POLITECNICO MILANO 1863

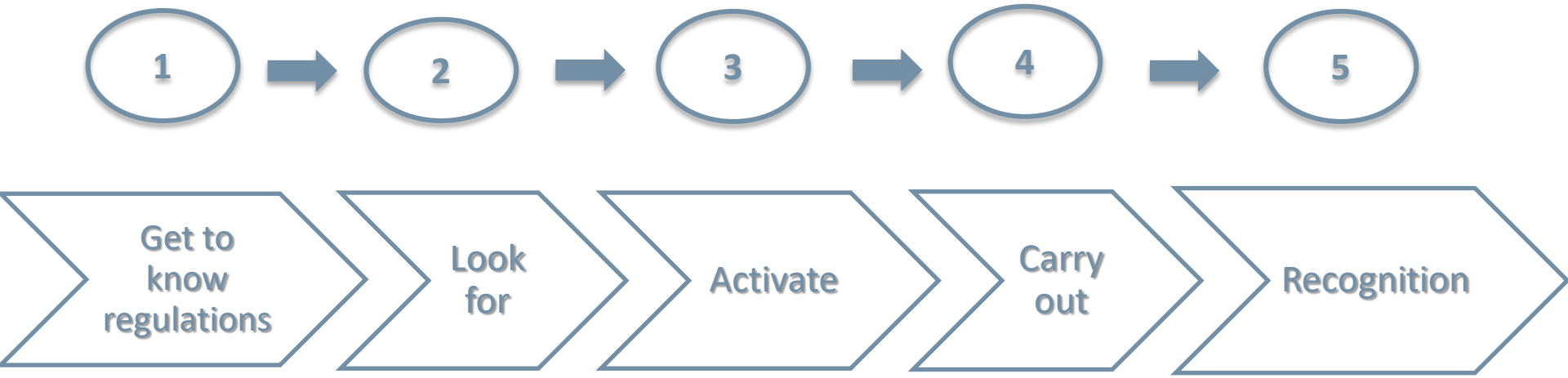
CareerService

LET'S GO INTERNSHIP!

AUIC School's Master of Science courses

A.Y. 2020/2021

Road to: *Compulsory internship*


1
2
3
4
5
Get to know regulations
Look for
Activate
Carry out
Recognition

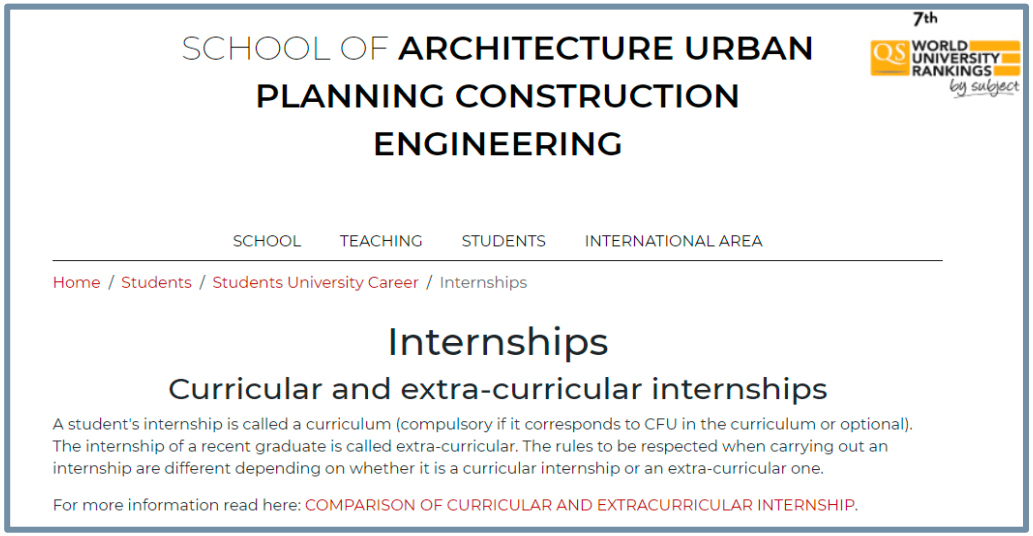
1
Get to know regulations

What?

1. short-term but continuous on-the- job experience
2. training, development of new skills, cv enrichment, self-counselling
3. frequent step to enter Italian and international job market
4. Italian language knowledge improvement
5. benefits?

WHO	TYPE	LENGHT	STARTING WHEN	STIPEND	MANAGED BY
A STUDENT (Bachelor and Master, Specializing Masters, PhD)	**Compulsory** (gives you university credit – *CFU*)	Depends on your study plan	Depends on your study plan	Paid or unpaid	YOUR STUDY COURSE
	Non compulsory (no university credit)	1-12 months	Whenever you are ready/available and have found an internship	Paid or unpaid	CAREER SERVICE
A GRADUATE (Bachelor and Master, Specializing Masters, PhD)	**Extracurricular / Post graduate**	2-12 months	Whenever	Paid (Italy) or unpaid (Abroad)	CAREER SERVICE

Rules on my compulsory internship:



SCHOOL OF **ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING**

7th QS WORLD UNIVERSITY RANKINGS by subject

SCHOOL TEACHING STUDENTS INTERNATIONAL AREA

Home / Students / Students University Career / Internships

Internships

Curricular and extra-curricular internships

A student's internship is called a curriculum (compulsory if it corresponds to CFU in the curriculum or optional). The internship of a recent graduate is called extra-curricular. The rules to be respected when carrying out an internship are different depending on whether it is a curricular internship or an extra-curricular one.

For more information read here: COMPARISON OF CURRICULAR AND EXTRACURRICULAR INTERNSHIP.

When?

START DATE:

1° year or 2° year

In any case on condition that you have inserted it in the study plan, though it is not approved yet.

COMPLETION:

To be completed and credited no later than the dead line given to close your study plan, according to your graduation session

How long?

LAUREE QUINQUENNALI	SINGLE-CYCLE DEGREE - 5 years		
Ingegneria Edile Architettura (LC)	Ingegneria Edile Architettura (LC)	3	75
LAUREE MAGISTRALI	**MASTER OF SCIENCE**		
Architettura / Architettura - Ambiente Costruito Interni (MI)	Architecture / Architecture - Built Environment - Interiors (MI)	6	150
Architettura - Progettazione Architettonica / Architettura e Disegno Urbano (MI)	Architecture - Architectural Design / Architecture and Urban Design(MI)	6	150
Architettura - Architettura delle Costruzioni (MI)	Architecture - Building Architecture (MI)	4	100
Urban Planning and Policy Design (MI)	Urban Planning and Policy Design (MI)	4	100
Architectural Design and History (MN)	Architectural Design and History (MN)	6	150
Sustainable Architecture and Landscape Design (PC)	Sustainable Architecture and Landscape Design (PC)	6	150
Ingegneria dei sistemi edilizi (MI)	Building Engineering (MI)	3	75
Building and Architectural Engineering (MI, LC)	Building and Architectural Engineering (MI, LC)	3	75
Management of Built Environment - Gestione del Costruito (MI)	Management of Built Environment - Gestione del Costruito (MI)	3	75
Landscape Architecture. Land Landscape Heritage (MI)	Landscape Architecture. Land Landscape Heritage (MI)	4	100

Types

- ✓ Internship in a company/firm
- ✓ Internal Practical Activity
- ✓ Workshop
- ✓ **Alternative:** Work experience
- ✓ **Exception:** How to do about COVID19 emergency?

What to do about COVID19?

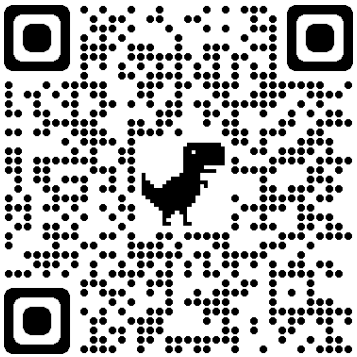
- Internships must be preferably carried out in a **smart working** mode (online work from home)
- If the smart working alone is not enough, it is possible to carry it out as a **mix of smart working and presence** or only **presence**
- You can find **Politecnico di Milano guidelines on internships with regards to COVID-19 emergency** on the Career Service website

- For problems and/or urgencies on the compulsory internship please refer to the SAT

How to do about COVID19 emergency?

There are further opportunities offered by the School as alternatives to the curricular compulsory internship:

- Attend to a MOOC online course
- Recognition of an extracurricular activity consistent with the study course
- Recognition of the participation to a competition



2

I’m ready to start searching!

FIRST OF ALL IT IS IMPORTANT…

1) When?

1 to 4 months before the time I can/want to start my internship

2) Where?

- ✓ Firms, Companies, Institutions, Organizations
- ✓ In Italy or outside it
- ✓ Consistent with my study course

For further information and clarifications you can contact the School's Internship Office

Online tools:

Get my CV and Portfolio ready!

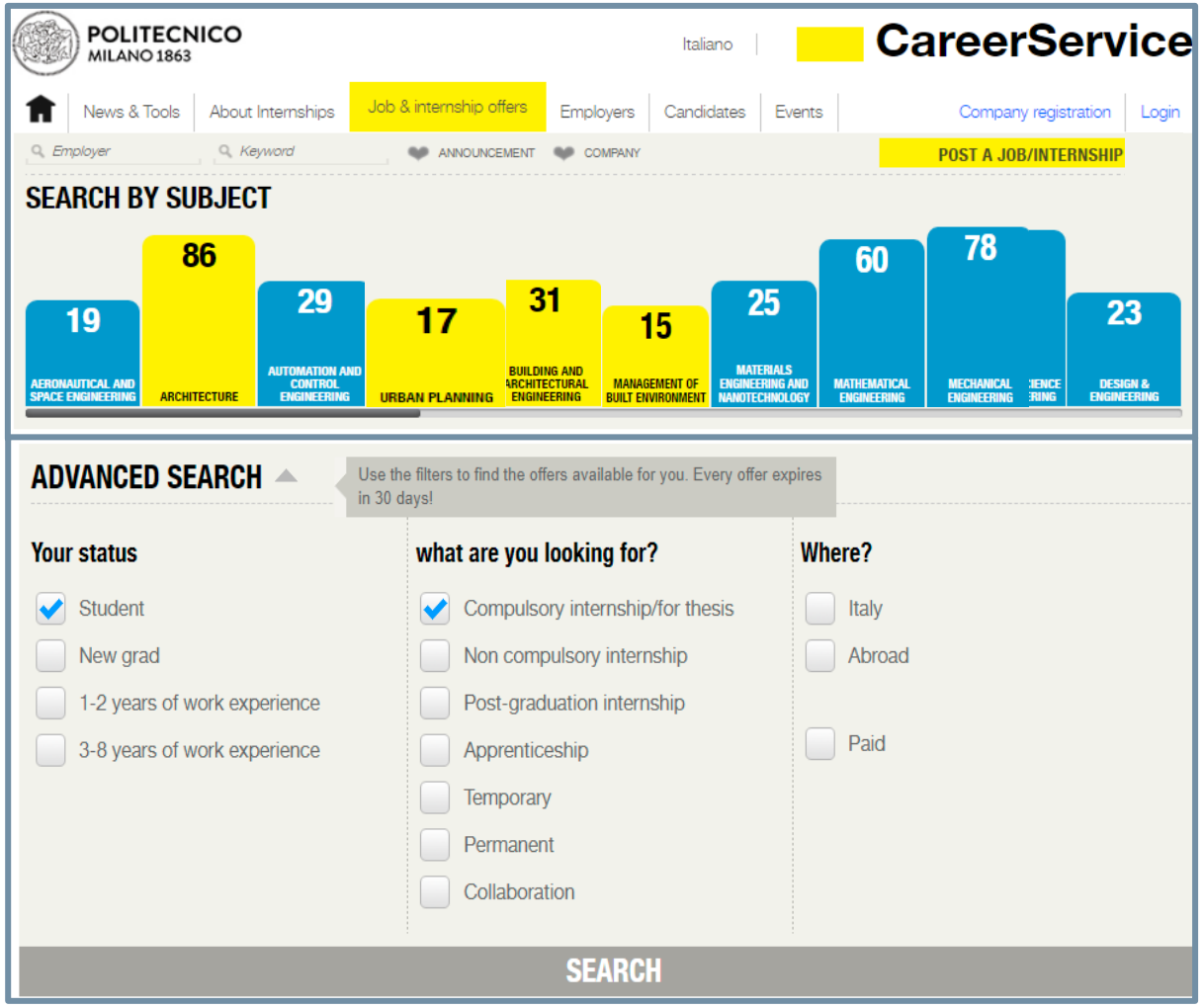
Career Service helps me!

Apply for online offers!

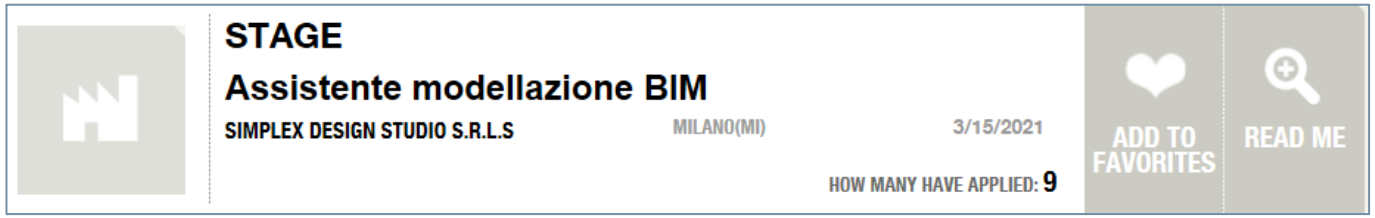
New offers daily!

More…

- ✓ Direct contact
- ✓ Family/friends
- ✓ Professors



Examples:

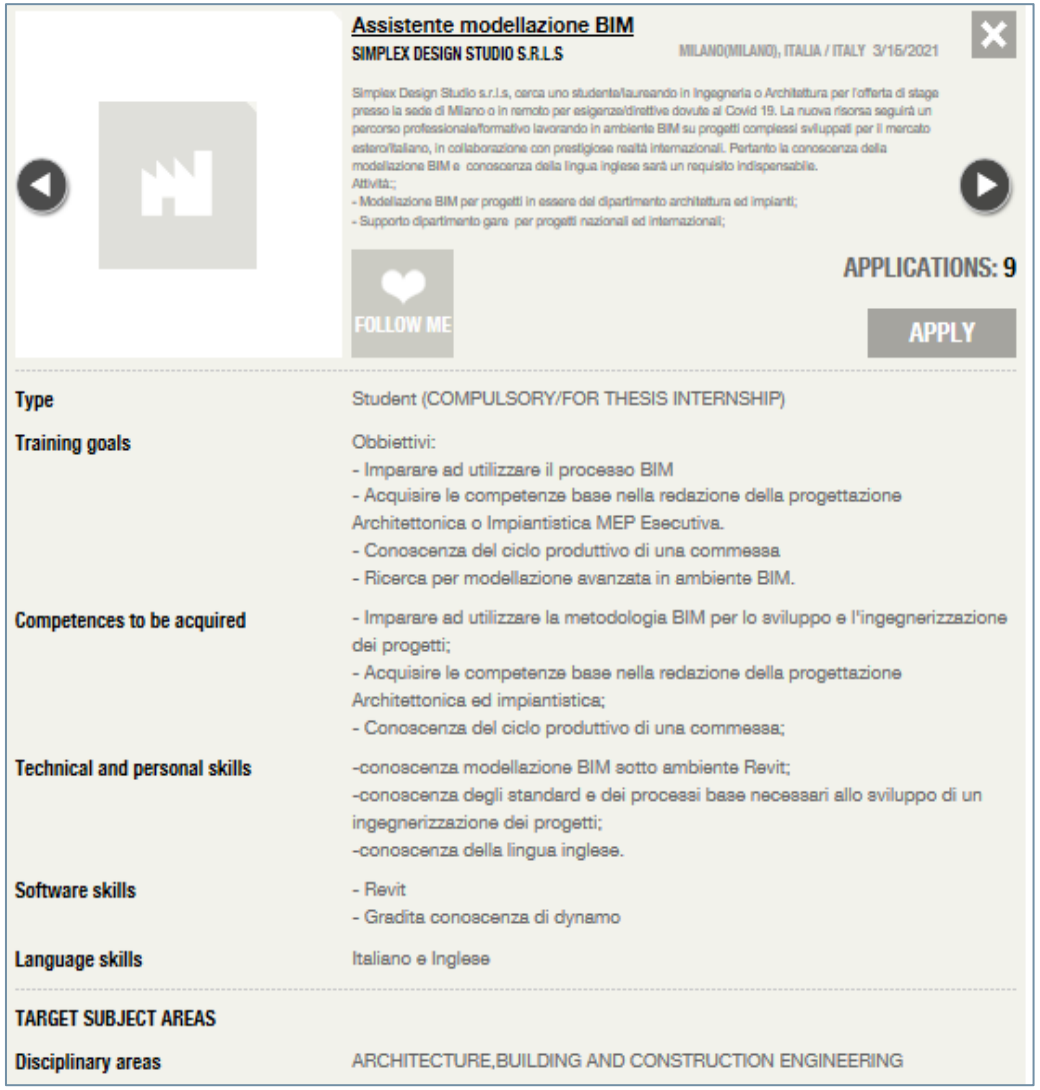

STAGE
Assistente modellazione BIM
SIMPLEX DESIGN STUDIO S.R.L.S
MILANO(MI)
3/15/2021
HOW MANY HAVE APPLIED: 9
ADD TO FAVORITES
READ ME

STAGE
PROGETTAZIONE ARCHITETTONICA
ArcipelagoArchitects
MILANO(MI)
3/11/2021
HOW MANY HAVE APPLIED: 6
ADD TO FAVORITES
READ ME

STAGE
Project & Facility Management
FACILITY SRL
MILANO(MI)
2/15/2021
HOW MANY HAVE APPLIED: 32
ADD TO FAVORITES
READ ME

STAGE
progettista junior
refco s.r.l.
€
LOMAGNA(LC)
3/8/2021
HOW MANY HAVE APPLIED: 7
ADD TO FAVORITES
READ ME

Detail:



Assistente modellazione BIM

SIMPLEX DESIGN STUDIO S.R.L.S MILANO(MILANO), ITALIA / ITALY 3/16/2021

Simplex Design Studio s.r.l.s, cerca uno studente/laureando in Ingegneria o Architettura per l'offerta di stage presso la sede di Milano o in remoto per esigenze/direttive dovute al Covid 19. La nuova risorsa seguirà un percorso professionale/formativo lavorando in ambiente BIM su progetti complessi sviluppati per il mercato estero/italiano, in collaborazione con prestigiose realtà internazionali. Pertanto la conoscenza della modellazione BIM e conoscenza della lingua inglese sarà un requisito indispensabile.
Attività:;
- Modellazione BIM per progetti in essere del dipartimento architettura ed impianti;
- Supporto dipartimento gare per progetti nazionali ed internazionali;

FOLLOW ME

APPLICATIONS: 9

APPLY

Type	Student (COMPULSORY/FOR THESIS INTERNSHIP)
Training goals	Obbiettivi: - Imparare ad utilizzare il processo BIM - Acquisire le competenze base nella redazione della progettazione Architettonica o Impiantistica MEP Esecutiva. - Conoscenza del ciclo produttivo di una commessa - Ricerca per modellazione avanzata in ambiente BIM.
Competences to be acquired	- Imparare ad utilizzare la metodologia BIM per lo sviluppo e l'ingegnerizzazione dei progetti; - Acquisire le competenze base nella redazione della progettazione Architettonica ed impiantistica; - Conoscenza del ciclo produttivo di una commessa;
Technical and personal skills	-conoscenza modellazione BIM sotto ambiente Revit; -conoscenza degli standard e dei processi base necessari allo sviluppo di un ingegnerizzazione dei progetti; -conoscenza della lingua inglese.
Software skills	- Revit - Gradita conoscenza di dynamo
Language skills	Italiano e Inglese

TARGET SUBJECT AREAS

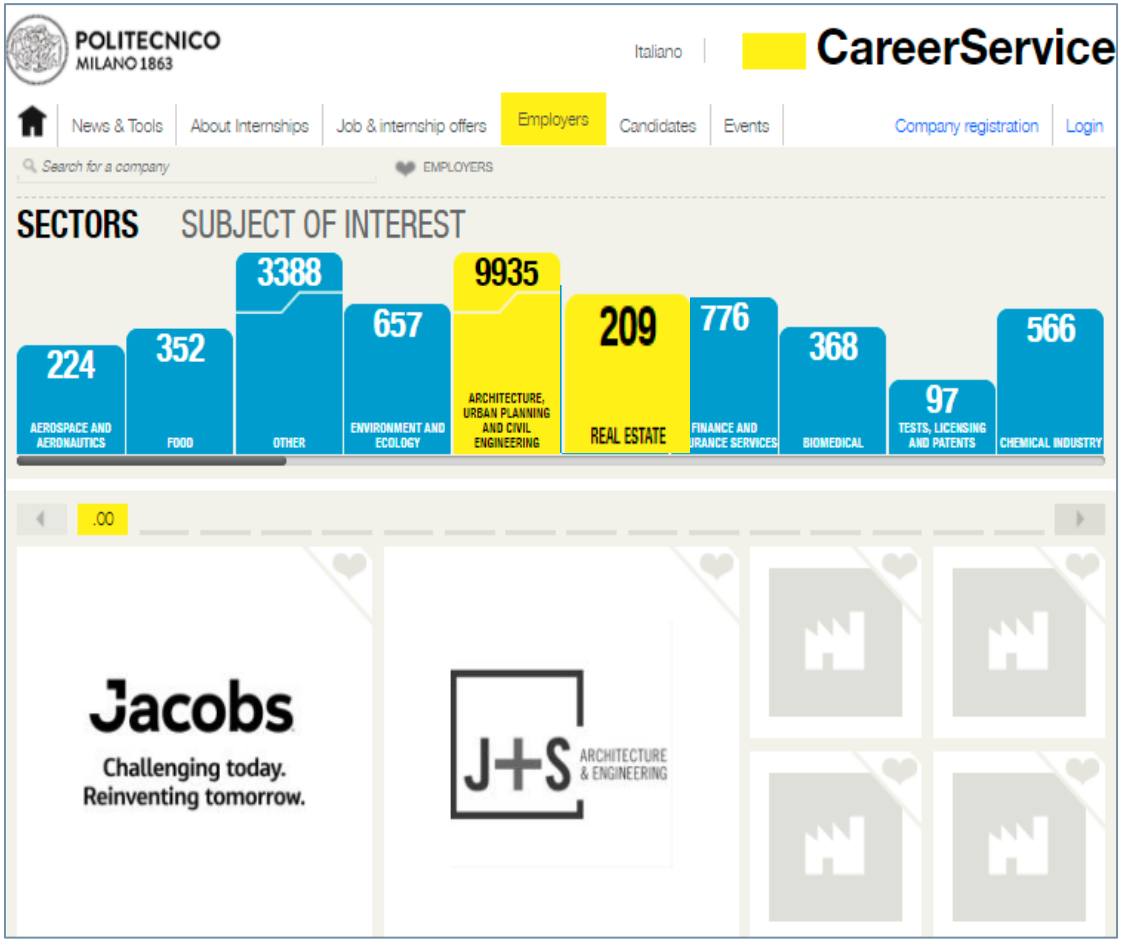
Disciplinary areas	ARCHITECTURE,BUILDING AND CONSTRUCTION ENGINEERING

OFFER DETAILS	
Company Area	Architecture / Design
Required degree level	Indifferent
Part Time/Full Time	Full time
Duration in nonths	3
Duration in hours	160
N° vacancies	2
Business trips foreseen	No
BENEFITS	
Other Benefits:	REFUND OF EXPENSES
Business Sector	Architecture, Urban Planning and Civil Engineering
Website	http://www.simplexdesignstudio.it/
N° of employees	0-5

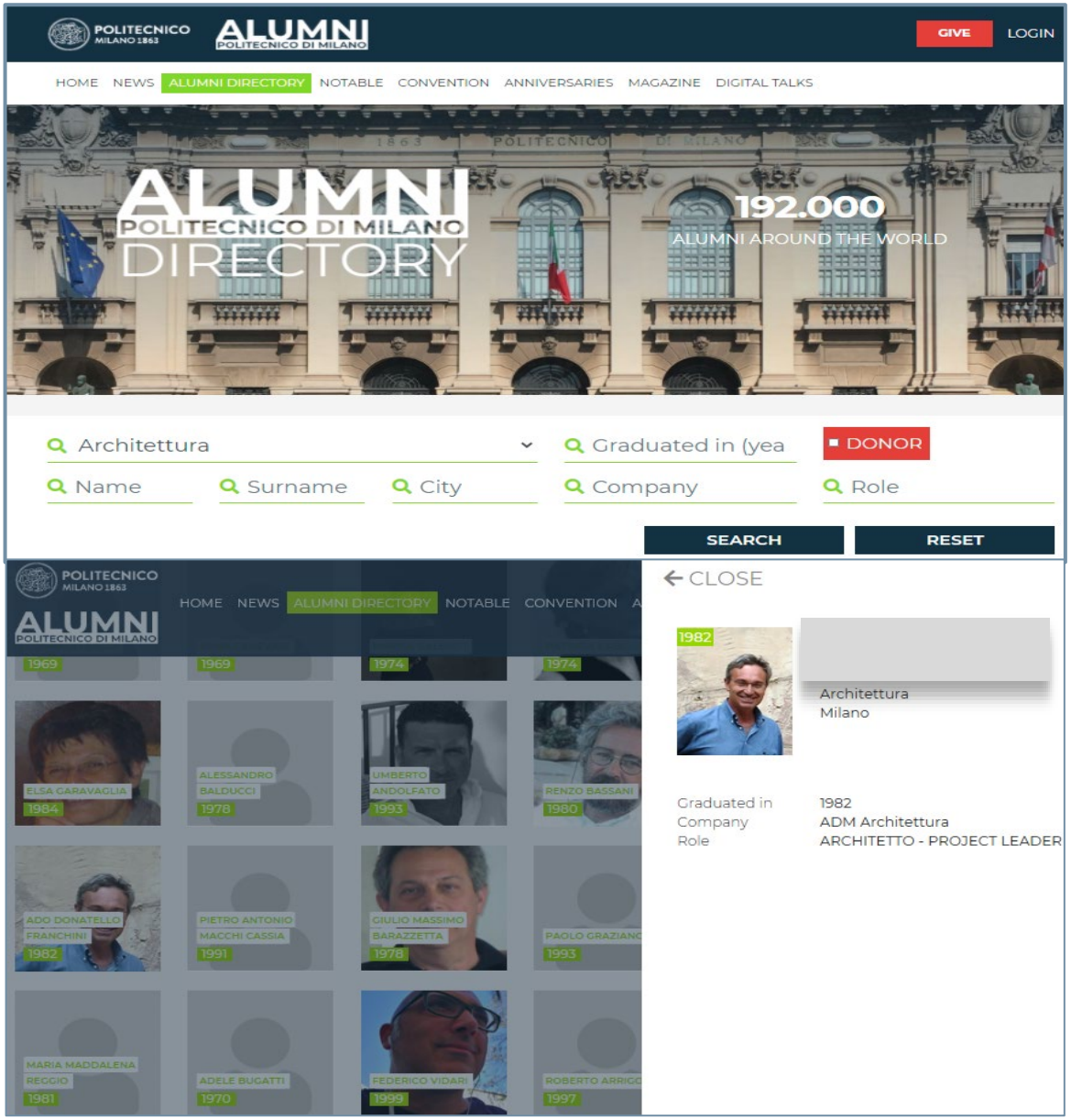
Suggestions:

- ✓ Track down the offers to which you apply!
- ✓ Don’t stop in front of offers that last more than 1 month
- ✓ Don’t stop in front of offers that don’t have benefits
- ✓ Pay attention to the degree level required

Discover registered Companies for my subject area!



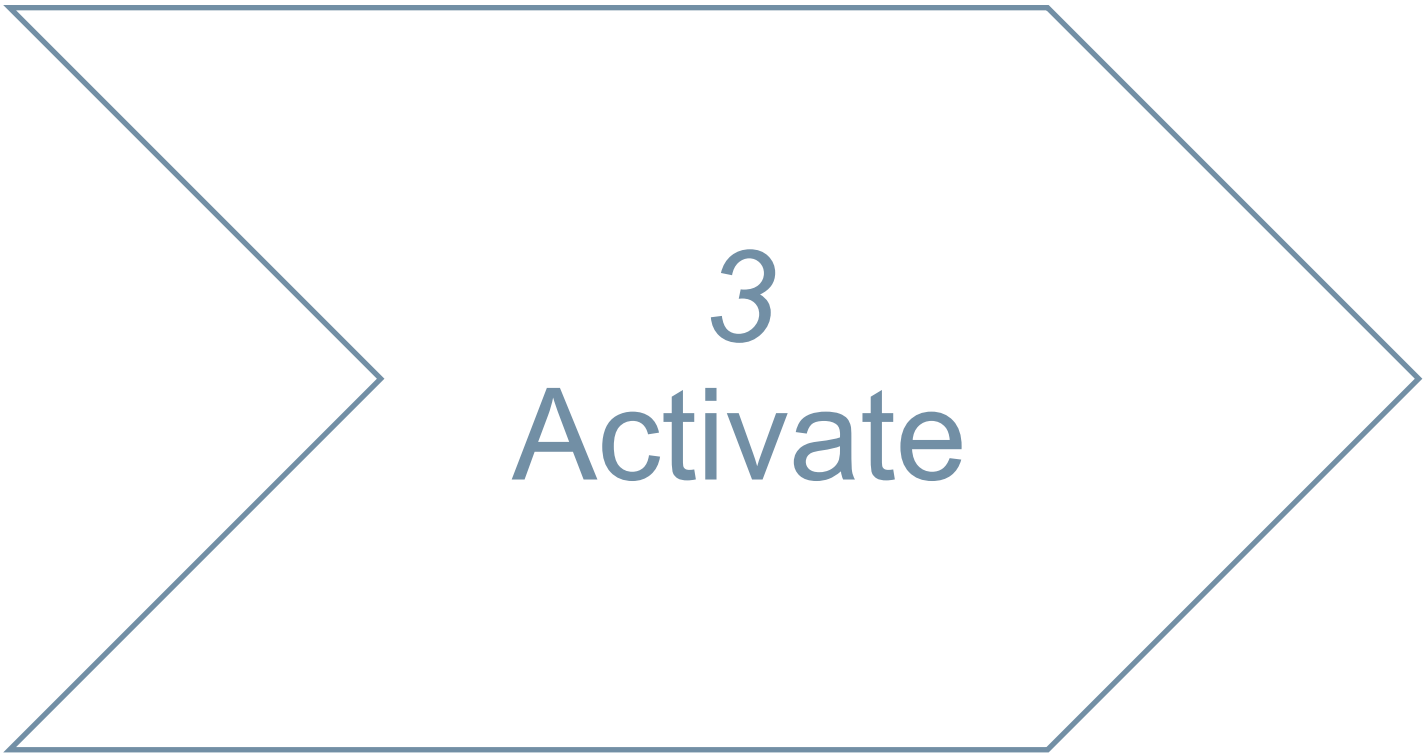
Discover registered Alumni of my subject area!



Looking for a financially supported internship in Europe?

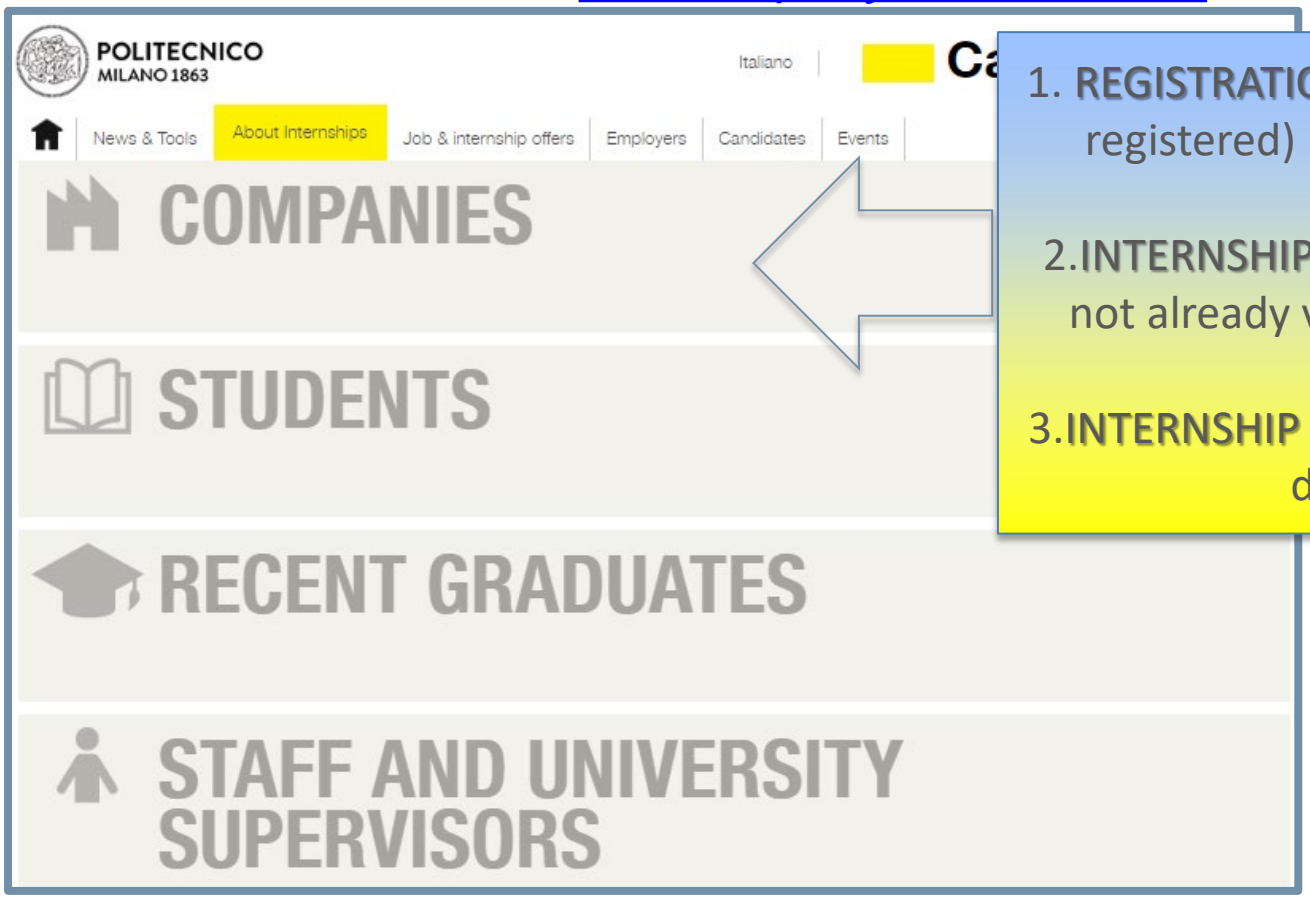
I applied: now what?

- ✓ Your CV is received directly by the Firm/Company
- ✓ You receive a system-generated confirmation email
- ✓ The Firm/Company contacts you via email/mobile in about 30 days


3
Activate

I’m in! Now what?

It’s Company’s/Firm’s turn!



1. **REGISTRATION** (if not already registered) → 20 minutes

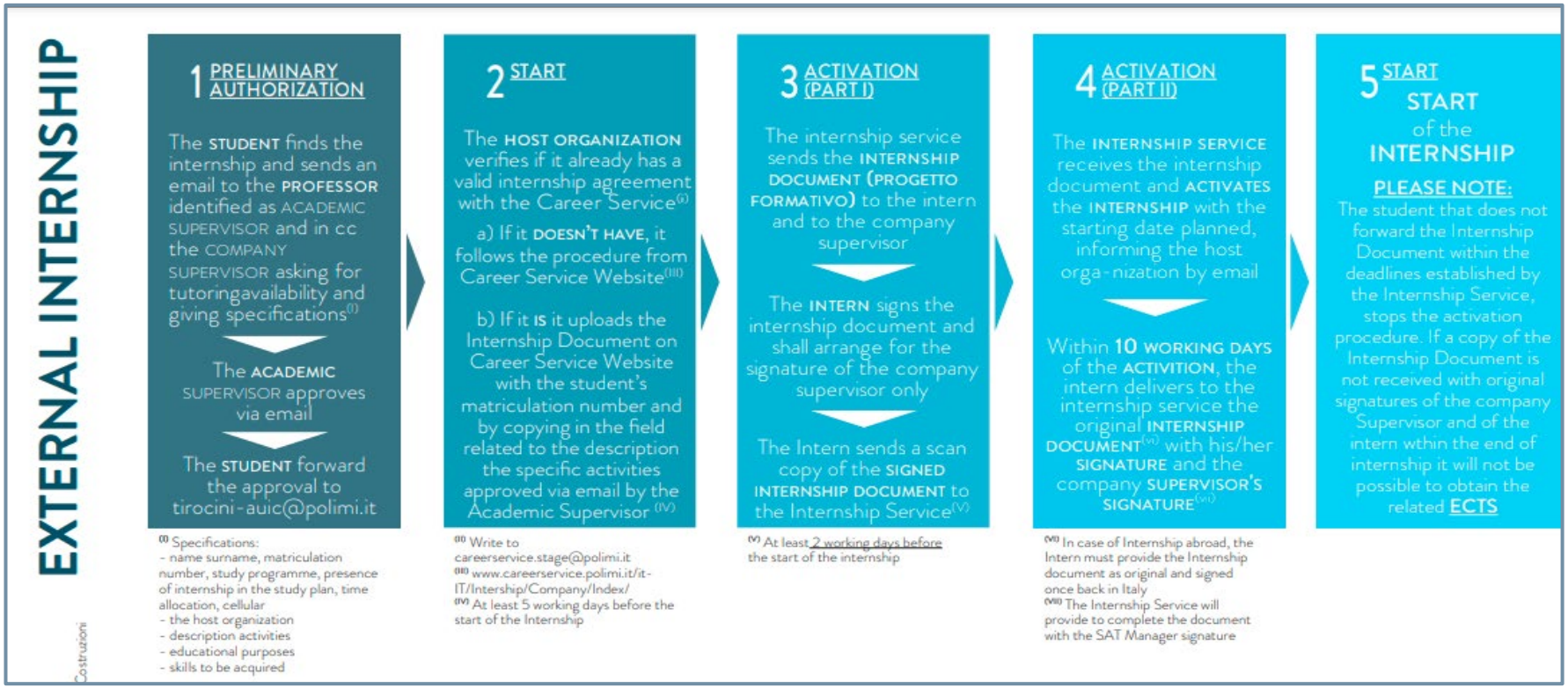
2. **INTERNSHIP AGREEMENT** (if not already valid) → 5 days

3. **INTERNSHIP DOCUMENT** → 5 days

CS

The School’s Internship Service

Procedures: External Internship



Email address of reference for Mantova Campus: tirocini-mantova@polimi.it
Email address of reference for Piacenza Campus: tirocini-piacenza@polimi.it
Email address of reference for Lecco Campus: stage-lecco@polimi.it

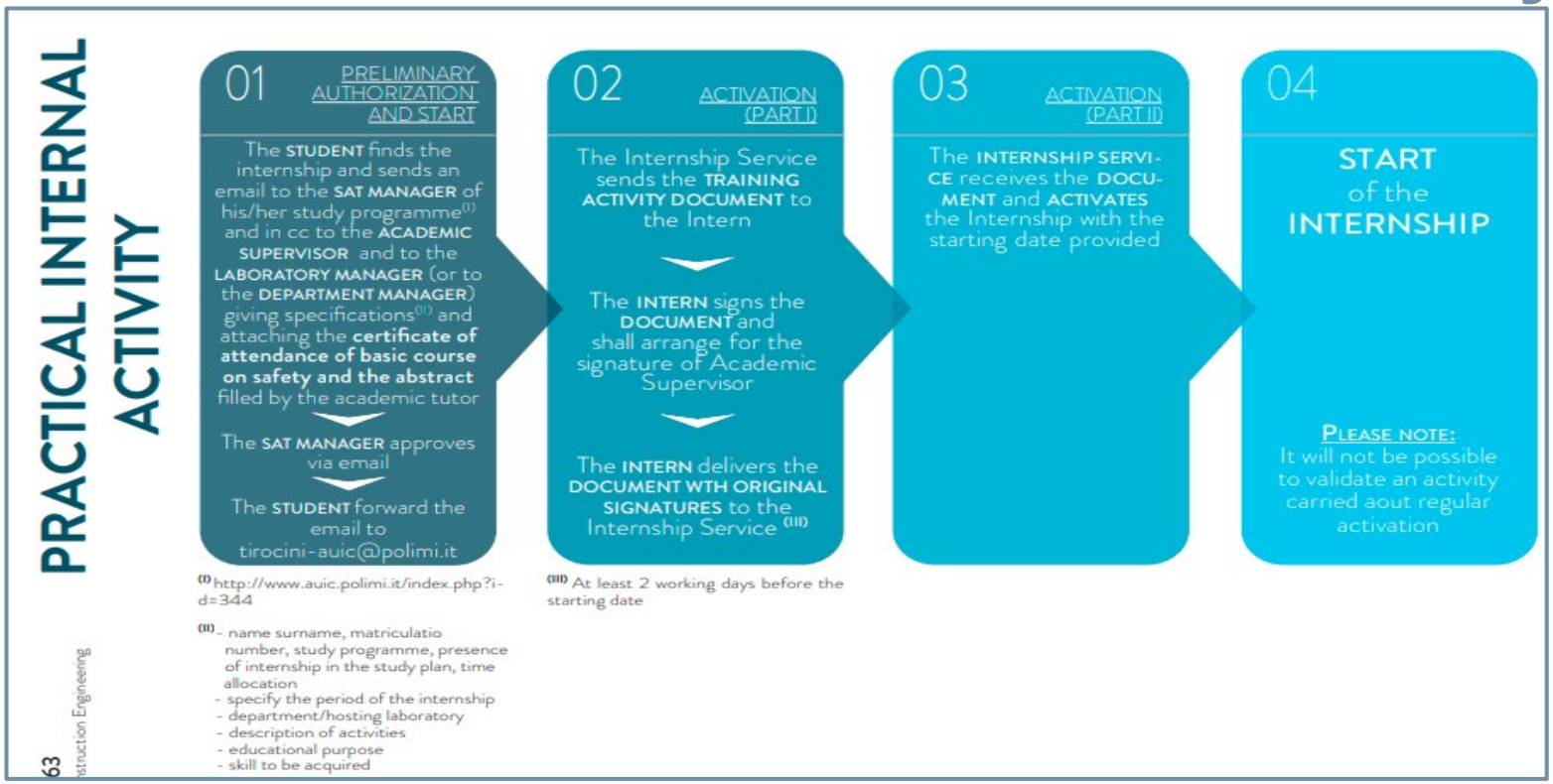
Warning!

Any internship begun or carried out before all administrative procedures are fullfilled cannot be recognized and related ECTS cannot be validated.

Moreover, before the procedures are completed the insurance coverage provided by Politecnico for third-party liability and injuries cannot be activated nor the internship can be back dated.

The issue and the signatures on the Internship Document are mandatory in order to duly activate the internship.

Procedure: Internal Practical Activity



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Email address of reference for Lecco Campus: stage-lecco@polimi.it

Work experience comparable to internship

exception and only during the current academic career

The student sends to Internship Service:

- Copy of the agreed contract: the student must verify that on the contract are shown (or alternatively will provide them in attached) the following data: name and type of company, sector of activity, number of employees, location, name and email address of a business contact, period of activity, description of activities and tasks.

- Final Report of comparable activity completed in all points; the specific form is available in the dedicated pages of websites of single locations.

The Internship Service will request the **approval** of the proposed activity to the SAT Manager

If the SAT Manager approves, ECTS will be validated

4
Carry out

I've started: now what?

RULES:

1. The internship is not a job contract, but an on-the-job experience, thus with constant supervision and training by the company supervisor
2. You must have an equipped desk
3. Politecnico di Milano will guarantee you an Insurance coverage, for accidents and civil liability, for **the days and places indicated on the Internship Document**
4. Trips – Days off must be communicated to the School's Internship Service at least a day in advance (tirocini-auic@polimi.it / tirocini-mantova@polimi.it / tirocini-piacenza@polimi.it / stage-lecco@polimi.it)
5. You can't carry out the internship during the night or in the weekend
6. You must develop the activities indicated on the internship document following the instructions by the supervisors
7. Follow internal rules, activities and purposes, especially health&safety ones
8. Secrecy
9. If you have a fulltime job you cannot carry out the internship

I’ve started: now what?

Keep in contact with the Academic Supervisor

for technical or scientific counselling and any problem with the Company/Firm

Behavioural aspects:

Proactivity

- ✓ Contribute to the activities with your innovative ideas and knowledge.
- ✓ Be open to relations with colleagues.
- ✓ Get to know other company's areas.
- ✓ Anticipate the problem/request.
- ✓ Be flexible.
- ✓ Be accurate and precise.

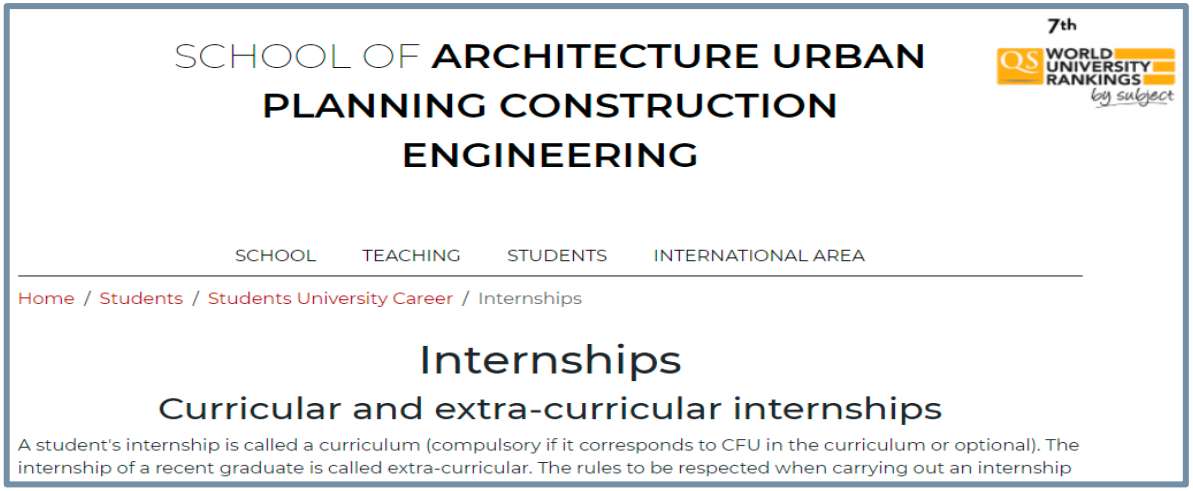
Changes:

- ✓ Business trips
- ✓ Suspension (and postponement)
- ✓ Extension
- ✓ Anticipated conclusion
- ✓ **exception:** Interruption

5
Recognition

I’ve finished: now what?

Back to:



WARNING: 20 DAYS TIME!

I've finished the internship:

At the end of the internship period you and the company's supervisor will receive an email with the link to the online survey to be filled out, about the experience.

- Pay attention to the question that asks you to fill out a technical report on the activities done.
- You have 20 days form the ending of the internship to finish the surveys.
- Only after both surveys are done, the Academic Supervisor receives an email confirming the compiling of the surveys and can recognise the ECTS. After you'll receive an email informing you of the recognition with in attachment the PDF of the certificate of the internship.

Who does what?

Career Service:

Visit us for information on internship search!

Career Service Internship Center *(online)*:
02.2399.2535

Follow us on Facebook
https://www.facebook.com/careerservicepolimi/

Follow us on Instagram
https://www.instagram.com/careerservicepolimi/

Drop us an email
careerservice.stage@polimi.it

Who does what?

School's Internship Service:

Information on compulsory internship regulations; compulsory internship management

https://www.auic.polimi.it/en/students/students-university-career/internships

tirocini-auic@polimi.it (online)
+39 02.2399.2604 / 2605

Staff
Claudia Cerretani
Marco Ciuffini

Territorial Campuses:

For students of Piacenza Campus: tirocini-piacenza@polimi.it

For students of Mantova Campus: tirocini-mantova@polimi.it

For students of Lecco Campus: stage-lecco@polimi.it

The School's Team

SAT Managers
Master of Science:

•*Architecture:* Prof. Marco Borsotti
•*Architecture - Built Environment Interiors:* Prof. Marco Borsotti
•*Architecture - Architectural Design:* Prof. Laura Montedoro - Prof. Stefano Guidarini - Prof. Camillo Magni
•*Architecture - Architecture and Urban Design*: Prof. Laura Montedoro - Prof. Stefano Guidarini - Prof. Camillo Magni
•*Architecture - Building Architecture:* Prof. Elsa Garavaglia
•*Building System Engineering:* Prof. Fulvio Re Cecconi
•*Building and Architectural Engineering:* Prof. Fulvio Re Cecconi
•*Building and Construction Engineering*: Prof. Fulvio Re Cecconi
•*Management of Built Environment - Management of Building:* Prof. Mario Dejaco
•*Urban Planning and Policy Design:* Prof. Alessandro Coppola
•*Landscape Architecture - Land Landscape Heritage*: Prof. Laura Daglio