

Course NGEA51 Practical work

Course information

November 2015 Harry Lankreijer

The purpose of this course is to give the possibility during your studies to get an experience of working at a company, an organisation or institute and learn how to work with tasks that require knowledge you obtained during your study.

The last years we see an increase in the number of students taking this course and actually do a practical outside the university. It is not only just an experience, but often a way to find a subject for your (bachelor or master) thesis project or even a job after your studies. To a lesser extent the course is used for Minor Field Studies (SIDA's MFS), and eventually combined with a master thesis. Note that it is also possible to do a practical abroad at an international organisation. With such a practical it is possible to apply for an Erasmus scholarship, but you have to do that in due time. More information is given at the end of this document. Most information on the Erasmus scholarship regarding the practical is given on the (Swedish) homepage of LU.

It is also a course that depends strongly on your own initiative, where it can be compared to the degree thesis course. It is you who have to find a place to work. Take care that you start in an early stage looking for a place for your practice and take contact with the course coordinator if you do not manage to find a place.

Course requirements

You are eligible to read the course if you have 90 credits courses in Physical Geography and Ecosystem Analysis. For now, the access to the course had to be limited and the course is only open for students that are registered on the bachelor or master programs at the Department of Physical Geography and Ecosystem Science, except iGeon.

Requirements for the working tasks

Your practical work can be performed at a company, an organisation or institute. It is also possible to do your practical at a university, but then you need to have a clear project with a research group. The working time should be **at least** 8 weeks or 40 working days (the total course length represented by 15 credits is 10 weeks). The period can be divided into smaller parts and also be outside of the academic periods. So it is also accepted that you perform your practical during the holiday periods.

Of course the tasks you perform during your practical should be related to your study program. It is acceptable that you perform some small 'none study' related tasks as they are part of any job, but it should not form the major part of your practical. It is most important that you come to an agreement with your supervisor/contact person at the location about the tasks you will perform before you start the practice.

Agreement with supervisor at the working place

Take care that you discuss in detail in which tasks you will participate, but also what is expected from you. In general it can be that you just 'follow along' or 'look over the shoulder' with those working at the location, but of course it would be better if you really can participate and contribute. Sometimes you can get an own task or project, but take

in that case care that you still participate on the 'work floor' (and are not alone in a small room with only your task).

Write a short working plan or working description that can function as an agreement between you and your supervisor. This makes it easier to discuss expectations. You do not need to give a detailed time plan, but a short planning of practical would be appreciated. Give at least the start and end date of the practical.

Submission of a working plan and registration on the course in LADOK

After you have an agreement with your supervisor you should submit this to the course responsible at the Department of Physical Geography and Ecosystem Science to be approved. Give the contact information of your supervisor/contact person at the place of your practical. When the agreement/working plan is received by the course coordinator at INES, you will be registered on the course NGEA51 Practical work as soon as this is possible.

Informing about the actual start and contact during your practical

As agreements are maybe made long before you actual start your practical, you should inform the course responsible that you have started. You can do this after the two first weeks so you can add some information if the practical goes as expected. If this is not done, it is possible that your registration in LADOK is removed.

Keep a diary of your activities during your practical. This will help you later to summarize what you did in the report. As long as everything goes as expected there is no need to contact the course responsible, but if there are major changes in your tasks you have to inform. Of course if any other problem comes up you can contact the course responsible.

Report of your practical

You have to write a report about the work you did. You should describe concise in 2 to 5 pages. It is not needed to describe in detail what you did every day, nor to describe the exact content and results of what you did. On the other hand you have to include a description of what type of (physical geography) work you did in relation to the education you had and what you have learned/experienced during the period. You should also include a short summary of what the department or group where you worked has for working tasks and how they 'apply' the knowledge in physical geography and ecosystem analysis or your field of education.

Besides this report you will have to write a short summary of your practice on where and what you did. This summary should not be longer then about 250 words. The purpose of this text is to have it public as an example of practical work on the institute's homepage. Before publication the supervisor/contact person have to give permission. It is not needed to have the contact person mentioned in the text.

Confirmation of the report by the supervisor

You submit first your report and summary to the supervisor/contact person at your work place. When the texts are approved you submit them to the course coordinator. The course coordinator contacts then your supervisor to have the report confirmed. When it is confirmed and approved, the grading will be submitted to LADOK.

A practice abroad

If you do your practical as part of your studies and when you are registered on the course NGEA51, you will have an insurance through the Kammerkollegiet STUDENT UT insurance. Also abroad. More information can be found here:

<http://www.kammarkollegiet.se/forsakringsavdelningen/studentforsakring/student-ut-dig-som-ska-studera-utomlands>

Travelling abroad you will need to have a card from '**Försäkringskassans Europeiska sjukvårds-kort**', which can be obtained from www.forsakringskassan.se. For this you will need the Swedish personal registration number (not the student number). Details regarding international students are not available now. The card covers a medical care that is comparable to the Swedish medical care and the STUDEN-UT insurance covers other parts of medical care.

Erasmus, SIDA scholarships and others

Important if you consider a practical abroad is the option of applying for an Erasmus scholarship. You take care yourself for the place and make contact with the organisation/company. You can apply for the scholarship that can be 400 Euro/month. The scholarship is paid after you finished your practice and a limited number is available per year. Time to process the applications is about 3 weeks.

Information i Swedish:

<http://www.lu.se/studera/studera-utomlands/praktisera-utomlands>

Ansökan: http://cfsrv10.cfadm.lu.se/erasmus/EWP_ansokningssida.html

Info: Erasmus+ Scholarship

<http://interbas.intsek.lu.se/erasmusplus/search/english/response1.lasso>

Another funding possibility is given by SIDA (note only for Swedish citizenship):
SIDAs Resestipendium

<http://studera.nu/studera-utomlands/praktik-utomlands/sidas-resestipendium/>

Finally other possible funding sources:

SASNET for fieldwork in Asia: <http://www.sasnet.lu.se/>

The Erasmus-practice is using the STUDENT-UT insurance.

[Läs mer om din försäkring på gratisstudentförsäkring.se](#)

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