

## What is My Role as an internship contact person?

This document elaborates and provides examples of how, as a contact person for an intern, one can contribute to ensuring a good and rewarding internship experience.

The formal requirements from Cphbusiness regarding the contact person are as follows:

The student needs a contact person in the company with a relevant background to the student's education, who can act as a mentor/partner both in the planning of the internship and during the actual implementation. The contact person should contribute to the student's reflection on their learning throughout the internship. Additionally, the person should be the business academy's contact with the company and participate in company visits with Cphbusiness' internship supervisor.

## How can the contact person contribute to a successful internship?

As a contact person, you are appointed a crucial role in supporting the intern's development and learning throughout the internship. Below divides the internship into phases, outlining how the contact person can contribute to organizing a good process.

**Before the internship:** Expectations should be aligned even before the internship begins, in connection with the preparation of the internship agreement.

This alignment of expectations includes:

- A review of the tasks the intern will work on/train in.
- A weighting of which tasks can be expected to dominate the internship and during different periods of the internship.

### Introduction to the internship

- Arrange an introduction/start: This includes a thorough plan for the first 1-2 weeks, including a plan for training in tasks, introduction to colleagues and the department (tour).
- Align expectations at the start of the internship: Inform about formal conditions: meeting times, home work, possible writing days (internship report), sick days, dress code, etc. Informal codes: How do we have lunch? How much 'small talk' is tolerated? Social interactions on and off the workplace? Etc.

**During the internship** The contact person should host regular meetings with the intern, where there is a follow-up on the intern's learning, task completion, possible challenges, well-being, etc.

Examples of questions/topics:

- How have you started?
- What are your expectations for the upcoming period?

- Feedback on task completion: What has the student done well? What should the student do more of?
- Follow-up on the described tasks in the internship agreement – is there something we missed, and what are the prospects for this in the further course?

The contact person should also participate in a meeting with Cphbusiness' internship supervisor for the student and the student themselves; here there will be an opportunity to engage in dialogue about data collection for the assignment and get feedback from Cphbusiness' internship supervisor.

**Towards the end the internship** The contact person evaluates the course with the intern; it will often be a conversation about future career opportunities; possible recommendation; possible employment; it may also involve agreeing on how the company, if desired, can be presented with conclusions from the student's exam papers about the company.

**After the internship** An evaluation form of the internship will be sent out by Cphbusiness, which the contact person must complete. If an agreement has been made on the exam paper or final exam project, continued contact with the student regarding the company's involvement in and possible access to conclusions from the student's exam papers about the company should be agreed upon.