

MSc Comparative Policies and Welfare State Analysis

Third Semester

- Information Package -

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Disclaimer:

This document contains information as available at the time of Distribution: November 2017. Students will be informed on time of any change.

As per rules of SDU and Political Science Department, during the third semester of studies, the students have the possibility to select among several options:

- internship
- courses abroad or other universities in Denmark
- courses at SDU
- summer courses

This document contains some additional information regarding the organisation of the third semester:

- 1 Procedures related to obtaining and having an internship approved
- 2 Procedures related to obtaining and having courses at other universities approved
- 3 List of possible for internship organizations
- 4 Tips for writing and preparing an application for internship

1 Procedures related to obtaining and having an internship approved

Finding an internship

The students are responsible for finding the internships that suit them. Once found such an internship, students have to contact the respective organization, inquire about the application process and apply. It is recommended to search for internship in organizations which do work that is relevant for the field of studies welfare state/public policy. Ideas of organizations and internships can be found in the SDU job bank (Information for students at SDU -> Jobs and careers -> Job bank -> Work experience placements), and in this document (see below Section 3). Students can seek out other places, for example in their home countries. There are plenty of choices when it comes to work experience: a public authority, a special-interest organization, a private company, a self-governing institution, a government body, a international organization and so on. Students are strongly advised to talk to any of the instructors, if in doubt about the suitability of the internship to the study program.

Students should be aware that most internships are unpaid and often are subject to competition. Therefore, it is recommended that the motivation letters which accompany the applications should be tailored to the specifics of the organizations/internships of interest, and emphasize the applicant's fit to the internship requirements. This document includes in Section 3, a set of recommendations about how to write a motivation letter, as well as examples. Students should also use the student advisory bodies at the University when preparing their letters of motivations and the applications.

NOTE: As per rules of the university, paid internships are not acceptable. However, your employer could cover your transportation costs and subsidize your housing costs, etc.

Enroll for your academic internship well in advance

If you are considering taking an academic internship in the upcoming semester, you must enroll for an internship via Student Self-service – in exactly the same way and at the same time that you enroll for ordinary subjects for the upcoming semester. This is when you need to decide whether your academic internship will count for 10 or 20 ECTS credits. Remember, too, that you must enroll for the academic internship even if you have not yet made contact with an internship site. If, before the start of the semester, you find that you will not be able to get a work experience placement after all, or if you wish to change the ECTS weighting of the work experience placement you will be able to change your subject enrolment. You have to do this by 14 September. Until then, you can change your academic internship and possibly replace some or all of it with one or more ordinary subjects (remember, though, that you will not be able to change the total number of ECTS credits for the semester you have already enrolled for). If you are still enrolled for the academic internship as of 15 September, you will not be able to modify your enrolment. Neither will you be able to change whether the academic internship is to count for 10 or 20 ECTS credits.

Written agreement with the internship place

The academic internship is part of your study programme. For that reason, it must have obvious academic content. This is established with the internship site by means of a written agreement setting out the content and duration of the internship. If the internship is to be worth 10 ECTS credits, that implies at least 248 working hours (corresponding to two months of full-time work). If the internship is to be worth 20 ECTS credits, that implies at least 406 working hours (corresponding to three months of full-time work). You are welcome to work part time. For example, you could agree to take day release once a week to attend tuition in one or more subjects. Finally, the agreement must state who at the internship site is responsible for your placement and its academic benefit. It is important to have the written agreement with the internship site in place well in advance. The **internship agreement** must be attached to the electronic form that has to be pre-approved as soon as possible, and no later than 1st of September.

The internship agreement must contain the following elements:

- Internship site: Place of work, duration and working hours (totaling at least 248 hours or at least 406 hours) – possibly including a day release agreement for you to participate in tuition at the university
- The academic content of work tasks
- The person responsible for the academic benefit at the internship site
- Financial arrangements, if relevant. **REMEMBER:** you are not allowed to receive a wage on an internship. If you do receive a wage, you will not receive either an SU grant or ECTS. However, your employer could cover your transportation costs and subsidize your housing costs, etc.

You must find a supervisor

You must show the internship agreement to the tutor in your study programme who you would like to be your supervisor. The supervisor must be a tutor employed full time by the Department of Political Science and Public Management and must sign to confirm that he/she recommends the internship and is willing to be your supervisor. This is done using an electronic form " Work Placement/internship", which is available at

<https://blanket.sdu.dk/?href=%2Fform%2F110%2Fsubmit>

You can contact for internship supervision any of the instructors within the Welfare Master.

If you are unable to find a supervisor, please contact your Head of Studies.

Please note that **supervision time** is limited to 2 hours for an internship worth 10 ECTS credits or 4 hours for an internship worth 20 ECTS credits.

The formalities – allow plenty of time!

It is important to allow as much time as possible to get everything organized. The final deadline for submission of the electronic form for approval is 1st of September for internships due to take place in the autumn semester.

- You must enrol for an academic internship via Self-Service in the same way as for ordinary subject enrolment, worth either 10 or 20 ECTS credits. The academic internship is a subject. That is why you can only take one academic internship – i.e. you can only undertake a work experience placement at one site – worth either 10 or 20 ECTS.
- You must get an agreement in place as quickly as possible with your internship place so that you can make an agreement with a supervisor no later than 1st of September.
- You must have an electronic supervisory agreement in place with a full-time tutor at the Department of Political Science.
- The Study Board must have the agreement with the internship site and the supervisory agreement for approval no later than 1 September.

Applications to the Academic Study Board must be sent online here:
<https://blanket.sdu.dk/?href=%2Fform%2F110%2Fsubmit>

If your internship will commence on a date other than 1 September, it is important for you to fill out the electronic form well in advance, with a view to have to internship agreement and supervisory agreement approved before the planned start. Please explicitly note the unusual start date in the internship agreement.

How much is the internship worth?

The academic internship can be worth 10 or 20 ECTS credits. To have 10 ECTS approved, you must work at least 248 hours (corresponding to two months of full-time work) at the internship site, and you must submit a report documenting the academic relevance of your work. To obtain 20 ECTS (this is only possible for political science and public management students), you will need to have worked at least 406 hours at the internship site (corresponding to three months of full-time work), and the content of the report you submit must equate to a seminar paper. The report must document the academic relevance of your work, and how you are able to put your experience into an academically relevant context. You could include a product from your internship, for example, or make a scientific analysis with data/information from the place of your internship. It is strongly recommended to talk to the academic supervisor of your internship about the content. The **course description** provides more information as to the expected content of the internship reports.

You can find **course descriptions for academic internships** here:

https://mitsdu.dk/en/mit_studie/kandidat/comppppwelfare/uddannelsens_opbygning/fagbeskrivelser/fagbeskrivelser+for%C3%A5r+2017

Who is responsible?

During the academic internship, you will function as a normal employee at the internship site. Everything you do will be done on behalf of the internship site and the person specified in the internship agreement as responsible for your internship. It is also the responsibility of the internship site to ensure that you are put to work on something of academic relevance that you can write about in your report. The task of your

supervisor at the university is only to supervise you in terms of the final report, with a maximum allowance of two hours (for 10 ECTS) or four hours (for 20 ECTS) of direct supervision.

If you encounter any practical or academic problems during your internship, you must seek help from the person responsible for your academic internship at the site. If you need additional help, you must contact your Head of Studies, who is in charge of all academic internships for the Department.

Concluding the internship

The academic internship is concluded by submitting a report during the normal exam period – i.e. the end of January for an autumn semester internship or the end of June for a spring semester internship. You submit the report by uploading it in Blackboard under the subject “Academic internship 10 or 20 ECTS”. Follow the guide in the submission link and remember to state the name of your supervisor on the front of the project. The report will be internally assessed. That means only your supervisor will assess it. Ultimately, the evaluation is always Pass/Fail.

If the academic internship equates to 10 ECTS, the report must not be more than 10 pages long. The report must contain an explanation about your work and some of your own reflections in connection with your experience from your studies of political science and public management. These reflections could be about which aspects of your studies were useful to you during your academic internship.

A report that equates to 20 ECTS must not be more than 20 pages long and you might include a product from your academic internship. The report must put your experience from the internship into an academically relevant context – e.g. by bringing in theoretical or other academic literature. An example is an academic discussion of the background to and substance of the specific tasks you have been working on. Another example is an analysis of the internship site’s political/administrative role in light of one or more theories from your studies.

FAQ:

What duties can I undertake at my internship place?

You are expected to work on an equal footing with the other staff at the internship place and to be treated in the same way as a new employee and an inexperienced academic member of staff. That means there are upper and lower thresholds for what an intern can and may do.

You would be below the lower threshold if you were only given office service tasks to perform, e.g. only making coffee and photocopying, filing and distributing materials, etc. That work is not relevant to your studies, and should therefore be done by a student assistant or office messenger.

You would be above the upper threshold if you were given independent responsibility for performing specific tasks with direct consequences on the general public, customers, organizations or others. That work entails far too much responsibility for a student, and should therefore be done by an experienced, fully qualified member of staff.

Here are some examples of tasks you could undertake:

- Taking the minutes of meetings
- Collecting and organising data
- Collecting literature and write literature reviews

- Performing initial data analysis
- Preparing preliminary reports on well-defined subjects
- Formulating ideas for proposed solutions
- Designing actual proposed solutions
- Discussing the pros and cons of various proposed solutions

Some interns find themselves immersed in a hectic everyday routine with lots of different tasks. Others are given the option to pursue a handful of projects over an extended period. Whatever you do, you must not bear sole responsibility for any work, whether for internal or external use.

What will I live on? – Finances

You must **not receive wages** during an academic internship/work experience placement which is to be credited to your study programme. If your placement entails additional expenses, the internship site can subsidise this, e.g. for accommodation or travel expenses.

Grants

If you are undertaking a work experience placement in another European country, you can apply for an Erasmus grant. The size of the grant varies from one year to the next. You can apply for the grants via the International Office. You will find the application form here: http://www.sdu.dk/Information_til/Studerende_ved_SDU/Ophold_i_udlandet

How can I avoid falling behind with my studies?

An academic internship can be worth 10 or 20 ECTS credits, whereas you have an obligation to pursue at least 30 ECTS per semester. If you spend the entire semester on your internship, therefore, you will get behind with the requirement to complete 30 ECTS credits per semester. There are two ways of dealing with this problem:

- You can agree with your internship site to be released at certain times to pursue one or more subjects as part of your studies. In practice, you could then be at your internship site for 30 hours a week, for example.
- You can “accrue” ECTS credits in a previous semester. You can either take one of the summer subjects or you can take a subject worth 40 ECTS in one semester.

Forms and approvals

- **Electronic supervisory agreement** This agreement must be entered into by you and the lecturer who will be your supervisor for the report about your academic internship. The electronic form must be completed by you and your supervisor no later than 1st of September. You will find the form " Work Placement/internship" here: <https://blanket.sdu.dk/?href=%2Fform%2F110%2Fsubmit>
- **Internship agreement.** This agreement is between you and the internship place. It clarifies expectations regarding your working relationship, in advance. The agreement must be signed by you and the internship site. The internship agreement must be scanned and attached to the electronic supervisory agreement form when that is submitted before 1st of September.

Final credits for the internship

The report on an academic internship that took place in the autumn must be submitted at the end of January, with the prospect of an “exam re-sit” at the end of February. For an academic internship that took place in the spring, the submission date is the end of June, with the prospect of an “exam re-sit” at the end of August. The exact date will be specified in the exam schedule.

Important dates:

Subject enrolment in May: You must enrol for the academic internship together with all your other subjects

1 September: deadline for submission of the supervisory agreement and the internship agreement for academic internships in the autumn semester.

14 September: deadline for changing your mind – if you will not be doing an internship after all because of cancellation, if you want to modify the ECTS weighting of your internship, or if your internship agreement or supervisory agreement was not approved for the academic internship in the autumn semester. **REMEMBER:** you cannot change the total number of ECTS credits that you have enrolled for that semester.

January: submission of reports for academic internships that took place in the autumn semester. See the exam timetable for the exact date.

Contact

- About internship sites:
https://mitsdu.dk/en/mit_studie/kandidat/compppwwelfare/uddannelsens_opbygning/Muligheder/Praktikophold
https://mitsdu.dk/en/job_og_karriere/studiejob_praktik_projektsamarbejde
- About finances: The SU office (Information for current students -> SU grant)
- About internships abroad – including documentation: The International office -> Study abroad
- About formalities: enrolment, approval by the Study Board, submission deadlines, credits, scope of the report, etc.: The student advisors and/or Study Board secretary
- Potential supervisors: instructors in the study program
- Practical or academic problems in relation to the internship site: Romana Careja (rca@sam.sdu.dk) or the Head of Studies of the Political Science via e-mail to the Study Board
- Formalities in connection with assessment of the academic internship: Contact the Student Information Point on tel. +45 6550 2290 or e-mail: studiekontakten@sam.sdu.dk

2 Procedures related to obtaining and following courses at other universities approved

In addition to, or instead of the internships students can opt to follow courses of other universities or at other SDU departments.

- Students have to find the course(s) of interest. The course(s) must be connected to the broader field of welfare state. It is advisable that the students consult with the academic coordinator of the Master Program on whether the course(s) of interest are acceptable.
- Please note that not all courses are open to guest students. Before applying make sure that you can actually apply by contacting the relevant persons in charge of 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 load. **In such a situation, students should contact the academic coordinator of the Master Program.** NOTE: only in the case of courses taken at universities abroad an "equivalisation" can be implemented, if the ECTS per course offered by the university abroad are less than 10. Students should contact the academic coordinator for advice.
- The **application for the credit transfer** can be found here: https://mitsdu.dk/en/mit_studie/kandidat/compppwelfare/ansoegninger_og_blanketter. For information, contact the Study Board or the Student Advisors.
- Students must prepare an **application** for the Academic Study Board. The application contains 1. the **detailed course description**, 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 the student's study program.** 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 sent to the Academic Study Board **before the beginning** of the course(s). Students must obtain the approval of the Academic Study Board for the chosen course(s) before the beginning of the course(s).
- **Applications to the Academic Study Board** must be done online here: https://mitsdu.dk/en/mit_studie/kandidat/compppwelfare/ansoegninger_og_blanketter. See the "Do you need to apply for credits?" paragraph.
- Please note that the Academic Study Board **can reject applications for elective courses from other study programs if judged inadequate/incompatible with the study program** in which the student is enrolled.

NOTE: Students must pay attention to the different **semester starting dates**, especially if they are interested in studying abroad. Students must also pay attention to **the number of credits** per course awarded at other universities, given that as per SDU rules, students have to have 30 ECTS credits per semester. If you have questions/doubts, contact Romana Careja rca@sam.sdu.dk

For details about enrollment and study abroad options, please contact the **Student Advisor for welfare studies**.

Subject enrolment in May: If you plan to take courses at other universities (in particular non-Danish universities), you must enroll for these courses at the time for registration for the Fall semester. As in the case of internships, if the desired courses do not materialize, then students have until 14th of September to choose other courses. The amount of ECTS credits cannot be changed. **For the exact enrollment procedures, we recommend you to contact the International Office.**

ERASMUS

You may choose to do your third semester abroad via an Erasmus. All the procedures stated above apply.

Deadline for **Erasmus** applications - European countries: **March 1st** for the following academic year. (ex. students planning an ERASMUS for Fall 2018, must apply by March 1st, 2018)

SDU has a specialized department which provides information, help and advice on going abroad.

Website: https://mitsdu.dk/da/study_abroad/contact_and_guidance

We strongly recommend you to choose an Erasmus location which complements our program. For example, the Erasmus programs with universities of Cologne (Köln) - Social Sciences - Sociology, Bremen - Political Science provide such complementary courses.

For a list of **Erasmus places for Fall 2018 for the Faculty of Business and Social Sciences** contact the International Office

https://mitsdu.dk/da/study_abroad/contact_and_guidance

NOTE: It is the **responsibility of students** to arrange all the details related to their studies in the third semester. However, do not hesitate to ask for an advice any of the instructors in the Master program.

FUNDING

Note that foreign students will not receive SU while abroad. However, you are eligible for financial support for studies abroad. Contact the International Office and the SU office to figure out what possibilities you have.

https://mitsdu.dk/da/study_abroad/contact_and_guidance

For details, contact the Student Advisor for welfare studies.

SUMMER COURSES

Summer courses can be taken either at SDU or at other University. Taking a summer course may be advantageous if you are interested in doing an internship over the third semester, or when you want to have a lighter workload during the Fall semester.

Registration for summer courses takes place in May 2018, together with registration for Fall courses.

If you decide to take a **summer course at SDU**, you have to check which courses are offered and then enroll following the usual procedures. Please read carefully the course descriptions for more details on registration and conditions.

If you decide to take **summer courses at other university**, as a rule, you will have to follow the rules described above, see Section 2.

ELECTIVES FALL 2018

Courses to be offered at the Political Science Department, Fall 2018

TBA

Please note: Currently we have no information about the courses to be offered in Fall 2018. It will be discussed at a meeting next week and I will keep you informed. However, it will be a tentative list. The final list will be available in May 2018, at the time for registration for Fall 2018.

3 List of possible organizations for internships

(non-exhaustive list)

Denmark

See the list on the next page.

Germany

The following webpage contains links to various organisations and institutions in Germany. It also has links to some international organisations. The page is in German.

<http://www.sozialpolitik-aktuell.de/links-politik-institutionen-verbaenden.html>

Other countries

We will update this section as we become aware of opportunities.

Students can apply for internships to various organizations and institutions in **their own countries**.

International Institutions

(follow the hyperlinks)

[International Organization for Migration \(IOM\)](#)

[EU Traineeship Office](#)

[European Social and Economic Committee](#)

[International Labour Organisation \(ILO\)](#)

[Eurofound](#)

[European Council on Refugees and Exiles \(ECRE\)](#)

[Open Society Foundation \(OSF\)](#)

[European Roma Rights Center \(ERRC\)](#)

[European Union Agency for Fundamental Rights \(FRA\)](#)

Research Institutes

[European Social Observatory \(OSE\)](#)

[United Nations Research Institute for Social Development \(UNRISD\)](#)

[European Trade Union Institute \(ETUI\)](#)

Other organisations

[European Anti-Poverty Network \(EAPN\)](#)

[EAPN Denmark](#)

See also

<http://www.idealist.org>

jobs.euractiv.com (section Internships/Graduates)

<http://www.eurobrussels.com/>

<http://www.sdu.aiesec.dk> (AIESEC office at SDU)

http://www.uni-med.net/index.php?option=com_content&task=view&id=75&lang=en

Denmark

(this list contains a lot of institutions, but we do not know which ones accept interns. Students are advised to initiate contact and inquire)

AE Arbejderbevægelsens Erhvervsraad - Economic Council of the Labour Movement

Address: Reventlowsgade 141, DK-1651 Copenhagen K

Contact: + 45 33 55 77 10

Webpage: www.aeraadet.dk

Think tank associated with the labour movement.

Akademikernes Centralorganisation, AC - The Danish Confederation of Professional Associations, AC

Address: Nørre Voldgade 29, DK-1017 Copenhagen K

Contact: + 45 33 69 40 40

Webpage: www.ac.dk

AC is an umbrella organisation for its trade union member organisations. These organisations offer service to professional and managerial staff graduated from universities and other higher educational institutions.

ATP-Arbejdsmarkedets Tillægspension - ATP-Labour Market Supplementary Pension

Address: Nørre Voldgade 29, DK-1017 Copenhagen K

Contact: +

Webpage: www.atp.dk

ATP administers not only the ATP scheme but also a series of other labour market schemes, including the Special Pension (Særlig Pensionsopsparing, SP), the holiday money (FerieKonto) and the Labour Market Occupational Disease Fund (AES). As of 2012 ATP will take over the payment of almost all social security benefits through its new agency, Payment Denmark (Udbetaling Danmark), located in five regional offices.

AKF-Anvendt Kommunal Forskning - AKF-Applied Municipal Research

Address: Nyropsgade 37, DK-1602 Copenhagen K

Contact: + 45 4222 3400

Webpage: www.akf.dk

AKF is an applied research institute that undertakes studies focusing on the large role played by local and regional authorities in Denmark.

Beskæftigelsesministeriet – The Ministry of Employment

Address: Ved Stranden 8, 1061 København K, Denmark

Contact: +45 7220 5000

Webpage: <http://www.bm.dk>

The Ministry of Employment has the overall responsibility for measures in relation to all groups of unemployed persons, i.e. both unemployed persons on social assistance as well as unemployed persons receiving unemployment benefits. In addition, the Ministry of Employment is responsible for the framework and rules as regards employment and working conditions, safety and health at work and industrial injuries, financial support and allowances to all persons with full or partial working capacity as well as placement activities, services in relation to enterprises and active employment measures.

Center for Velfærdsstatsforskning - CWS - Centre for Welfare State Research, Department of Political Science, University of Southern Denmark

Address: Campusvej 55, DK-5230 Odense M

Contact: + 45 65 50 00 00

Webpage: http://www.sdu.dk/Om_SDU/Institutter_centre/C_Velfaerd.aspx

Small research centre placed at the University of Southern Denmark that focus on the Danish welfare state in a comparative and historical perspective.

CEPOS - CEPOS, Liberal think tank

Address: Landgreven 33. sal, DK-1301 Copenhagen K

Contact: + 45 33 45 60 30

Webpage: www.cepos.dk

The most vocal liberal think tank is CEPOS.

Danmarks Statistik - Statistics Denmark

Address: Sejrøgade 11, DK-2100 Copenhagen Ø

Contact: + 45 39 17 39 17

Webpage: www.dst.dk

Statistics Denmark publishes statistical information on the Danish society.

Dansk Arbejdsgiverforening - Danish Federation of Employers

Address: Vester Voldgade 113, DK-1790 Copenhagen V

Contact: + 45 33 38 90 00

Website: www.da.dk

Danske Handicaporganisationer, DH - Danish Handicap Organisations, DH

Address: Kløverprisvej 10 B, DK-2650 Hvidovre

Contact: + 45 36 75 17 77

Website: www.handicap.dk

The umbrella organisation for interest organisations for persons with handicaps.

Danske Regioner - Danish Regions

Address: Dampfærgevej 22, DK-2100 Copenhagen Ø

Contact: + 45 35 29 81 00

Website: www.regioner.dk

Danish Regions is the national association of the five regions in Denmark.

Den Centrale Videnskabetiske kommitte - The National Committee on Biomedical Research Ethics

Address: Slotsholmsgade 12, DK-1216 Copenhagen K

Contact: + 45 72 26 93 70

Website: www.cvk.sum.dk

The committee acts as an appeals committee in connection with findings in the regional committees, issues guide lines, considers submission of recommendations to the Minister for Health and Prevention regarding specific new fields of research etc.

Den Frie Raadgivning
only for Danish speakers

Address: V.Fritidsbutikken, Camp U
Vollsmose Alle 20
5240 Odense NØ
www.dfr-odense.dk

Provides advice and support for immigrants in Odense.

Det Økonomiske Råd – The Economic Council

Address: Amaliegade 44, DK-1256 København K
Contact: +45 33 44 58 00
Website: www.dors.dk

The Economic Council is chaired by three leading macro economists, the so-called 'economic wise men' of which one is the 'economic over wise man'. The board consists of representatives from the social partners. However, it is the Secretariat of the Economic Council which writes the biannual reports. These reports consist of two parts. The first part is always a survey of the economy and the second part is on a special theme. Both parts are accompanied by policy recommendations.

Etisk Råd - The Danish Council of Ethics

Address: Ravnsborggade 2-4, DK-2200 Copenhagen N
Contact: + 45 35 37 58 33
Website: www.etiskraad.dk

The Council gives advice to the Parliament and public authorities on the ethical issues related to genetic engineering and biotechnology and it also initiates debates in the public.

Finansministeriet - Ministry of Finance

Address: Christiansborg Slotsplads 1, DK-1281 Copenhagen K
Contact: + 45 33 92 40 88
Website: www.fm.dk

The Ministry of Finance is as elsewhere an important player and publish the national reform programme among other publications.

Forsikring og Pension - Danish Insurance Association

Address: Amaliegade 10, DK-1256 Copenhagen K
Contact: + 45 33 43 55 00
Website: www.forsikringogpension.dk

The Danish Insurance Association, DLA, is the trade association of non-life and life insurance and multi-employer pension funds in Denmark.

Frivillighedsrådet - Council for Volunteers and Volunteering in the Social Field

Address: Nytorv 19, 3. sal, DK-1450 Copenhagen K
Contact: + 45 33 93 52 93
Website: www.frivilligraadet.dk

The Council for Volunteers and Volunteering is a NGO active in the social field arranging debates, campaigns and meetings.

Funktionærernes og Tjenestemændenes Fællesråd, FTF -FTF - Confederation of Professionals in Denmark

Address: Niels Hemmingsensgade 12, Postboks 1169, DK-1010 Copenhagen K
Contact: + 45 33 36 45 00

Website: www.ftf.dk

FTF is the trade union confederation for 450,000 public and private employees, making it the second biggest of Denmark's three main trade union confederations. Three out of four members work in the public sector. FTF has approximately 90 affiliated organisations. The five largest calculated by number of members are: The Danish Union of Teachers (Danmarks Lærerforening), The Danish Nurses Organisation (Danske Sygeplejeråd), The Danish National Federation of Early Childhood Teachers and Youth Educators (BUPL), The Financial Services Union (Finansforbundet), and the Danish Association of Social Workers (Danske Socialrådgiverforening).

HK Danmark - HK Denmark

Address: Weidekampsgade 8, Postboks 470, DK-0900 Copenhagen K

Contact: + 45 33 30 44 15

Website: www.hk.dk

Trade union of office workers.

Institute for Quality and Accreditation in Health Care

Address: Olof Palmes Allé 13, 1. th., DK-8200 Aarhus N

Contact: + 45 87 45 00 50

Website: www.kvalitetsinstitut.dk

The Institute is an independent institution which administers and develops the Danish health care quality assessment model.

Institut for Folkesundhed - The National Institute of Public Health, University of Southern Denmark

Address: Øster Farimagsgade 5 A, DK-1399 Copenhagen K

Contact: + 45 39 20 77 77

Website: www.si-folkesundhed.dk

The primary purpose of NIPH is research into the health and morbidity of the Danish population and the functioning of the health care system. NIPH also carries out reviews and consultancy for public authorities and participates in postgraduate education. The institute also regularly publishes The Public Health Report.

Kommunernes Landsforening - Local Government Denmark

Address: Weidekampsgade 10, P.O. Box 3370, DK-2300 Copenhagen S

Contact: +45 33 70 33 70

Website: www.kl.dk

Local Government Denmark is the national association of municipalities in Denmark.

Konkurrencestyrelsen - The Danish Competition Authority

Address: Nyropsgade 30, DK-1780 Copenhagen V

Contact: + 45 72 26 80 00

Web site: www.ks.dk

The Danish Competition Authority monitors the state of affairs with regard to competition.

Landsorganisationen i Danmark, LO - Danish Trade Union Confederation

Address: Islands Brygge 32 D, Postbox 340, DK-2300 Copenhagen S

Contact: + 45 35 24 60 00

Website: www.lo.dk

Danish trade union confederation.

Lægemiddelstyrelsen - The Danish Medicines Agency

Address: Axel Heides Gade 1, DK-2300 Copenhagen S

Contact: + 45 44 88 95 95

Website: www.dkma.dk

The Danish Medicines Agency administers legislation relating to medicines, pharmacists, and medical devices.

Indenrigs- og Sundhedsministeriet - Ministry of Domestic Affairs and Health

Address: Slotsholmsgade 10-12, K-1216 Copenhagen K

Contact: + 45 72 26 90 00

Website: www.sum.dk

Patientklagenævnet - The Patients' Complaints Board

Address: Frederiksborggade 15, DK-1360 Copenhagen K

Contact: + 45 33 38 95 00

Website: www.pkn.dk

The Patients' Complaints Board deals with complaints against health care professionals.

Patientforsikringen - The Patient Insurance Association

Address: Nytorv 5, DK-1450 Copenhagen K

Contact: + 45 33 12 43 43

Website: www.patientforsikringen.dk

The Patient Insurance Association makes decisions regarding compensation claims from patients injured in connection with treatment etc. in the health service or injured by a drug.

Patientskadeankenævnet - The Patients' Injury Appeals Board

Address: Vimmelskaftet 43, DK-1161 Copenhagen K

Contact: + 45 33 69 00 44

Website: www.patientskadeankenævnet.dk

The Patients' Injury Appeals Board functions as a board of appeal for decisions made by

SFI-Det nationale center for forskning i velfærd - SFI-The Danish National Centre for Social Research

Address: Herluf Trolles Gade 11, DK-1052 Copenhagen K

Contact: + 45 33 48 08 00

Website: www.sfi.dk

SFI is an applied research institute that undertakes a large number of commissioned studies for especially the Ministry of Welfare and the Ministry of Employment.

Socialstyrelsen – The National Board of Social Services

Address: Edisonsvej 18, 1., DK-5000 Odense C

Contact: + 45 72 42 37 00

Website: www.socialstyrelsen.dk

The National Board of Social Services is responsible for a variety of other projects such as managing the Social Services Gateway ("Tilbudsportalen"), analyses concerning the Consolidation Act on Social Services and tasks related to follow-up and innovation in the field of specialist consultancy in its entirety. The National Board of Social Services aspires to help securing the welfare of children, young people, socially marginalised groups, elderly and disabled, and to insure that related initiatives reflect scientific research and meet standards of efficiency and documentation. The National Board of Social Services aspires to help securing the welfare of children, young people, socially marginalised groups, elderly and disabled, and to insure that related initiatives reflect scientific research and meet standards of efficiency and documentation.

Statens Seruminstitut - State Serum Institute

Address: Artillerivej 5, DK-2300 Copenhagen S

Contact: + 45 32 68 32 68

Website: www.ssi.dk

The State Serum Institute is a public enterprise, which prevents and controls infectious diseases, biological threats and congenital disorders. The institute produces vaccines and blood products.

Sundhedsstyrelsen - The National Board of Health

Address: Islands Brygge 67, P.O. Box 1881, DK-2300 Copenhagen S

Contact: Tel: + 45 72 22 74 00

Website: www.sst.dk

The National Board of Health assists the Ministry of Health and Prevention and other authorities with professional consultancy on health issues. In addition, the National Board of Health performs a number of administrative tasks, including supervision and inspection.

Videns- og Forskningscenter for Alternativ Behandling (ViFAB) - ViFAB - Knowledge and Research Center for Alternative Medicine

Address: Jens Baggesens Vej 90 K, 2. sal, DK-8200 Aarhus N

Contact: + 45 87 39 15 30

Website: www.vifab.dk

The centre is an independent institution under the Ministry of Health and Prevention. Its purpose is to increase knowledge of alternative treatment and its effect, to promote research and dialogue between authorised health personnel and alternative therapists and users.

The Danish Medical Research Council - c/o Danish Agency for Science Technology and Innovation

Address: Bredgade 40, DK-1260 Copenhagen K

Contact: +45 35 44 62 00

Website: www.fist.dk

DMRC provides research-based advice within the council's scientific area of expertise and it funds specific research activities based on researchers' own initiatives.

Velfærdsministeriet - Ministry of Welfare

Address: Holmens Kanal 22, DK-1060 Copenhagen K

Contact: + 45 33 32 93 00

Contact: vfm@vfm.dk

Website: <http://www.ism.dk/Sider/Start.aspx>

This Ministry is responsible for pension and long-term care for the elderly, among other policy programmes.

3F, Faglige Fælles Forbund - 3F

Address: Kampmannsgade 4, DK-1780 Copenhagen K

Contact: + 45 70 30 03 00

Website: www.3f.dk

3F is the largest trade union in Denmark with 352,588 members. 3F organises skilled and unskilled workers in many sectors and industries in the private as well as the public sector, including transport, building & construction, manufacturing industries, agriculture, forestry, horticulture and gardens, cleaning, hotel & restaurants.

4 Tips for writing and preparing an internship application

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

In this material we cannot anticipate what exactly might be required in these applications. However, it is very likely that (among other things) the application will include a CV 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. 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.

3.1 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, 2nd December 2000.

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.

3.2 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 stage/ job. 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 for 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.

To check before sending your letter....

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

3.3 Additional information and examples

<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>

Very good suggestions and more examples of letters:

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

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

3.4 Examples

1. 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.

2. 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

3. 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