

**For bachelor's students in BBE and BAWISO
(Major International Business Administration)**

Internship Seminar

WU

**WIRTSCHAFTS
UNIVERSITÄT
WIEN VIENNA
UNIVERSITY OF
ECONOMICS
AND BUSINESS**

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This presentation is an information for bachelor's students in BBE and BAWISO (Major International Business Administration). It summarizes administrative steps and requirements you must meet for recognition of an internship (abroad).

- Benefits of an internship
- Requirements to fulfill
- Before the internship (get approval)
- During the internship (get to work)
- After the internship (the internship seminar)
- Useful links and contacts

Benefits of an internship

The internship contributes to your qualification profile and enhances personal and professional development.

Typical benefits are:

Practice what you
have learned

Develop your set
of personal skills

Get to know
future employers

Build professional
networks



Experience real-life
work environment
and grasp business
culture

Get to know another
country and enhance
language and
communication skills

Earn a salary



Requirements to fulfill

- You need to **fulfill certain criteria** in order to get your internship recognized:
 - Full-time internship (approx. 38-40 hours per week)
 - Related to the content of your bachelor's program (e.g. tasks in business contexts)
 - **BBE students:** Minimum duration of six consecutive weeks
 - **IBW students (curriculum 2019):** Minimum duration of six consecutive weeks, taking place outside of Austria and your country of origin
 - **IBW students (curriculum 2023):** Minimum duration of eight consecutive weeks, taking place outside of Austria and your country of origin
- You can only receive credits ([see website](#)), after completing the internship **and** the internship seminar.



Before the internship (get approval)

- The internship has to be **self-organized**. If you need support finding the right position or company, contact [WU's ZBP Career Center](#).
- Once you have secured an internship position, **fill out the obligatory [internship approval form](#)**. Please mind the respective deadlines.
- If you are planning an internship within Europe or selected countries, you may be eligible for a grant. Further information can be found [on this website](#). For questions, write to wuiogrants@wu.ac.at.



During the internship (get to work)

1. Prepare for your first day at the internship

- Make a positive first impression: appearance, punctuality, manners
- Do a background check on your new workplace: organization, industry, products/services portfolio, relevant stakeholders, news

2. Learn to cope with challenges

- First experience in a business setting
- Disillusionment with your tasks
- (Un)availability of peers
- Unfamiliar tools and systems

3. Develop a positive work attitude

- Show a professional interest in the work and people you work with. Ask questions!
- Document important information: assignments, tasks (mind confidentiality rules)
- Know your role as an intern
- Keep a learning diary



After the internship (the internship seminar)

- **Obtain an employer's confirmation** for your internship ([please use this form](#)). Have it filled out and signed. Afterwards upload it to CANVAS (use the internship seminar that you have signed up for).
- In the winter/summer semester following your internship, you must **register for the internship seminar** via LPIS (4 ECTS credits). Dates can be found [in the course catalog](#) (german: eVVZ).
- For the seminar, you will **write an internship report** and **present findings** of your work experience (see next slides).

Internship seminar learning goals

- Reflect on your internship experience
- Assess learnings in a written report
- Evaluate your individual strengths and weaknesses in relation to the tasks of your chosen internship
- Identify areas of personal improvement to succeed in your next internship/first job after graduation
- Present the essence to your peers
- Practice to give and receive valuable feedback on presentation skills
- Acquire information about other companies/institutions and the job market for WU graduates
- Become competent to evaluate career options



Internship report

- The internship report is **due before the start of the seminar**. Dates will be communicated via CANVAS and [the course catalog](#) (german: eVVZ).
- It must fulfill requirements of academic writing (format, citation of sources used, style, etc.). If you are not familiar with academic writing, please use a style guide.
- The report consists of two elements:
 - **Job report:** company and its environment, tasks and activities during the internship, connection between internship and subjects/fields in the curriculum (5-10 pages)
 - **Self-reflection:** expectations, learnings (technical skills, contributions to personal development), challenges, analysis of individual strengths/weaknesses, implications for future jobs (2-3 pages)



Internship presentation

- You will give a 10–15 minute presentation on the essence of your internship.

The presentation should highlight the following points:

- **Company/institutional profile** (name, location, history, industry, key financial figures, etc.)
- **Company/institutional assessment:** In which business/economic environment does the company/institution operate? (e.g. SWOT analysis, stakeholder analysis, or other assessment tools)
- **Me-Perspective:** expectations, duties, tasks, evaluation of learnings and development of skills, strengths and weaknesses of the internship experience (detailed reflection of 2-3 questions)



Questions to reflect (examples)

- What did I expect from my internship?
- What was the biggest challenge?
- What did I learn (technically/personally)?
- What study field proved to be most relevant during the internship?
- What was the biggest surprise during my internship?
- What did I do well and what would I do differently next time?
- What are the implications for my future studies/work?
- ...

Useful links and contacts

- For all administrative steps at a glance, please [see this website](#)
- Find the [internship approval form here](#)
- Further [details for BAWISO students](#) with major IBW
- Find the right contact for your question



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- Internship seminar
- Suitability of internships and approval



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- Administrative steps
- BBE curriculum specific questions



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- Administrative steps
- BAWISO (IBW) curriculum specific questions