



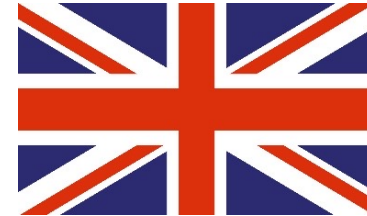
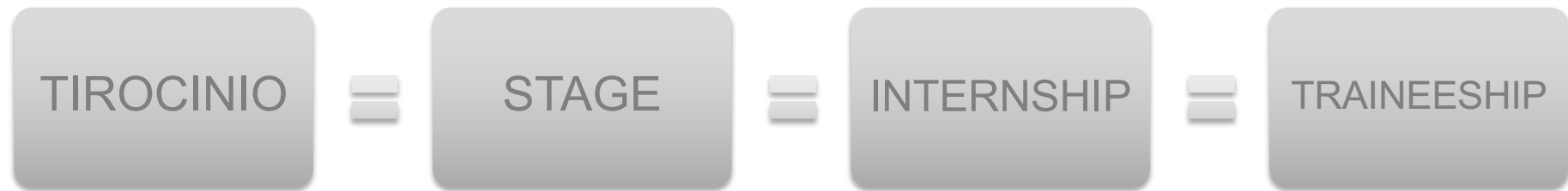
POLITECNICO  
MILANO 1863

 CareerService

ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING SCHOOL

# LET'S GO **INTERNSHIP!**

*Informational meeting on curricular compulsory internship for Master of Science Students*



**LET'S GO**  
***INTERNSHIP!***



# 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

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## WHICH ARE THE BASIC RULES OF EVERY INTERNSHIP?

WHO	TYPE	LENGHT	STARTING WHEN	BENEFIT	MANAGED BY
<b>STUDENT</b> (Bachelor and Master, Specializing Masters, PhD)	<b>Compulsory</b> (gives you university credit – ECTS)	Depends on your study plan	Depends on your study plan	Paid or unpaid	“SAT”
	<b>Non compulsory</b> (no university credit)	1-12 months	Whenever you are ready/available	Paid or unpaid	CAREER SERVICE
<b>GRADUATE</b> (Bachelor and Master, Specializing Masters, PhD)	<b>Extracurricular / Post graduate</b>	2-12 months	Whenever	Paid (Italy) or unpaid (Abroad)	CAREER SERVICE
	<b>Professional</b>	900 hours	Whenever	Paid (Italy)	BOARD OF ARCHITECTS

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# WHAT TO EXPECT FROM THE HOST ORGANISATION?

- Training and support
- Rules application



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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

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Follow the instructions by the supervisor

Follow the host organisation's internal rules and purposes

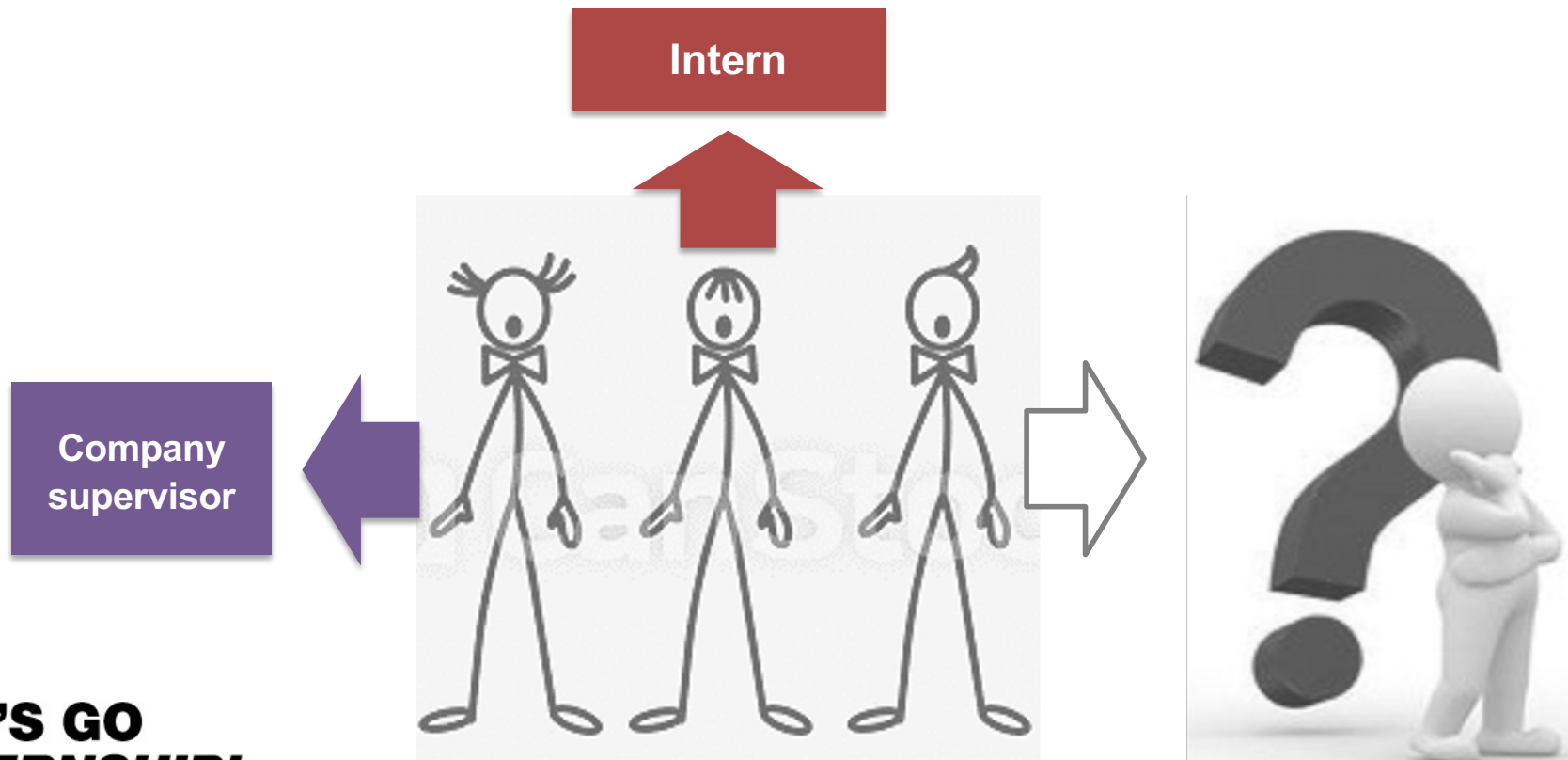
Attend according to the agreed schedule, notifying (if possible in advance) any absences

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

For the intern

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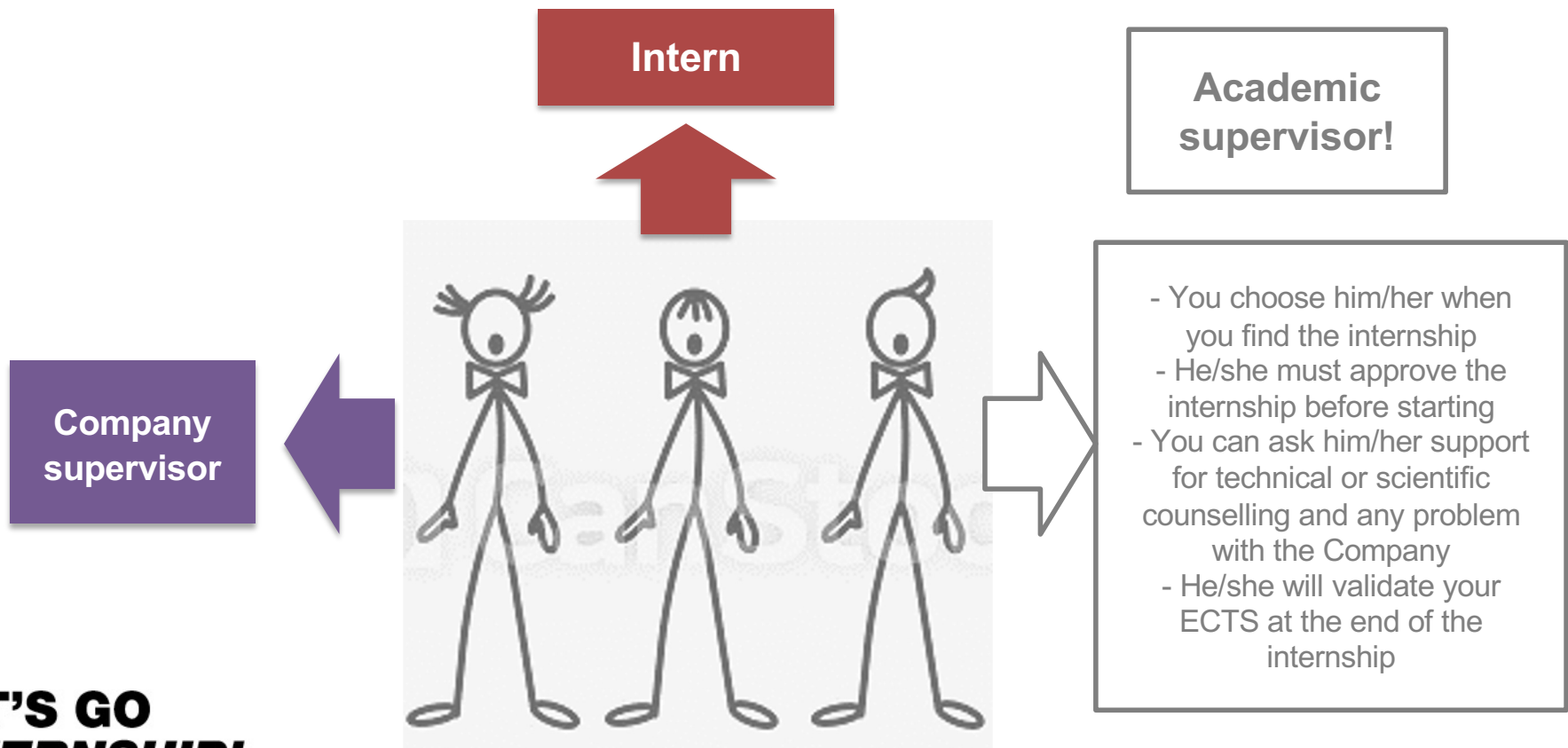
# DID YOU KNOW...?



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INTERNSHIP!**



# DID YOU KNOW...?



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INTERNSHIP!**



## 7 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!

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## ROAD TO... COMPULSORY INTERNSHIP!



Get to know my study course regulations

Look for

Activate

Carry out

Feedback

Recognition of ECTS

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Get to know my study course  
regulations

When?

Which types?

Where?

How long?



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How long?

MASTER OF SCIENCE	ECTS – CREDITS	HOURS
Architecture / Architecture - Built Environment - Interiors	8	200
Building Architecture	4	100
Architecture – Architectural Design / Architecture and Urban Design (MI)	6	150
Urban Planning and Policy Design (MI)	4	100
Architectural Design and History (MN)	6	150
Sustainable Architecture and Landscape Design (PC)	8	200
Building Engineering (MI)	3	75
Building and Architectural Engineering (MI, LC)	3	75
Management of Built Environment	3	75
Landscape Architecture, Land Landscape Heritage (MI)	4	100
SINGLE-CYCLE DEGREE – 5 years	ECTS – CREDITS	HOURS
Ingegneria Edile Architettura	3	75

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INTERNSHIP!**



When?

1° year or 2° year  
**BUT**

On condition that you have inserted it in the study plan,  
though it is not approved yet.

***N.B:***

- To be completed and credited no later than the dead line given to close your study plan, according to your graduation session*
- The experience **must be continuous***

**LET'S GO  
INTERNSHIP!**

Which  
types?

- Internship in a **company**
- Internal Practical Activity**
  - Workshop
- 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**

**LET'S GO  
INTERNSHIP!**

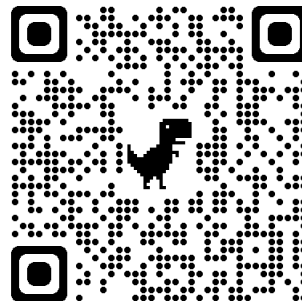
Internships can be carried out:

- 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

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CONSTRUCTION ENGINEERING SCHOOL





Look for

How in advance?

Through which channels?

With which tools?

With which educational goals?

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How in advance?

Prepare CV and portfolio

Send applications

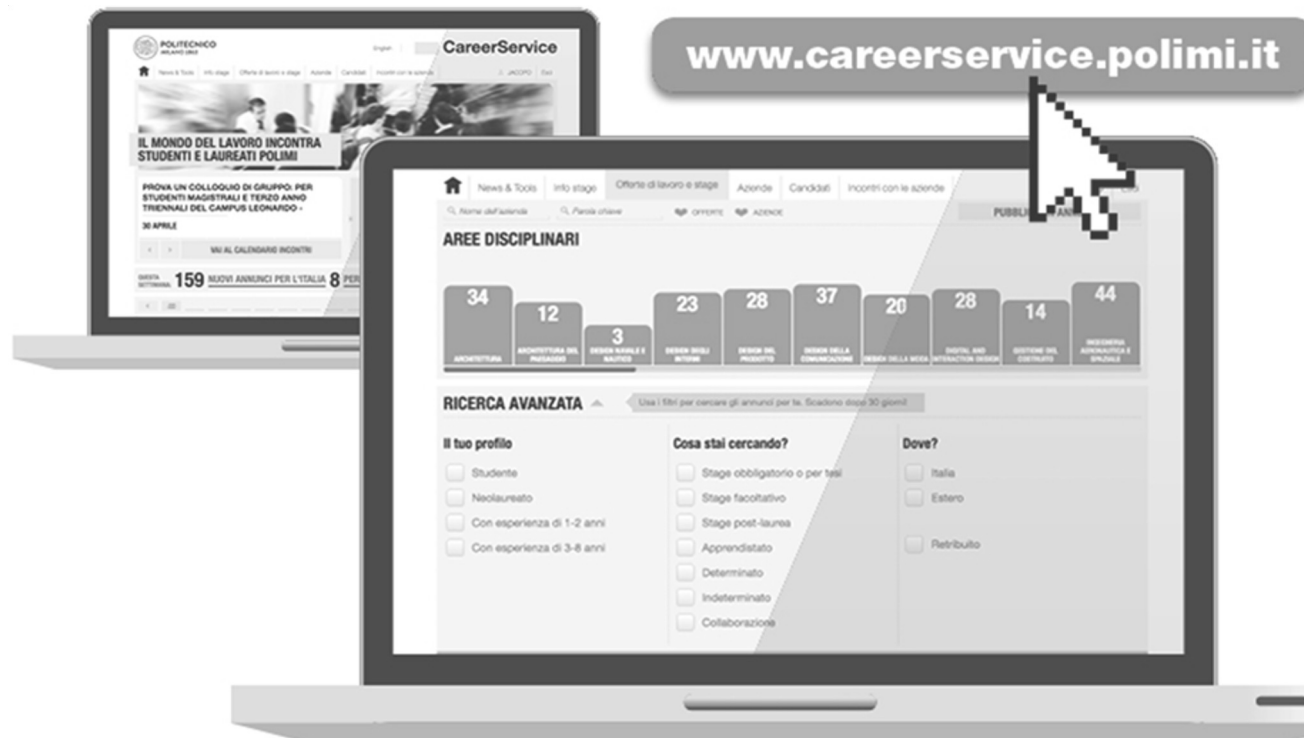
Do interviews

2 months



**LET'S GO**  
**INTERNSHIP!**

Through which tools?



**LET'S GO**  
**INTERNSHIP!**

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

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INTERNSHIP!**

# WHICH INTERNSHIP PROPOSALS CAN YOU FIND?



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Activate

In how long?

Through which channels?

With which documents?

Why?

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INTERNSHIP!**

In how long?



10 DAYS

▶ HOST ORGANISATION WITHOUT  
INTERNSHIP AGREEMENT

5 DAYS

▶ HOST ORGANISATION WITH  
INTERNSHIP AGREEMENT



**LET'S GO**  
**INTERNSHIP!**

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.

**LET'S GO  
INTERNSHIP!**



# WHAT CHANGES IN CASE OF INTERNSHIP ABROAD?

## 3 OPTIONS

1) **NOTHING!** Just the name of the documents and the language!

The host organisation can follow the same **online procedure** on the **English version of the Career Service** → *preferable, faster - approximately 10 working days - and not subject to negotiation*



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INTERNSHIP!**

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- The host organization has to:
- register (if not already)
  - request and send back signed via email an **Internship Agreement**
  - fill out and send back signed via e-mail an **Internship Document**

- 2) The host organization can ask you to sign a **tripartite internship contract based** (between the **intern**, the **host organization** and **PoliMi**) on **local legislation** *in place of or in addition to PoliMi standard documents.*



In this case you need to consider that your internship might not start before 30/45 days, because before countersigning the contract the Career Service **must verify** that it respects the **University policy** and the **attention points of the University**, especially on articles concerning confidentiality and intellectual property.

THEREFORE communicate to the host organisation that you cannot start the internship immediately and **don't book travel tickets and/or don't stipulate rent agreements until the signature of the contract between all the necessary parties**

The Career Service **does not guarantee** to reach an agreement in case of need to **negotiate** the text

**LET'S GO  
INTERNSHIP!**



3) The host organisation can propose you a **bipartite internship contract** (between the intern and the host organization) according to the **local regulations**.

*In this case the Career Service must receive a **copy of the contract** before the start of the internship to track the **insurance coverage***

**LET'S GO  
INTERNSHIP!**

## For the intern

Travel formalities

Travel and accommodation  
costs

Passaport/Visa/Stay Permit

Health insurance

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INTERNSHIP!**



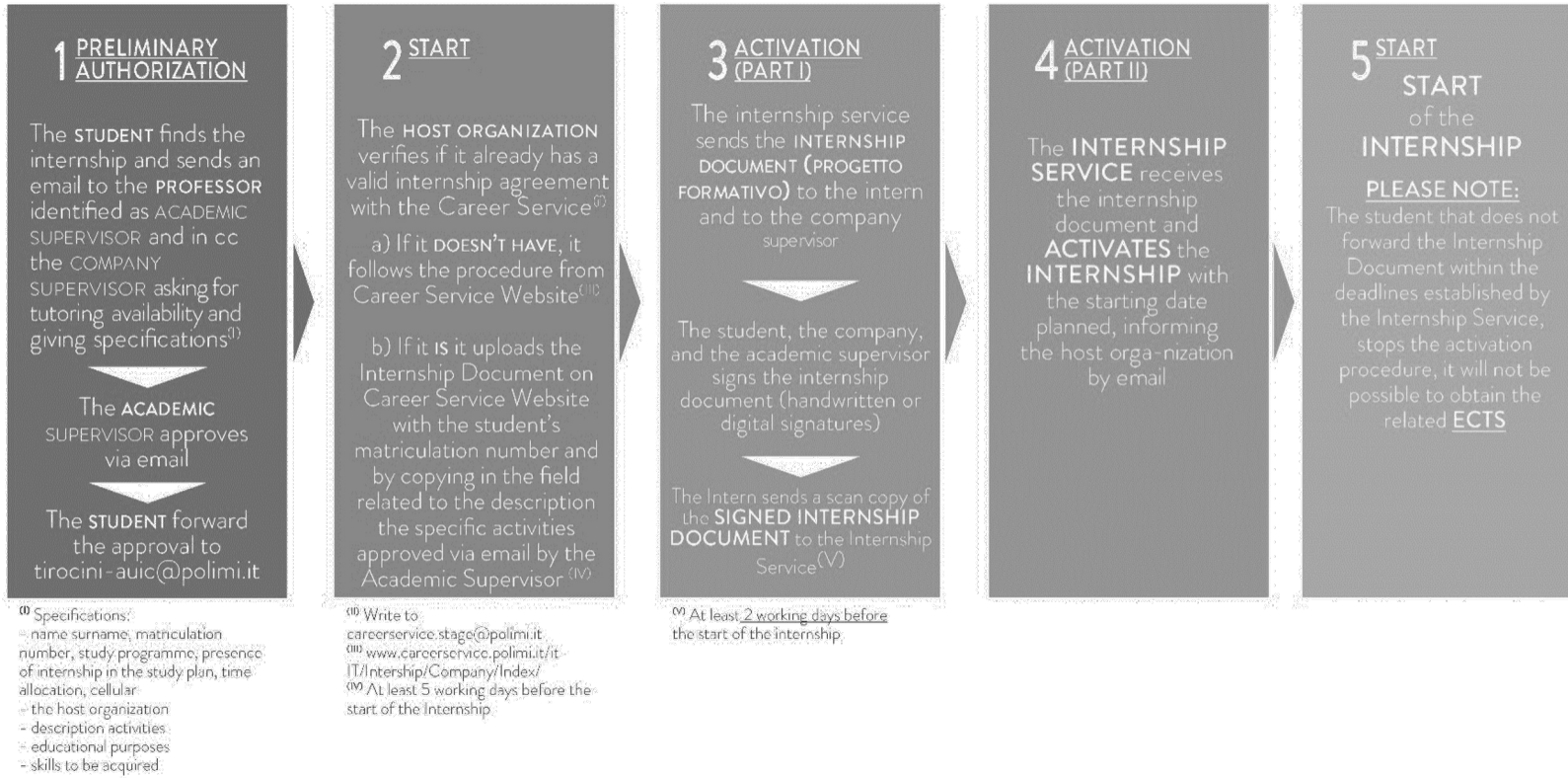
# Would you like to do a financed internship?



**LET'S GO  
INTERNSHIP!**



EXTERNAL INTERNSHIP



LET'S GO INTERNSHIP!

Email address of reference for Mantova Campus: [tirocini-mantova@polimi.it](mailto:tirocini-mantova@polimi.it)  
Email address of reference for Piacenza Campus: [tirocini-piacenza@polimi.it](mailto:tirocini-piacenza@polimi.it)  
Email address of reference for Lecco Campus: [stage-lecco@polimi.it](mailto:stage-lecco@polimi.it)



# 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

**LET'S GO  
INTERNSHIP!**



# PRACTICAL INTERNAL ACTIVITY

3  
struction Engineering

## 01 PRELIMINARY AUTHORIZATION AND START

The STUDENT identifies the internship and sends an email to the SAT MANAGER of his/her study program (I), in c.c. to the ACADEMIC SUPERVISOR and to the LABORATORY MANAGER (or to the DEPARTMENT MANAGER) giving the specifications (II) and attaching the certificate of attendance of the basic course on safety and the abstract filled by the academic tutor. The SAT MANAGER approves via email.

The STUDENT forwards the complete email, containing the specifications, the approval and the attached documents, to [tirocini-auic@polimi.it](mailto:tirocini-auic@polimi.it).

(I) <https://www.auic.polimi.it/en/students/students-university-career/internships>

(II) Required information (specifications):

- name, surname and student identification number (matricola number);
- Study Program;
- declaration that the internship is in the Study Programme;
- duration in hours
- period of the internship (starting and ending date)

## 02 ACTIVATION (PART I)

The Internship Service sends the TRAINING ACTIVITY DOCUMENT to the Intern.

The INTERN and the Academic Supervisor sign the DOCUMENT (the signatures can be either handwritten or digital)

The INTERN e-mails a scan of the DOCUMENT WITH the required SIGNATURES to the Internship Service (III)

(III) At least 2 working days before the starting date

## 03 ACTIVATION (PART II)

The INTERNSHIP SERVICE receives the scan of the signed DOCUMENT and ACTIVATES the Internship with the starting date provided

## 04

### START of the INTERNSHIP

#### WARNING:

It is not possible to validate an activity carried out in the lack of the regular activation

Email address of reference for Mantova Campus: [tirocini-mantova@polimi.it](mailto:tirocini-mantova@polimi.it)

Email address of reference for Piacenza Campus: [tirocini-piacenza@polimi.it](mailto:tirocini-piacenza@polimi.it)

Email address of reference for Lecco Campus: [stage-lecco@polimi.it](mailto:stage-lecco@polimi.it)

# LET'S GO INTERNSHIP!



Work experience comparable to internship  
(*exception and only during the current academic career*)

The student sends to Internship Service

- 1) Copy of the agreed contract: verify that on the contract are shown (or alternatively will provide them in attached): name and type of company, sector of activity, number of employees, location, name and email address of a business contact, period of activity, description of activities and tasks.
- 2) Final Report of comparable activity completed in all points; the specific form is available in the dedicated pages of websites of single location

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

If the SAT Manager approves, ECTS will be validated

**LET'S GO  
INTERNSHIP!**



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

Business trips

Suspensions (and postponement)

Extension

Interruption

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Recognition of the ECTS

In how long?

Through which procedures?

With which documents?

**LET'S GO  
INTERNSHIP!**

With which documents?

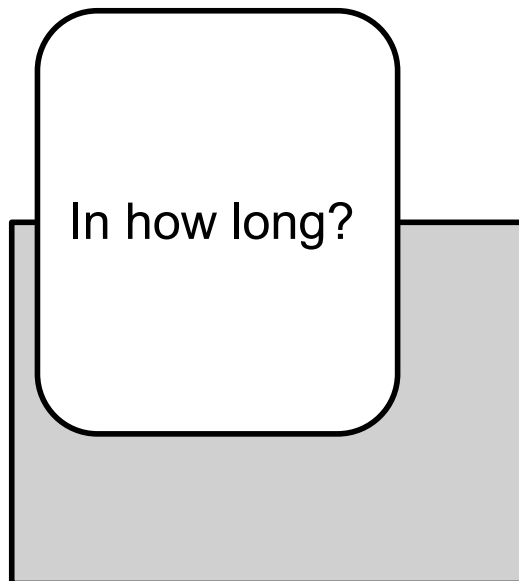
Simply by filling out a final internship **survey**! You receive a **link by email** on the internship's last day! One for you and one for the company supervisor. Pay attention to the question that asks you to fill out a **technical report** on the activities done!

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**.

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INTERNSHIP!**



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 **1 week before** the supposed **dead line given to close your study plan**, to register for the graduation.

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INTERNSHIP!**



## WHO DOES WHAT?

### CAREER SERVICE

Helps you looking for the internship

### SCHOOL'S INTERNSHIP SERVICE («SAT»)

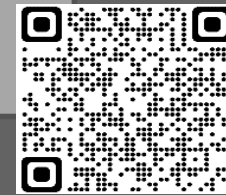
Sets compulsory internship  
regulations, activates and  
manages it

**LET'S GO  
INTERNSHIP!**

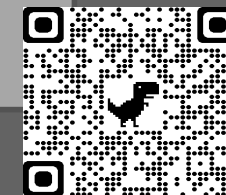


# CONTACTS

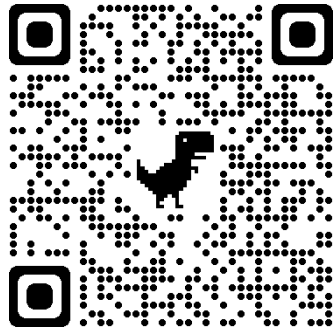
CAREER SERVICE



SCHOOL'S INTERNSHIP  
SERVICE («SAT»)

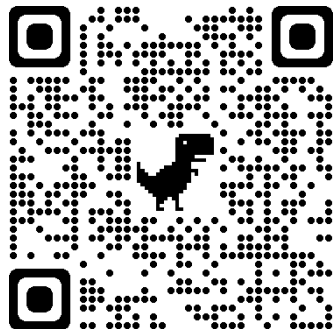
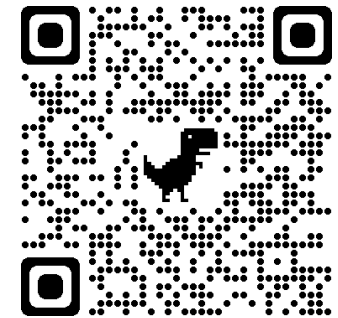


**LET'S GO  
INTERNSHIP!**



For students of Piacenza Campus: [tirocini-piacenza@polimi.it](mailto:tirocini-piacenza@polimi.it)

For students of Mantova Campus: [tirocini-mantova@polimi.it](mailto:tirocini-mantova@polimi.it)

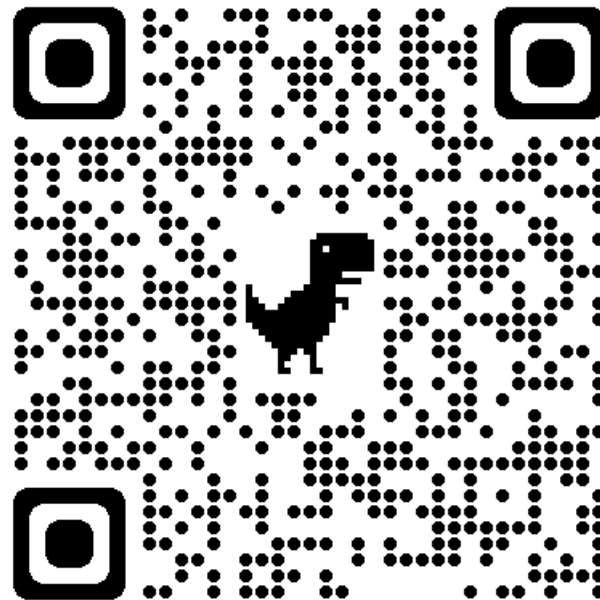


For students of Lecco Campus: [stage-lecco@polimi.it](mailto:stage-lecco@polimi.it)

**LET'S GO  
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Would you like more info?  
Register to MEET YOUR INTERNSHIP  
ADVISOR, from Tuesday to Friday



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