

Guidelines governing the “Relevant Work Experience” in the bachelor study IBEc

Institute for Organization, Personnel, and Service Management

Basic information

According to the curriculum for the bachelor's program International Business and Economics (code L 033 516, effective date 1.10.2019), § 15 - Provisions on the completion of a relevant internship, students are entitled to complete a relevant internship within the framework of the Bounded Elective Bundle II (§ 10 (2)). It is expressly recommended that the relevant internship be completed with an internationally active internship provider.

The internship must be completed for three months with a weekly working time of at least 30 hours or four months with a weekly working time of at least 20 hours, usually within one semester. 16 ECTS credits are assigned to the relevant practice.

An activity report must be written documenting the practical activities and results. The approval of the activity report and the confirmation of the proper proof of the required performance is made by a scientific employee of the Institute for Organization, Human Resources, and Service Management and is forwarded to the head of course 607.000.

Relevant Work Experience in the field of Human Resources and Services

- A prerequisite for the Relevant Work Experience in human resources, leadership, and organization is completing the three courses according to § 10 (1) 12.1 to 12.3.
- The relevant practice must be registered before the start of the practice period.
- Interested students take the course 607.000 - Internship IBEc.
- Contacting the Institute for Organization, Personnel, and Service Management (iopd-office@aau.at)
- Online conversation with the responsible teacher (Assoc. Prof. Mag. Dr. Martina Ukowitz), clarification of the field of activity and the focus of observation. If the company wishes, a joint discussion between the company, university, and intern can occur to clarify the field of activity. After that the practice period starts.
- At the end of the relevant internship, the provider must sign the "Confirmation of relevant work experience" form. This document and an accompanying report of activities must be submitted in hard copy to the secretary's office of the Institute of Organization, Human Resources, and Service Management no later than fourteen days before the start of the upcoming semester. You are also welcome to drop these documents in the letterbox next to office S.0.20 or send them to us by post.
- In the case of a positive assessment, the internship is assessed with "participated successfully"; in the case of a negative assessment, it is assessed with "participated unsuccessfully."
- A final discussion with the responsible instructor will occur at the student's request.

Structure and content of the activity report

The activity report consists of the following (minimum) components:

1. Short description of the company (approx. 25%)
2. Brief overview description of the fields of activity (approx. 25%)
3. Comments on the activities against the background of the previous insights gained through the study (focus on organization, human resource management) (approx. 25%)

Guiding questions:

- o What did you deal with, and how did you perform the tasks?
- o What surprised you? What would you have imagined to be completely different?
- o What seems particularly relevant to you from an organization/human resource management perspective?
- o Where are challenges in the field of activity, and how can they be met?

Comparison between theory and experiences in practice (focus on organization, human resource management).

Essential learnings for you

Length: Approx. 12.000 – 15.000 characters (incl. spaces)

The report should be written without mentioning the names of specific persons in the company.