



Master's Study Program: **Computer Science for Business**  
Academic year: **2020-2021, sem.2**

## GUIDE – SPECIALIZED INTERNSHIP

Students of master study programs must fulfill a specialized internship stage for the discipline *Specialized Internship*, during the 2nd semester, according to the academic year structure, for 3 weeks, in companies/institutions with activities in the field of the studied programs.

**All master students must opt for the type of internship they will follow, inside the deadlines established by the school.**

Students of master programs can choose, in principle, between one of the following options for their specialized internship stage:

- 1) **At the workplace** – in this case, for the colloquium they will present an *employee certificate* and the *internship report*.
- 2) **At a company/institution** – host institution found by the student, for 3 weeks, in principle during the 3 weeks before the Summer exam session. In this case, for the colloquium they will present the *internship convention*, a *certificate from the company/institution where the internship took place* and the *internship report*.

The internship report is generally a 6 – 10 pages documents and presents 2 distinct chapters:

- 1) Study for documentation and analysis of the company where the internship took place;
- 2) Presentation of activities during the internship stage.

Employee certificate is regulated by the legislation, we will consider the format emitted by the respective company/institution.

Certificate of Internship Stage must be conforming to the template in Annex-1 (even if the format might slightly differ, it must comprise all the elements present in the template).

In special cases, if the student does not successfully find on his own a host institution, according to the above variants, the school will organize, together with its institutional partners from the business environment, internship activities.

The grade for the *Specialized Internship* colloquium is to be written in the official record, failure to abide by the above requirements or absence bringing a failed evaluation for the respective student.

Dean, School of Computer Science for Business Management  
Alexandru Tăbușcă, PhD Associate Professor



**Annex-1 – Certificate of Internship Stage (template)**

*Letterhead of company/institution – internship host institution*

**Registration no.:** XXX / DD.MM.YYYY

**CERTIFICATE**

Through the present it is established that the student \_\_\_\_\_,  
completed the internship within: \_\_\_\_\_, during:  
\_\_\_\_\_.

During this time, the student performed 90 hours of practice (~6h/day).

Considering the punctuality, discipline and degree of acquisition of practical knowledge, we propose the granting of the grade \_\_\_\_\_ (number and letters, whole number from the range 1 - 10).

Present certificate was released to serve at the internship colloquium of the School of Computer Science for Business Management, within the Romanian-American University.

Representative of host institution,  
(name, signature, stamp)

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