



Master's Study Program: **Computer Science for Business**

Academic year: **2021-2022, 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)
