

MSc International Security and Law (MOISL)

- Information Package -

During the third semester the students enrolled in the MSc in International Security and Law (MOISL) can obtain credits by following elective courses at Southern Denmark University, at other Danish universities, at a university abroad or by doing an internship in Denmark or abroad.

This document provides information on the procedures to be followed in these cases. It will routinely be updated so please provide feedback on broken links, incorrect information or new ideas to the MOISL student advisor Natasja Fischer Jacobsen at fvlmoisl@samnet.sdu.dk - thank you!

NOTE: It is the **responsibility of the students** to arrange all the details related to their studies in the third semester.

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1 Elective courses at SDU or other universities

When considering courses from other study programs than International Security and Law (regardless where these courses might take place), students have to consider the following steps:

- Students have to find the course(s) of interest themselves. The course(s) must be connected to the broader field of international relations, security and international law. Please note that not all courses are open to guest students. Before applying make sure that you can actually apply by contacting the relevant people in charge of the respective courses.

- Students must note that **other universities may allocate less than 10 ECTS** for their courses. This may imply that students may need to take more courses to fulfill the 30 ECTS/semester requirement.
- The **application for the credit transfer** can be found here: <http://static.sdu.dk/mediafiles//9/C/A/%7B9CA054D3-E6CB-4CCB-9754-DB32BA138E3D%7DApplication%20for%20credit%20transfer.pdf>
- Students must prepare an **application** for the Study Board. The application needs to contain: 1. the **detailed course description** (including a link to the course website, where available, information on the required readings and exam form); 2. the **syllabus** of the course; and 3. the **application for credits transfer**. It is recommended that the application also contains a **short explanatory note** justifying the choice of the course(s) and its/their relevance for MOISL. Students must ensure that the course description explicitly states the amount of work expected from the student and the number of credits awarded.
- The application (see the point above) must be handed in via email to the Study Board (studienaevn.statskundskab@sam.sdu.dk) **before the beginning** of the course(s). Students must obtain the approval of the Study Board for the chosen course(s) before the beginning of the course(s) and therefore the application should be submitted no later than 31st of May.
- Please note that the Study Board **can reject applications for elective courses from other study programs if judged inadequate/irrelevant to MOISL**.
- Students must pay attention to the different semester starting dates, especially if they are interested in studying abroad.

NOTE: for more details, please contact the **Student Advisor Natasja Fischer Jacobsen** at fv155@samnet.sdu.dk

ERASMUS

Deadline for **Erasmus** applications - European countries: **March 1st** for the following academic year.

Christilla Roederer-Rynning (crr@sam.sdu.dk) is responsible for the Erasmus Program at the Political Science Department. Please direct all Erasmus-related questions to her.

SDU has a specialized department which provides information on going abroad:

http://www.sdu.dk/en/Information_til/Studerende_ved_SDU/Ophold_i_udlandet/Kontakter+og+vejledning

2 Internships in Denmark or abroad

Internships can provide a great opportunity to apply theory to practice, to learn more about international security and law, to add work experience to your CV and to establish contacts that may prove useful for your thesis writing or when entering the job market.

As per rules of SDU and the Political Science Department, the Master in International Security and Law offers the possibility of selecting one of two internship formats:

- an internship equivalent to 20 ECTS (duration minimum 3 months/406 hours minimum)
- OR
- an internship equivalent to 10 ECTS (duration minimum 2 months/248 hours minimum)

Should you be interested in doing an internship, you are recommended to plan it well in advance. In this context, you have to keep in mind that additional coursework is needed in order to fulfill the number of 30 ECTS required per semester. This can be achieved by “over-loading” credits beyond the required 30 ECTS during an earlier semester, taking relevant summer courses or signing up for the 5 ECTS ‘Individual study activity’. The course descriptions of the two internships (including the requirements for obtaining 10 or 20 ECTS) can be found at:

http://www.sdu.dk/en/Information_til/Studerende_ved_SDU/Din_uddannelse/Kandidat/IntSecureLaw/Uddannelsens_opbygning/Fagbeskrivelser+foraar+2016

2.1 Procedures related to obtaining and having an internship approved

Students have to consider the following steps:

- The students are responsible for finding relevant internships themselves. Students also have to contact the respective organization, and inquire about the application process. It is advisable that students contact the MOISL teacher that they would like to have as a supervisor to get advice on whether the internship fits the aims of the study program.
- Students should be aware that most internships are unpaid and often are subject to intense competition. Therefore, it is recommended to apply early and to several relevant organizations. Tailor your motivation letter to the organisations/internships of interest, and emphasize why you are the ideal candidate. Students can get help from the student advisory bodies at SDU when preparing their letters of motivations and applications.
- Students have to prepare an **internship application** for SDU purposes consisting of the following documents: 1. **application for work placement**; 2. **description** of the internship tasks; and 3. **contact details** of the person responsible from the host institution. It is recommended to include a **short explanatory note** justifying the choice of the internship and its relevance to MOISL. Students must ensure that the internship description explicitly states the amount and type of work expected from the student.
- The **work placement form** can be downloaded from:

http://www.sdu.dk/en/Information_til/Studerende_ved_SDU/Din_uddannelse/Kandidat/Int_SecureLaw/Ansøgningskemaer+og+blanketter

- The application has to be accepted by one of the MOISL teachers. The teacher which accepts the internship by signing the work placement form will also accept to supervise the student and to grade the final report.
- The application can be submitted before or after having the internship secured. If the application is submitted beforehand and the internship is then not obtained, the students will be allowed to register for one or more optional modules, depending on the number of ECTS needed. The decision on changing the internship to one or more courses or vice versa must be made by 14 September at the latest.
- Once the course registration opens at the student self-service in May/November, the student must sign up for 10/20 ECTS project oriented work to get the internship approved with the examination office
- Although the internship is planned for the third semester, students can take the internship during summer provided it lives up to the aforementioned, specific demands including duration and relevance to MOISL.

NOTE: It is the **responsibility of students** to arrange all the details related to their internship.

The role of MOISL teachers:

- MOISL teachers can offer guidance in selecting an internship.
- MOISL teachers will offer/distribute information about possible internships to the extent that they have access to such information. MOISL teachers will not contact institutions to organize internships and will not secure internship places for students.
- MOISL teachers can upon request provide letters of recommendations. When asking for such letter, the student should provide the teacher with information about the internship sought, the deadline and other relevant details.

Internship report

After the internship has ended, the student must hand in an internship report during the usual exam period (ultimo January/June). The report has to be handed in online on Blackboard. There is no external censor, meaning that only the supervisor will be assessing the report. The report will be graded as “pass” or “fail”. Contact your supervisor before drafting the report to discuss its content.

If the internship is 10 ECTS, the report has a maximum of 10 pages. A 20 ECTS internship has a maximum of 20 pages.

Salary/compensation during internship

The student cannot receive a salary for the internship. However, the student is allowed to be compensated for living expenses, transportation etc.

Internship and student job at the same organization

It is possible to do an internship and having a student job at the same organization. However, there has to be a clear distinction between the tasks the student performs in the internship and in the student job.

Important dates:

Internships in the autumn semester:

- Course enrollment in May: You must enroll for the internship together with the rest of the courses.
- September 1st: Deadline for sending in the digital application regarding Workplacement (internship) for the autumn semester.
- September 14th: Deadline for changing your enrollment – if you are not going on an internship, if you want to change the ECTS value or if you haven't had your internship approved. Remember that you can't change the total amount of ECTS that you have signed up for.
- End of January: Deadline for handing in internship reports from the autumn semester.

3 ECTS rules

As a rule, students have to register for 30 ECTS each semester (resulting over the course of 4 semesters into 120 ECTS for the whole study programme).

If a student plans an internship for 20 ECTS, he/she will have to register for the internship plus 10 ECTS more in courses, even if he/she is not sure that the internship place will be awarded (or even if the place has been awarded, but the contract has not been signed yet at the time of course registration). If, for some reason, the contract is not signed and forwarded in time the student will have to replace the 20 ECTS credits from the planned internship with courses amounting to the same number of ECTS, for example 2 courses of 10 ECTS each. The replacement must be done by 14 September (the same logic applies, if a 10 ECTS internship is planned, or if elective courses from other universities are not obtained).

STUDENTS SHOULD NOT REGISTER FOR MORE THAN 30 ECTS BEFORE THE INTERNSHIP CONTRACT IS IN PLACE (or before they know whether their elective courses at other universities are approved) because it is not possible to go down to 30 ECTS in a semester once more than 30 ECTS have been registered. For example, as per rules, students must register at least 30 ECTS, but are allowed to register up to 40 ECTS. However, once students have registered for 40 ECTS they cannot de-register to go down to 30 ECTS.

If someone has done an elective course in the first or second semesters (in addition to the 3 compulsory courses) it means that he or she is *AHEAD* with the number of credits. Therefore, for the third semester the student must register **only for the remaining number of ECTS**. At the end of the third semester students should have 90 ECTS. The last 30 ECTS in the fourth semester are reserved for the Master thesis.

4 Tips for writing and preparing an application for an internship

Each organization has its own requirements. Read the announcement carefully and make sure that your application contains all the required documents.

It is not possible to anticipate what exactly might be required in these applications. However, it is very likely that (among other things) the application will include a CV, a transcript of your grades, references and a motivation letter, sometimes referred to as cover letter.

This section provides you with some tips on how to write a motivation letter, and gives also some examples. These tips have been collected from different organizations/university websites information and are meant to provide you with some ideas – it is not meant to limit your own style and creativity. The more research you do in advance on your potential internship institution the better for your application. We also recommend you to use the students career service for advice on writing the motivation letter. In addition, make sure that for your CV you use a template that makes it easy to read.

4.1 How to write a motivation letter

(source: http://www.eastchance.com/howto/mot_let.asp)

The Cover Letter (CL) is the document that accompanies your CV when you are applying for a job. For academic purposes, the document used is typically called statement of purpose, and is laid out after somewhat different rules. The CL is short (200-250 words), with a quite rigid structure and has the layout of a letter. Its goal is to introduce the CV, to bring to attention aspects of your activity that can help your application and are not listed or not presented in the proper light in the CV. In short, its goal is to answer the recruiter's question: "Why should I hire this person?"

Layout

The layout is that of a formal business letter: your address and contact details come under your name, in the upper right corner of the page. Underneath, aligned left, write the name, function, organisation and address of the person you are writing to. It is a lot better to know the name of the person who is going to read your letter. You should address the letter directly to him or her. In the case you do not know the name, an email, a little digging in the net or a phone call should help you get that name, in case it is not mentioned in the official announcement. Under the receiver's address, but aligned right, write the date of the day when you are writing the letter. You should spell the name of the month and use four digits for the year. You can put in front of the date the location, like Sofia, 2 December 2015.

If you do know the name of the addressee, start with Dear Mr (Mister), Ms (Miss), Mrs (Mistress), Dr (Doctor), without the full stop that you might expect to follow the abbreviation, and the surname of the addressee, followed by comma (Dear Dr Smith,). In this case, you should end the letter with the salutation Yours sincerely. If you do not know the name, start with Dear Sirs, or Dear Sir or Madam and close with Yours faithfully. In American business correspondence, Yours truly is acceptable in both cases. Do not start the body of the mail with a capital letter, since it follows a comma.

Structure

Ideally, a cover letter has no more than four paragraphs. The goal of the first is to specify what you are applying for and how did you find out about that opportunity. The last one outlines your availability for an interview, suggesting in this way a concrete follow-up for your application.

The second paragraph should list your skills and qualifications that make you the right person for the position you are applying for. Read carefully the announcement, identify the requirements and see how your skills match those required. Do not simply state you have them, prove it. Ideally, you should start from your experience and show how you have developed those qualifications by doing what you have been doing/learning. Same as in the case of your CV, the result should portrait you as an independent, creative person that can take initiative and deal with responsibilities, apart from the specific skills needed for the job. In short, the second paragraph should show why you are good for the job.

The third should point out why you want it. You should outline your interest for the skills you are going to learn if you get the job. The impression left should be that you can make a genuine contribution to the company's operations, while simultaneously deriving satisfaction from your work.

After the fourth paragraph leave a blank space, same as you should do in the beginning, after the salutation (Dear). Write the proper closing, as described above and your name. Do not forget to leave a blank space between the closing and your name and to sign the letter in that space.

Enclosure

It is customary for formal letters to mention whether you have enclosed any documents accompanying the letter. Simply mention enclosure, or write curriculum vitae under the heading enclosure at the end of the letter. *If you email it*, mention explicitly all the attachments.

Print the letter on A4 white paper same as that on which your CV was printed, and put both documents in an A4 envelope of matching color. *If you are emailing it*, request a notification that your documents have been received. Wait at least two weeks since the day you sent your application or after the deadline before writing again in the case you did not get any answer.

4.2 How to write a good motivation letter - tips and tricks

(source: http://www.evta.net/eumove/motivationletter_checklist.pdf)

Don'ts:

1. **“Average is not enough”**. Your motivation letter has to be different than that of others. So don't copy your motivation letter from others, but make sure that the letter is tuned to the company and job you are applying for. A motivation letter is a personal letter, so use your own style to show who you are.
2. **“Stick to the point”**. Companies want to know why you want to work in their company, so don't use complex language constructions or long poetic phrases. Be as concrete as possible.
3. **“Don't let your motivation letter and your CV ‘echo’”**. The motivation letter should be complementary to your CV where you can highlight some of the relevant items of your CV. Don't list all the items of your CV in the motivation letter.
4. **“Don't exaggerate”**. Make sure that you don't mention new items in your motivation letter (work or education or other skills) which are not mentioned in your CV.
5. In case of sending your letter via e-mail: Make sure that you have a “serious” e-mail address (and don't use an e-mail address of you current employer in case you have a job).

Do's:

1. Mention clearly why the company has to choose you for the internship. Be concrete, convincing, without being arrogant.
2. If you know the name of the responsible person, start your letter with this name. This person will feel personally approached by your letter, which is always positive.
3. Start always with your positive points, weak points they will ask in the talk, so don't mention them in your letter.

4. Formulate your letter positive and future oriented. Example: “I am eager to learn and prepared to adapt myself to the new working situation...”, instead of “I have no experience in this working field.”
5. Motivate your statements with facts and experiences. Use for example experiences in your personal life: “I have three year experience in leading and animating children in the regional scouts team”.
6. Collect information about the company. In this way you show interest and you can adapt your letter better to the company needs and function.
7. Put only the most relevant facts and experiences in your motivation letter. Keep it brief and clear. Don't forget to tell something about you as a person.
8. Mention what you have reached so far at educational and or professional level (former work or stages) and your career perspective.
9. Tell in which way you distinguish yourself from others with the same education and diploma.

Check list before sending your letter:

- ✓ Did I mention clearly the function I want to apply for?
- ✓ Did I motivate clearly why I want to apply for that function?
- ✓ Did I mention why I fit this internship?
- ✓ Am I as concrete as possible, with examples where relevant (from my CV or other experiences)
- ✓ Did I give an impression of who I am?
- ✓ Did I check my motivation letter on errors?
- ✓ Did I check if my CV is still up to date and relevant for the function?

4.3 Additional information and examples

More information can be found on the following pages:

<http://internships.about.com/od/coverlettertipssamples/a/coverletterguid.htm>

<http://www.internships.com/student/resources/search/coverletter/howto>

<http://www.career.vt.edu/jobsearchguide/coverlettersamples.html>

http://www.union.edu/offices/career/_documents/cover-letter.pdf

<http://www.bu.edu/careers/files/2012/09/CoverLetterGuide2013.pdf>

4.4 Examples

A. Example cover letter for applying for a job or internship

Your Address
City, State Zip Code
July 20, 20XX

Mr. Paul W. Lawrence
Museum Curator
Albright-Knox Art Gallery
1285 Elmwood Avenue
Buffalo, New York 14222

Dear Mr. Lawrence:

I recently read in *Artvoice* that the museum is planning a large Matisse exhibit next winter, with the cooperation of the New York Museum of Modern Art. I was thrilled to read that the people of Western New York will be able to see these masterpieces here for the first time. I would like to intern with the museum to help coordinate the project.

During my current undergraduate work at the University at Buffalo, I have been fortunate enough to be able to volunteer at the Burchfield-Penney Art Center where my duties consisted of greeting the public and answering questions about the current exhibit. I have also viewed the works at your gallery on many occasions and have always been fascinated by Matisse's oil on canvas work "Music." My resume will show that I also have some managerial experience working at the UB Art Gallery.

I believe that my enthusiasm for art combined with my formal classroom work, volunteer experience and positive attitude would be of value to you in promoting this exhibit. I look forward to speaking with you about the possibility of me conducting an internship at the Albright-Knox. If I have not heard from you by August 3, I will call to make an appointment. Thank you for your consideration.

Sincerely,

Alexandra Ralbovsky
Alexandra Ralbovsky

Enc.

Always put the date the letter is being sent.

Make sure this information is accurate.

Notice how the letter begins by showing that the candidate knows something about the museum.

In this paragraph write about your strengths relating to the job or internship.

Close the letter by summarizing and ask for some action to take place.

Don't forget to sign your name!

This means that you will include your resume with this letter.

B. Example Internship Cover Letter

Name

Address 1

Address 2

[can also add telephone/fax/email]

Date

Organization Contact Person and Title

Organization Department

Organization Title

Address 1

Address 2

RE: Summer Internship Opportunity

Dear Human Resources Advisor,

I am writing in response to the internship information posted on your organization's webpage. Currently, I am a candidate at the University of Copenhagen, Institute of International Studies for a Master's degree in International Environment Policy. Within this program I am focusing my studies on the sustainable development in developing countries. As such, I am very interested in the UNDP environmental and development work being conducted in developing countries in Asia.

I believe that my experiences and continuing education make me an excellent candidate for a summer internship with your office. I have gained professional experience in project management, cross-cultural teamwork, and creative problem solving through diverse work experiences including an internet start-up, and an environmental program in Nepal.

In addition, through recent coursework in policy analysis and development theory, I have acquired additional skills such as stakeholder analysis, drafting policy memos and research design. I know these skills will make me a valuable asset to UNDP as an intern, providing the opportunity to gain further experience in development work.

Hopefully, my skills, experience, and knowledge will match your needs and expectations for interns. I am available from May-August, 200X. I have enclosed my CV and a writing sample [etc].

Please feel free to contact me via email or by telephone should you have any questions, or wish to discuss my application. Thank you in advance for your time.

Sincerely,

Name

Enclosures: curriculum vitae, writing sample

C. Sample cover letter internship

2124 Grant Ave.
Fort Wayne, IN 46815
July 20, 2004

Ms. Joyce Catalin
Office Manager
Mayor's Office
Allen County Bldg.
Fort Wayne, IN 46802

Dear Ms. Catalin:

As a History major at Indiana University, Fort Wayne, I have developed a comprehensive understanding of both federal and state governments. However, I realize that actually working in a political setting is critical in integrating the theory learned in the classroom with the actual daily workings of a government office. It is for this reason that I am hopeful that you will consider me for an internship in the Mayor's office next spring.

I am confident I would be an asset as an intern in your office. I have developed excellent research and writing skills during my three years at IPFW. In addition to the many papers I have written for my classes, I also completed a summer internship with the Fort Wayne Economic Alliance Corp last year. I researched and wrote stories for *The Communicator*, as well as a number of press releases to announce campus events. My writing skills would be beneficial in writing briefings, research summaries, and correspondence if I am offered an internship with your office.

I have worked extensively with the public in my various jobs. As a hostess and waitress at the Hilton Hotel, I often came into contact with business and community leaders. The restaurant within the Hilton prides itself on excellent customer service and we were encouraged to do whatever was necessary to ensure that patrons had a superb dining experience. I was promoted to head waitress during my second summer at the Hilton, partly due to the excellent rapport I established with customers. I have also worked as a tour guide at IPFW in the Admissions Department, interacting regularly with prospective students and their parents. I understand the importance of courteous and professional contact with the public, and am eager to work with the Mayor's constituents.

I would be honored to have the opportunity to work with such a great political leader. I will call you next week to discuss the possibility of an internship in more detail with you. If you would like to contact me, I can be reached at (260) 555-1212 or by email at mbrown@yahoo.com. I look forward to speaking with you.

Sincerely,

Molly Brown

Enclosure

5 Financial issues

There is very limited support available at the university level for students willing to study or do an internship abroad. Students are advised to inquire the International Relations department and/or the ERASMUS program:

http://www.sdu.dk/en/Information_til/Studerende_ved_SDU/Ophold_i_udlandet/Gode+r%C3%A5d/Forberedelse+af+opholdet/Oekonomi