

## **INTERNSHIP I INFORMATION SHEET FOR THE INTERNSHIP INSTITUTION**

1. General information about the higher education institution:  
Estonian Entrepreneurship University of Applied Sciences  
Suur-Sõjamäe 10a, Tallinn
2. Completing an Internship I is a requirement for completing all applied higher education curricula at the Estonian Entrepreneurship University of Applied Sciences (hereinafter EUAS).
3. The Internship I should be completed after the first year. By the time internship begins, the students have acquired base knowledge about companies' work organisation and activities. The time spent at the position depends on the curricula but lasts approximately 320 academic hours (240 hours), i.e. 6 work weeks.
4. The aim of the internship is to revise the knowledge acquired in different subjects by applying them in practical work, to deepen this knowledge and to learn about work organisation and management related activities in organisations. Another objective is to develop analytical thinking skills concerning managing one's tasks in a work environment and providing overviews of the organisation's activity.
5. In order to fulfil the internship objective and meet the volume criterion, the student can work either full- or part-time in one (or several, as an exception) role in one or different organisations.
6. Interns have an instructor from the school and an instructor appointed by the internship institution.
7. The school instructor is usually the head of the relevant curriculum at EUAS. The task of the school instructor is to:
  - advise the student during internship and comprising the practice report;
  - check whether the tasks of the internship position meet the internship objectives;
  - assess the internship report presented by the student.
8. The role of the internship institution instructor is to:
  - introduce the organisation to the student,
  - assign the student specific tasks tied to the objective of the internship;
  - direct the student's work in the internship institution (based on the description of the content requirements' structure in the Internship I report);
  - concerning the structural requirements in the report that cannot be fulfilled by giving the student job assignments, the student can fulfil the requirement by participating in the task as an observer or by conducting an interview with the relevant employee.
  - give the student feedback on their activity (by filling in the evaluation sheet).
9. After completing the internship, the student compiles an internship report that contains the description of specific job tasks and job results, an analysis and a general information section irrelevant to the specific position.
10. The intern is obliged to purposefully, responsibly and actively direct their learning process during the internship.

11. The internship institution may conclude additional agreements with the student, if necessary (e.g. agreement on proprietary liability, etc.).
12. During the internship, the student is obliged to follow the behavioural norms, rules and work discipline agreed upon with the internship institution.
13. The student is obliged to ensure the information acquired during fulfilling internship tasks remains confidential. If a portion of the necessary materials is considered confidential in a specific organisation, then the student must take note of it in their report and apply for a closed (only the committee participates) presentation of results.
14. If the student ignores the regulations or rules of the organisation, the internship institution has the right to terminate the internship immediately by presenting the EUAS school instructor with a written notice.
15. EUAS is responsible neither for the student fulfilling their tasks nor the damage they could do to the organisation.
16. This information sheet is an appendix to the guidelines of Internship I and as such, it does not regulate the work relationships between the internship institution and the intern.

School instructor contact information:

Name

Email address

Telephone