



EESTI
ETTEVÕTLUSKÕRGKOO
MAINOR

**ESTONIAN ENTREPRENEURSHIP UNIVERSITY OF APPLIED SCIENCES
GUIDELINES FOR INTERNSHIP I**

APPROVED
on 14 March 2016
by order no. 2.5.1-276 of the Vice Rector for Academic Affairs

1. Internship

- 1.1 An internship is a purposeful activity organised to achieve learning outcomes, aimed at applying acquired knowledge and skills in a working environment in a form determined by the educational institution and under the supervision of an instructor (Standard of Higher Education).
- 1.2 The student, the organisation offering the internship (hereinafter 'internship institution') and the instructor from the school cooperate to organise the internship.
- 1.3 During an Internship I, students can be employed by private, public and third-sector organisations (with preferably at least six employees).

2. The objectives of the intern:

- 2.1 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. To develop analytical thinking skills concerning managing one's tasks in a work environment and providing overviews of the organisation's activity.

3. Learning outcomes

- 3.1 A student who has completed internship:
 - applies the knowledge they have acquired during studies in an internship environment;
 - purposefully develops their competences by following the objectives of the Internship I;
 - analyses the operations of the company based on the theoretical knowledge acquired during studies, highlighting the similarities between practice and theory;
 - analyses their competence in the internship environment: evaluates their experience and the knowledge gained from it and repurposes further studies and development opportunities via the acquired experience;
 - makes proposals to improve the operations of the internship institution/organisation;
 - has the necessary skills for comprising and formatting internship reports and presenting the results?

4. Internship documentation

- 4.1 Documentation (internship guidelines, evaluation sheet) are available via Intranet ('ÕIS') of the Estonian Entrepreneurship University of Applied Sciences (hereinafter 'EUAS').
- 4.2 The student presents two documents to the internship institution: The Internship I information sheet for internship institutions (Appendix 2) and the Estonian Entrepreneurship University of Applied Sciences student intern evaluation sheet (Appendix 3). The student forwards the school instructor's contact information to the internship institution and, if necessary, provides the Internship I guidelines to clarify the specific requirements of internship.
- 4.3 The student submits an internship agreement containing information about the internship institution and the time of the internship following the format stated in Intranet.

5. Supervising work practice

- 5.1 Interns have an instructor from the school and an instructor appointed by the internship institution.
- 5.2 The school instructor is usually the head of the relevant curriculum at EUAS. The final list of school instructors is approved by the Head of Academic Affairs.

- 5.3 The task of the school instructor is to:
- advise the student upon establishing contact with the internship institution;
 - advise the student during the internship and comprising the practice report;
 - check whether the internship institution and job assignments meet the internship objectives;
 - assess the student's internship report and give feedback.
- 5.4 The school instructor can retrieve the internship institution and the institution instructor data from the internship agreement. The school instructor approves the appropriateness of the internship institution and the terms of the agreement in Intranet.
- 5.5 The internship institution will appoint the student an instructor for the duration of the internship. The rights and tasks of the internship institution instructor include:
- familiarising themselves with the information sheet for Internship I (information sheet) and giving students directions based on that;
 - introducing the organisation to the student and assigning them specific tasks tied to the objective of the internship;
 - giving students feedback after the internship has concluded (evaluation sheet).
- 5.6 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 at one or several organisations. The school instructor decides upon the appropriateness of the organisation or job position.

6. The rights, obligations and responsibilities of the intern

- 6.1 Students have the right to receive advice regarding the organisation of the internship from the school (including filling in documentation, internship report criteria, internship evaluation, feedback, cooperation with school instructor, etc.).
- 6.2 The intern is obliged to purposefully, responsibly and actively direct their learning process during the internship.
- 6.3 The student chooses the internship position. The student's internship institution can be the organisation that employs them if it meets the requirements of these guidelines and has been approved by the school instructor.
- 6.4 The student coordinates their chosen internship institution with the school instructor.
- 6.5 The student submits the internship agreement to the written assignment section of Intranet by the deadline set in the academic calendar. The agreement should contain information about the internship institution and instructor and the organisation's approval of the intern. The student is responsible for the adequacy of the presented data.
- 6.6 If the student begins internship before the internship agreement deadline in the academic calendar, then they should notify the school instructor at least a week prior to the beginning of the internship.
- 6.7 The internship institution may conclude additional agreements with the student, if necessary (e.g. agreement on proprietary liability, etc.). The student is obliged to ensure the information acquired during fulfilling internship tasks remains confidential.
- 6.8 The student fills in the Internship I information sheet (Appendix 2), adds the school instructor's contact data and presents the sheet to the internship institution.
- 6.9 During the internship, the student is obliged to follow the behavioural norms, rules and work discipline agreed upon with the internship institution.
- 6.10 The student is obliged to use the resources of the internship institution prudently.
- 6.11 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 school instructor with a written notice.

- 6.12 EUAS is not responsible for the student fulfilling their tasks. The internship institution has the right to demand compensation for any damage the student might do to the organisation.

7. Internship report

- 7.1 The content requirements for the report are described in Appendix 1 of these guidelines.
- 7.2 The volume of the report's content (from introduction to summary) is at least 15 pages and the format should follow the criteria of EUAS student works.
- 7.3 The internship report contains the description of specific tasks carried out during internship, work outcomes and a self-analysis, during which the student should evaluate the acquired skills, repurpose further professional studies and elaborate on development opportunities. The student should also assess whether the overall objectives of the internship as well as personal goals have been achieved. Besides self-analysis, the report should contain a general information section where students analyse the company's activities and relate theory to practice, irrelevant to the specific position and job tasks. The data necessary for comprising the report is collected during internship; additional information can be acquired later. Using Estonian information websites (e.g. business register, Statistics Estonia) is recommended. All sources used in comprising the report have to be cited as required.
- 7.4 If a part of the necessary materials is confidential in certain organisations, then this must be accepted and noted in the report.
- 7.5 The head of the internship institution may restrict publishing the internship report; the student should then submit an explanatory statement to Intranet.

8. Submitting, evaluating and presenting internship reports

- 8.1 Internship reports must be submitted to the written assignments section in Intranet by the deadline specified in the academic calendar.
- 8.2 The school instructor assesses the internship report in one week after the deadline and gives feedback via Intranet to help correct the report and notify the student if they are allowed to present it.
- 8.3 The internship reports are assessed based on the fulfilment of content, the self-analysis concerning the internship objective and the fulfilment of EUAS requirements for comprising and formatting written assignments.
- 8.4 The school instructor can decide based on the online report that:
- the student is allowed to present their internship report;
 - the student is allowed to present their internship report if they amend and correct their report. In that case the student has to present a printed-out copy of their amended internship report;
 - the student is not allowed to present their internship report and the internship is judged as "failed".
- 8.5 The presentation of Internship I results is public. The schedule for the presentations is public in the lecture timetable.
- 8.6 The student presents the school instructor with the internship report and the internship institution instructor's evaluation on paper (one copy) before the presentations.
- 8.7 The results of the Internship I are presented using poster presentations and following a live library method.
- 8.8 The poster should reflect the results of the Internship I clearly and concisely, focusing on the most important aspects of the internship. The poster should contain the title, author's name, the set objectives, the most important information about the company, a short overview of the internship experience, important results and conclusions from the self-analysis, citations and sources. The poster is accompanied by a clear oral presentation.

- 8.9 The school instructor assesses the student's ability to highlight the most important facts and conclusions, the clarity of the message the student is trying to convey and the presentation, self-expression and discussion skills of the student.
- 8.10 A failed report must be amended following the instructor's advice and presented again. If the internship does not fulfil the set objective, another internship course must be completed.

9. Implementing provisions

The guidelines enter into force on 14 March 2016.

Appendices of the guidelines:

Appendix 1. The structure of the Internship I report

Appendix 2. Internship I information sheet for the internship institution

Appendix 3. Estonian Entrepreneurship University of Applied Sciences student intern evaluation sheet