



Internship semester in Asia: Information for companies

Short description

The Bachelor degree program **Asian Studies and Management** at the HTWG Konstanz offers two areas of specialization: China (BAC) and South-East and South Asia (BAS). The objective of the study program is to qualify students in the field of Asian languages and business administration, combined with intercultural communication and knowledge about the East-Asian or South- and Southeast-Asian economic region.

An integral part of the course is a compulsory year abroad in the Asian economic region. The study semester at a university in the target language region is followed by an internship during the 6th semester. The internship is done in a company or organization in China or South East/South Asia.

During the initial phase of the internship the students should be equipped with basic information about the company/organization and gain insight into the key areas, structures and functional relationships in the company/organization. After the introductory phase, students should be integrated into a specific work process. During the internship, students should get the opportunity to gain experience in working independently and to get a comprehensive overview of a specific area of responsibility or corporate function. Specific tasks helping the students to reflect on problem areas and coping strategies in international economic cooperation are particularly suitable.

Benefits for our students

The objective of the internship is to help the students to understand the structure and functional areas of a company/organization, to gain practical operational experience in the context of a line or project task and to apply and deepen existing knowledge about business in the Asian environment. The internship complements the experience of the study semester in Asia and ideally helps the students to develop ideas about their professional future in the field of doing business with Asia. In addition, the internship may help students to develop ideas for their Bachelor-degree thesis.

Benefit for your company

At the point of time when our students start their internships, they will already have intensively studied an Asian language, business-related subjects and regional studies for five semesters and gained their first practical experience in projects. Your company will benefit from our students' language competence in Chinese/ Bahasa Indonesia and intercultural communication abilities combined with their expertise in business studies and thorough knowledge of the Asian market with its regional differences. **In short:** Your company would offer opportunities to our students to gain further practical experience and would receive highly motivated young professionals in return that are eager to learn and might turn into future employees.

Requirements

The internship semester (PSS) should be done in a company/organization resident in the Asian region. The students are responsible for applying for possible internships. The decision in favour of an internship company/organization should be made in consultation with the Internship Office of the study program.

Agreement

The internship contract must be approved by the Internship Office of the university. Students are required to hand in a copy of the contract at the Internship Office within two weeks after the beginning of internship. The Internship Office offers draft internship contracts in German and English for download on the [homepage](#).

Duration

The minimum duration of the internship is 95 working days (19 weeks). Days of absence (due to illness, vacation, etc.) should not exceed 10 days. Longer periods of absence due to sickness should be registered with the internship office and documented by a medical certificate.

Supervision

The internship company should appoint a professional supervisor and contact person for the intern. Students have to inform the Internship Office about the contact details of the internship supervisor.

The company/organization may contact the coordinator in the Internship Office for any kind of technical or organizational advice.

Certification

The student's performance during the internship should be documented as follows:

- a copy of the company's testimonial stating the duration, tasks and performance of the intern;
- a questionnaire about the internship to be completed by the students about 6 weeks after start of internship and pass on to the Internship Office AS;
- an internship report (8-10 pages), including a brief description of the company/organization and its basic structure, task carried out during the internship (content, scope and duration of the individual activities, a detailed description of the tasks).

Internship testimonial and reports have to be handed in at the Internship Office latest on 1st March/1st September.

Follow-up

The lessons learned during the internship will be discussed in several follow-up sessions during the students' 7th semester at their home university. Moreover, students will present their internship company/organisation and their learning experiences during the internship at the "AS-Dialogues" event that takes place at the university every semester. The companies offering the internships are free to attend this event either in person or via an online-platform. We would very much also welcome their active participation in the form of a company presentation.

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