involved*

Context

Partners and roles

Technical/environmental/scientific stakes

Tasks carried out by the intern

Technical and scientific results

Acquired skills (technical, personal, management etc...)

Difficulties, issues

#### GENERAL FEEDBACK

Required skills:

1. acquired at UNIL, 2. acquired during the internship, 3. still missing

Other useful skills

Time and project management

Good and bad surprises, disillusion

Was I prepared for this?

#### II. GUIDELINES FOR THE ORAL PRESENTATION

The student will present: (15 minutes)

1. The host organization's structure, mission and objective

2. The missions he/she was given and realized. One of the most significant mission can be used as a case study

3. An analysis of professional abilities/skills acquired during the internship

The purpose of the discussion is to further the presentation as well as to provide feedback on the assessment report.

A 10 min time slot is dedicated to questions and discussions by the assessors.

#### III. VALIDATION

Based on the written report, oral presentation and intern assessment form, the thesis supervisor decides on the internship's validation.

Lausanne, May 2021

