

LET'S GO

INTERNSHIP!

Design School's Master of Science courses | A.Y. 2023/2024

TIROCINIO



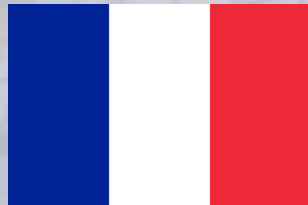
STAGE



INTERNSHIP



TRAINEESHIP

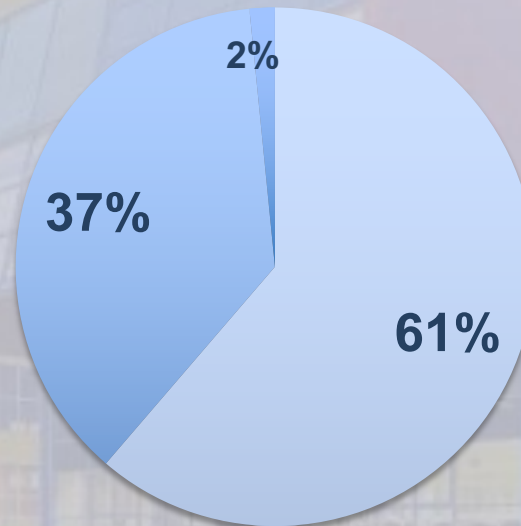


**WHAT IS AN INTERNSHIP FOR YOU? Tell
us in 3 words!**



<https://www.menti.com/vzypar38uj>

WHAT IS AN INTERNSHIP FOR THOSE WHO DID IT?



- Autonomous activity, but combining explanations and supervision
- Autonomous activity, without specific support but supervised and verified
- Routine work not requiring specific knowledge and ability
- Basic observation

WHAT IS AN INTERNSHIP, REALLY?

- It's an **on-the-job experience**, outside the university context!
- It allows you to «**put into practice**» **theoretical knowledge** acquired studying
- It is a practical training experience, always supported by a professional: **IT'S NOT A JOB CONTRACT!**
- It allows you to «**try**» **doing a job**, to understand if it is what you want to do in the future
- It allows you to **enrich your curriculum vitae before the graduation**, making it unique from that of your fellow students

WHAT TO EXPECT FROM THE HOST ORGANISATION?

- Training and support
- Rules application



WHICH ARE THE BASIC RULES OF EVERY INTERNSHIP?

WHO	TYPE	LENGHT	STARTING WHEN	BENEFIT	MANAGED BY
STUDENT (Bachelor and Master, Specializing Masters, PhD)	Compulsory (gives you university credit – ECTS)	Depends on your study plan	Depends on your study plan	Paid or unpaid	“SAT”
	Non compulsory (no university credit)	1-12 months	Whenever you are ready/available	Paid or unpaid	CAREER SERVICE
GRADUATE (Bachelor and Master, Specializing Masters, PhD)	Extracurricular / Post graduate	2-12 months	Whenever	Paid (Italy) or unpaid (Abroad)	CAREER SERVICE

PC, programs and internet connection are the host organisation's duty; it is partially an exception the smart working internship

Insurance coverage for accidents and civil liability, on the intern's activity, are **PoliMi's duty**

Hours and days of attendance must be respected: **no overtime, no activity during the night or in the weekend.**

The host organisation must provide you each necessary specialist training course.

For the host organisation and PoliMi

Follow the instructions by the supervisor

Follow the host organisation's internal rules and purposes

Attend according to the agreed schedule, notifying (if possible in advance) any absences

Pay attention to the obligation of secrecy, asking the supervisor if ok to the disclosure (eg. In the thesis/final evaluation)

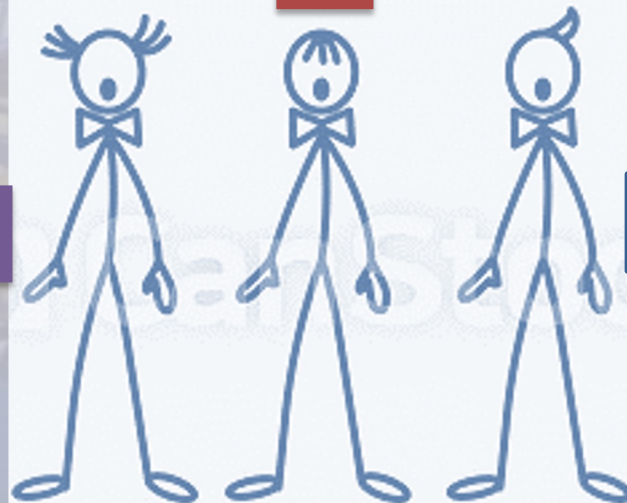


For the intern

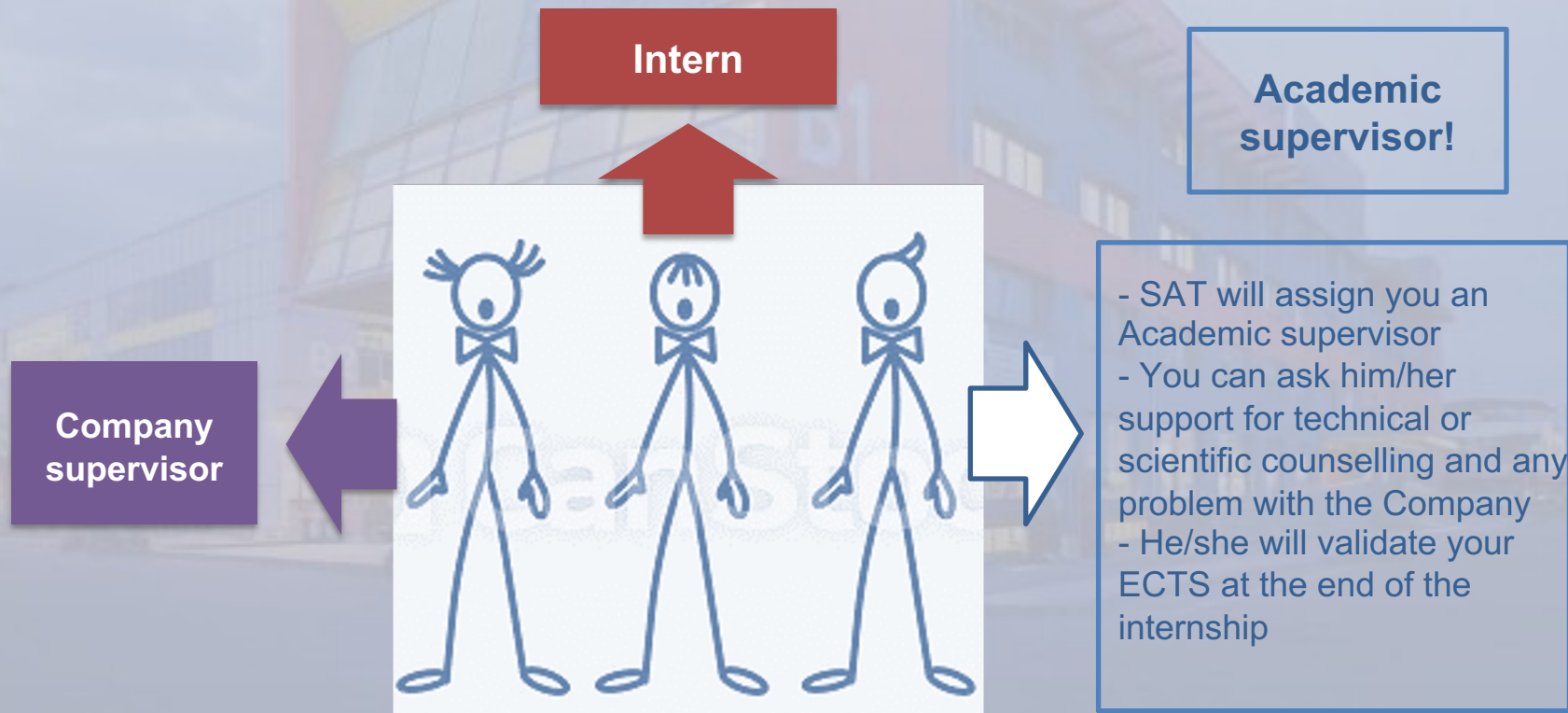
DID YOU KNOW...?

Intern

**Company
supervisor**



DID YOU KNOW...?



8 PRACTICAL TIPS TO LIVE AT BEST THE INTERNSHIP EXPERIENCE

Ask questions!

Observe, listen and take notes

Get to know also colleagues who don't work directly with you!

Be open to relations with colleagues: build a network!

Be precise! Respect hours and deadlines!

Be flexible!

Be proactive: anticipate the problem/request!

ROAD TO... COMPULSORY INTERNSHIP!



Get to know my study course regulations

Look for

Activate

Carry out

Feedback

Recognition of ECTS



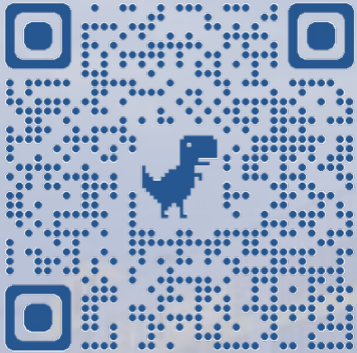
Get to know my study course regulations

When?

Which types?

Where?

How long?



When?

2ND YEAR 1st or 2nd semester

BUT

you **MUST** have already inserted it in your study plan and your study plan **MUST** have already been approved.

N.B:

You **MUST** complete it and have the credits validated within the **deadline of the verbalization** of the exams foreseen by your **graduation session**

See: **Registration Calendar** for Master's Degree Appeals

Which
types?

- Internship in a **company**
- Internal Practical Activity**
- Alternative:** Work experience

Where?

- In a **Company**
- Public/Research Organisation/Institution**
 - In a **Professional Firm**
- Provided an expert professional supports you.
 - In **Italy** or **Abroad**



How long?

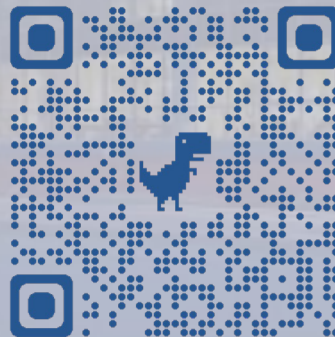
	CFUS 2022/23	HOURS
DESIGN & ENGINEERING	15	280
COMUNICAZION DESIGN	18	300
DESIGN FOR THE FASHION SYSTEM	14	250
DIGITAL AND INTERACTION DESIGN	12 +6 pws	250 (+ compulsory Professional workshop*)
INTEGRATED PRODUCT DESIGN	14	280
INTERIOR AND SPATIAL DESIGN	15	280
PRODUCT SERVICE SYSTEM DESIGN	9 +6 seminar +3 Teambuilding	250 (+ compulsory Seminar* + Teambuilding*)

* It is NOT possible to substitute the compulsory workshop/Seminar/teambuilding credits with a longer internship/working experience.

During the transient phase post COVID-19 health emergency, internships can be carried out:

- in a **mix of distance and presence mode** (Supplementary Agreement)
- in **presence only**

You can find [Politecnico di Milano guidelines on internships with regards to COVID-19 emergency](#) on the Career Service website





Look for

How in advance?

Through which channels?

With which tools?

With which educational goals?

How in advance?

Prepare CV and portfolio



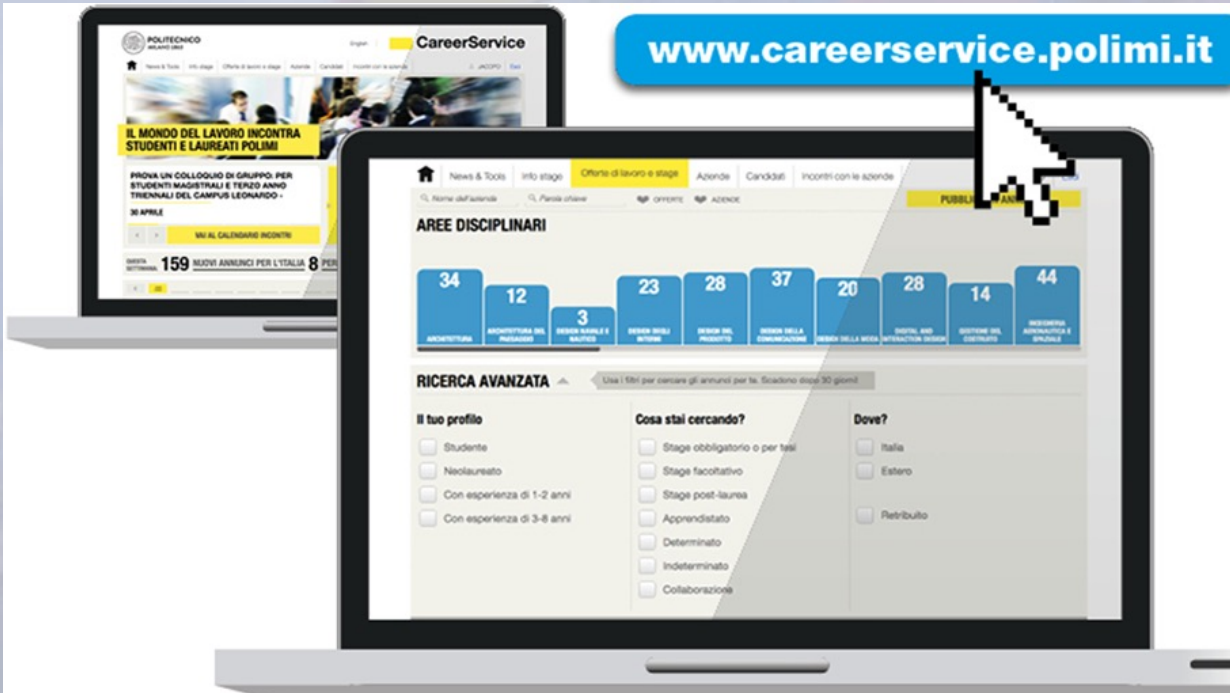
Send applications

Do interviews

2 months

Through which tools?

www.careerservice.polimi.it

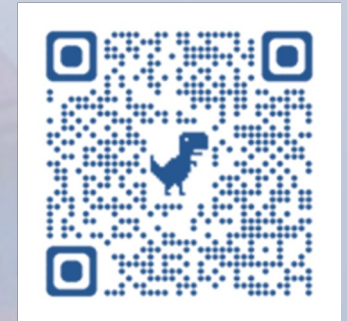


Area Disciplinaria	Numero Offerte
ARCHITETTURA	34
ARCHITETTURA DEL PAESAGGIO	12
DESIGN INDUSTRIALE E GRAFICO	3
DESIGN DELLA FORMA	23
DESIGN DEL PRODOTTO	28
DESIGN DELLA COMUNICAZIONE	37
DESIGN DELLA MODA	20
DESIGN PER L'INTERAZIONE UOMO	28
DESIGN DEL TERRITORIO	14
INGEGNERIA MECCANICA E SPAZIALE	44

RICERCA AVANZATA

Usa i filtri per cercare gli annunci per te. Scadono dopo 30 giorni!

Il tuo profilo	Cosa stai cercando?	Dove?
<input type="checkbox"/> Studente	<input type="checkbox"/> Stage obbligatorio o per tesi	<input type="checkbox"/> Italia
<input type="checkbox"/> Neolaureato	<input type="checkbox"/> Stage facoltativo	<input type="checkbox"/> Estero
<input type="checkbox"/> Con esperienza di 1-2 anni	<input type="checkbox"/> Stage post-laurea	
<input type="checkbox"/> Con esperienza di 3-8 anni	<input type="checkbox"/> Apprendistato	<input type="checkbox"/> Retribuito
	<input type="checkbox"/> Determinato	
	<input type="checkbox"/> Indeterminato	
	<input type="checkbox"/> Collaborazione	



Through which tools?

Applying to the online offers on the Career Service website with my CV and portfolio using the correct filters according to internship type and subject area

Discovering registered Companies for my subject area

Direct contacts (acquaintances, Alumni) or professors

WHICH INTERNSHIP PROPOSALS DO YOU EXPECT TO HAVE?



<https://www.menti.com/vzypar38uj>



Activate

In how long?

Through which channels?

With which documents?

Why?

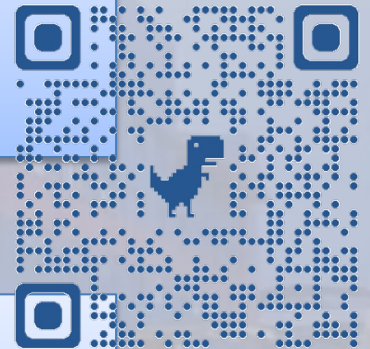
In how long?

10 DAYS

**HOST ORGANISATION WITHOUT
INTERNSHIP AGREEMENT**

5 DAYS

**HOST ORGANISATION WITH
INTERNSHIP AGREEMENT**



With which documents?

Every internship **in Italy** must be activated through **2 documents**:

- **INTERNSHIP AGREEMENT**
- **INTERNSHIP DOCUMENT**

Both documents must be provided and signed before the starting of the internship.

Why?

It's not PoliMi that decides to use those documents for the activation of your internship, but PoliMi applies **national law** on internships.

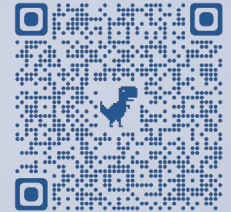
WHAT TO DO IF THE INTERNSHIP IS ABROAD?

The Host Organisation:

1. can choose to follow the same **procedure online** on the **Career Service's English page**;
2. can ask you to sign an **internship contract based on the local legislation** in place of Polimi's standard documents

In this case you will have to **send RAP/SAT a copy of the contract at least 15 days in advance** of the desired start date of the internship for the appropriate **verification, approval and countersignature**

CURRICULAR COMPULSORY EXTERNAL INTERNSHIP



PREAPPROVAL

to be requested via email to the Internship Office (SAT) 15/20 days before the internship starts.

Check the QR for the details to be inserted in the email

FORMALIZATION

to be pursued by the Host Organization through the Career Service website in 2 steps:

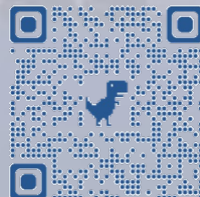
- 1) INTERNSHIP AGREEMENT (if not already existing)
- 2) INTERNSHIP DOCUMENT

START

Only after the Internship Document has been delivered back via email signed by the Host Organization and the intern the Internship Office issues an email confirming the internship can start and when.

CONCLUSION

Both the intern and the Company Supervisor are requested via email to fill in a final survey. Only after they have done it the Academic Supervisor is informed via email that relevant CFUs can be assigned.



INTERNSHIP DURING THE EXCHANGE

INTERNSHIPS VALIDATED WITHIN THE EXCHANGE

Registering this activity in the learning agreement and getting the credits validated after the exchange with the Prof. Promoter

DO NOT CONTACT THE INTERNSHIP OFFICE (SAT)

- Students can validate the Internship with one or more **project-based course/s** that covers the **internship** credits.
- Students can verify with the partner university if they offer the possibility to do **the internship within the partner University** in a research lab or with didactic activities.

INTERNSHIPS NOT VALIDATED WITHIN THE EXCHANGE

CONTACT THE INTERNSHIP OFFICE (SAT)

- Students can do an external internship in parallel or after the exchange period, registering it **with SAT office as a normal internship**.

Erasmus+ Call for Traineeship

Students can apply in another call specific to do the internship abroad: «**Erasmus for Traineeship**» which allows students to do the internship in Europe (the call opens once per year around **April**).

ERAMUS+ FOR TRAINEESHIP



A scholarship for traineeship in Europe!

WHERE: the EU member Countries + the extra EU participating countries

NO ITALY, NO COUNTRY OF ORIGIN OF THE CANDIDATE

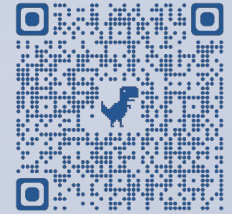
HOW MUCH: 400-500 euros/month

HOW LONG/WHEN: Min 2 months, max 12; from 1st September 2024 to 30th September 2025

WHO: Open to students

WHY? Opportunity to enrich your CV and to launch a career abroad!

PRACTICAL INTERNAL ACTIVITY



PREAPPROVAL

to be requested via email to the Internship Office (SAT) 5/10 days before the internship starts.

Check the QR for the details to be inserted in the email

FORMALIZATION

a specific document is issued by the Internship Office and sent via email to the intern; the intern signs and has it signed by the Academic Supervisor

START

Only after the document has been delivered back via email signed the Internship Office confirms the activity can start and when.

CONCLUSION

The intern has to contact the Internship Office via email to get the related instructions

WARNING!

If you start an internship without the requested documents or before all administrative procedures are fulfilled:

- You are doing a non-regular activity according to employment laws**
- You won't be covered by the insurance**
- The internship hours done won't be considered valid**
 - The internship cannot be back dated**
- You won't receive ECTS for the internship nor regularly activated**

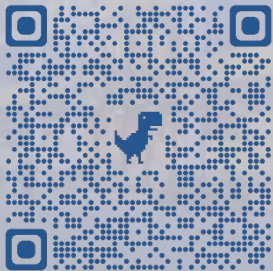
Work experience comparable to internship

The student sends to the Internship Office

- 1) Copy of the agreed **contract**: the student must verify that on the contract are shown (or alternatively will provide them in attached) specific data (*Check the QR for the details*)
- 2) Final **Report** of comparable activity completed in all points (*Check the QR for the format*)

The Internship Service will request the **approval** of the proposed activity to the SAT Manager

If the SAT Manager approves, ECTS will be validated



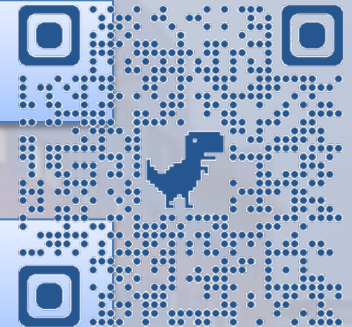
Changes to the internship *(to be communicated at least 2 days in advance)*

Business trips

Suspensions (and postponement)

Extension

Interruption





Recognition of the ECTS

In how long?

Through which procedures?

With which documents?



With which documents?

Simply by filling out a final internship **survey!** You receive a **link by email** on the internship's last day! One for you and one for the company supervisor. Pay attention to the question that asks you to fill out a **technical report** on the activities done! You **cannot fill out again** the technical report and the survey, once done!

Through which procedures?

Only **after** you and the company supervisor fill out the survey, then the **academic supervisor** is notified and can check both surveys (especially the technical report) and evaluate the recognition of the **ECTS**.

In how long?

Considering the time to fill out the survey and that of the evaluation from the academic supervisor, we advise you to **end the internship** at least **2 weeks before** the supposed **dead line** given to **close your study plan**, to register for the graduation.

WHO DOES WHAT?

CAREER SERVICE

Helps you looking for the internship

SCHOOL'S INTERNSHIP SERVICE («SAT»)

Sets compulsory internship regulations, activates and manages it

CONTACTS

CAREER SERVICE



SCHOOL'S
INTERNSHIP SERVICE
(«SAT»)



**Would you like more info?
Register to MEET YOUR INTERNSHIP
ADVISOR, every Wednesday and Thursday**

