

Detailed instructions about traineeship courses

This information is intended primarily for you who are a student and are considering doing an internship, but also a supervisor for the internship at a workplace, and a course coordinator / examiner for the internship at the department.

The aim of the course

The main aim of traineeship course is to gain both general and specific work experience at a company or organization. You will be able to practically apply the knowledge and skills acquired during previous studies. You will also gain knowledge of how work, related to the focus area of the studies, is organized and operated at, for example, a company or a governmental authority.

The department does not organize or actively help students to find traineeships. Students must find their traineeship and organize an external supervisor by themselves. The external supervisor should normally be employed at the workplace. Both the traineeship site and the external supervisor must be approved by the department course coordinator / examiner. When the student has arranged a traineeship and an external supervisor, he or she contacts the course coordinator in the subject of the traineeship course, for appointment of an examining teacher at the department. Most often, the course coordinator is the examiner.

It should be noted that one cannot retroactively count a job already done as a traineeship course. Since it is important to work independently during traineeships, two students may not take their traineeship at the same workplace at the same time without the approval of the course coordinator. Neither is it allowed do two traineeship courses at one workplace without the approval of the course coordinator.

The Scope, prerequisites and application

Traineeship courses are available for both undergraduate (bachelor level) and advanced level (master level), and may comprise 7.5 credits (only for bachelor level) or 15 credits (for bachelor and master's level). It is possible to take more than one traineeship course, but only a maximum of 15 credits of practical traineeship courses may be included in each degree (bachelors/masters level respectively).

The entrance requirements vary depending on whether the course is at the undergraduate or advanced levels, and the subject of the traineeship course, see the syllabus for details. The syllabus for the traineeship courses can be found by searching the course name or code at Stockholm University's online course catalogue.

Students apply for the traineeship courses directly to the department by contacting the course coordinator.

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Before the traineeship starts

There are four requirements that must be fulfilled before the traineeship can be commenced:

1. The student should be admitted to the course.
2. The student should have attended an introductory meeting.
3. The student should have submitted a work plan that must be approved by the course coordinator.
4. The employer must have confirmed the traineeship and the work plan.

Work plan

The student must write a plan for the traineeship well in advance of starting work. The course coordinator/examining teacher must receive the plan at least two weeks before the start of the traineeship period. The plan should be 1-2 pages long, and must begin with the student's contact information (name, address, e-mail address, telephone number and civil registration number). It should then briefly describe the workplace and its activities, the role of your supervisor, the work that will be carried out during the traineeship. It must conclude with a time schedule, including the exact dates on which the traineeship will begin and end. The schedule should also include a provisional date of the oral presentation at the department. You must, of course, draw up the plan in consultation with your external supervisor, but you must not let the supervisor write it for you! The plan must be approved by the coordinator/examining teacher one week before the work is to begin. You should arrange that the external supervisor sends an e-mail to the course coordinator/examining teacher, where the supervisor confirms that the student is welcome at the traineeship site and that the schedule has been agreed upon.

Introductory meeting

When you are accepted for the traineeship, you will receive information about an introductory meeting. During this obligatory introduction the student and the course coordinator / examining teacher discuss the schedule, course objectives and conditions of the traineeship course. The student will also be informed of the details of the examination process. Most often, the course coordinator is the examiner.

Course Registration

The course coordinator/examining teacher contacts the student office that the student should be registered on the traineeship course. The student office need information about course and course code, the student's name and social security numbers and start and end dates for the traineeship.

During the traineeship

Traineeship means that you participate in the activities of a company, an authority or another workplace, under supervision. You are to work to the same extent and keep the same hours as other employees at the workplace. The plan you submit before starting the traineeship is to describe the work you will be doing. If it turns out that any deviations from the plan are necessary, the course coordinator/examining teacher for traineeships must approve them.

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Presentation and examination

The traineeship is to be presented on its conclusion both as a written and oral report. The written report is to take the form of a journal. This means that you must set aside a period each day during the traineeship for documenting what you have done during the day, and reflecting on your work. You and the course coordinator then agree on when the week's diary should be sent in so that you can get feedback. This enables us to determine whether the journal has an appropriate size and content, and that the traineeship is proceeding well in all other respects.

You submit the journal when the traineeship is over, and supplement it with a short description of the workplace and its activities, and information about your supervisor (approximately the same information as you gave in the plan). Further, you are to end the written presentation with a summary of your impressions from the traineeship: what you have learned, the problems you faced, what worked well, what significance you expect the traineeship to have for your future career. This part of the presentation is particularly important, so make the effort required to ensure its quality. Check the language and spelling thoroughly.

The oral presentation is carried out by agreement with the course coordinator / examining teacher and this also applies when the written report is to be submitted.

The oral presentation takes place in the form of seminar that should be held as soon as possible after completion of traineeship. The presentation may take place either in connection with a course where the current traineeship may be of interest to other students, or in a smaller forum with the examining teacher and a few other guests. The form of the seminar should be discussed during the introduction to the traineeship. The presentation should be approximately 15 minutes and should cover roughly the same content as the written report. The seminar is expected to be well prepared, clearly structured and should be illustrated with a PowerPoint presentation, preferably with pictures/illustrations from the workplace.

If the oral presentation is not approved, the student will get the opportunity to redo it later. If the written statement cannot be approved, a new version is to be submitted. The course is marked only with the grades "Pass" or "Fail".

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