

## Internship TSP0103 instruction of HAJB main speciality International Relations

<b>TSP0103 INTERNSHIP</b>	
<b>1. Workload and time frame</b>	<b>6 EAP (1 EAP equals 26 hours work at internship place)</b>
<b>2. Form of assessment</b>	Pass/Fail
<b>3. Organisation and assessment of internship</b>	<p>The general organisation of internship has been set out in the TTÜ Academic Policies.</p> <p>3.1. As a rule, the student shall find the host organisation by himself or herself, if necessary Internship Coordinators, the Career and Counselling Centre and, in case of internship abroad, the Mobility Centre shall provide assistance.</p> <p>3.2. By mutual agreement internship may be completed in the TTÜ departments, organisations, Mektory and administrative and support units. Participation in Mektory projects shall be based on the terms and conditions agreed upon with the enterprises in the project.</p> <p>3.3. The internship workload in credit points shall be determined in the study programme.</p> <p>3.4. The internship tasks shall support achievement of the learning outcomes set for the internship. For additional information the Internship Coordinator of the speciality shall be contacted.</p> <p>3.5. In case of internship completed abroad in the framework of an Erasmus programme, the rules agreed with the Internship Coordinator shall be complied with.</p> <p>3.6. For assessment of internship, the student shall submit to the Internship Coordinator an application in the appropriate form, the signed evaluation form of the supervisor at the host organisation, an internship report or other documents (Europass) necessary to prove that an internship has been completed. If the study programme requires internship defence, the student shall defend the internship report to pass the internship.</p> <p>3.7. The Head of Study Programme / Study Programme Director decides upon the necessity of an internship defence within the study programme and when deemed required, decides the number of defence times per semester. The internship defence is organised by the Internship Coordinator who coordinates the schedule and organisation with the Head of Study Programme/Study Programme Director. In order to pass the internship in the current semester, the student shall present the documents at the latest on Friday of the semester's 14th week. The Internship Coordinator provides an evaluation to the internship at the latest on Friday of the semester's 16th week.</p>
<b>4. Student's obligations related to internship</b>	<p>A student shall:</p> <p>4.1 Submit the internship instruction to the internship supervisor at the host organisation.</p> <p>4.2 Adhere to the deadlines related to the commencement of the internship, fulfilment of the internship tasks, submission and defence of the internship report.</p> <p>4.3 Inform the internship supervisor at the host organisation and university's Internship Coordinator about problems arising during internship.</p> <p>4.4 Execute conscientiously and properly the orders of the internship supervisor at the host organisation, as well as other persons authorised to supervise the work and be responsible for the results of his or her activity equally with the permanent staff.</p> <p>4.5 Protect the internship provider's business and employment secrets as well as good reputation.</p>

	4.6 Comply with other responsibilities relevant to the internship's nature.
<b>5. Objectives of internship</b>	Obtain work experience and skills for independent work in the field of international relations. Participate in the daily work of the structural unit, develop teamwork skills and solve the professional assignments. Apply knowledge gained through studies to fulfil specific work assignments that correspond to subject's learning outcomes.
<b>6. Speciality-related learning outcomes of internship</b>	6.1 Analyzes situations in international relations and international law; 6.2 Composes correct and logically structured texts in international relations, including legal texts; 6.3 Uses the theoretical knowledge gained through the studies in practical work; 6.4 Draws consequences and summaries based on practical experience.
<b>7. Internship assessment criteria</b>	The internship is evaluated (passed/failed) based on the internship report and the report's requirements (see p. 9).
<b>8. Internship report</b>	<p>The internship report contains a summary of the trainee's activities, evaluation of the internship aims and results as well as an internship organisation analysis. The report is formatted in accordance with guideline approved by the Dean of the TTÜ School of Business and Governance "Requirements for student papers at TTÜ School of Business and Governance" without a table of contents with an approximate length of 1200–1700 words.</p> <p>When preparing the report students:</p> <ul style="list-style-type: none"> <li>- evaluate the aims and results of the internship;</li> <li>- make a self-evaluation;</li> <li>- give overview about the process of the internship and analyze how were the learning outcomes of the internship achieved;</li> <li>- be ready the defend the internship at public defence seminar.</li> </ul>
<b>9. Structure of internship report</b>	<p><b>1. Introduction</b></p> <p>1.1. Determining the aims and tasks of the internship.;</p> <p>1.2. Selection criteria for choosing the host organisation.</p> <p><b>2. Host organization activity analysis</b></p> <p>2.1. Description of the host organisation: field of activity, main products and services, structure, number of employees;</p> <p>2.2. Description of work process and organisation;</p> <p>2.3. Description of trainee's tasks.</p> <p><b>3. Overview of the internship (inc. self-analysis)</b></p> <p>3.1. Evaluation of preparation: theoretical and practical preparation level for the internship – strong and weak aspects;</p> <p>3.2. Analysis of assignment fulfilment: list of tasks and activities completed during internship and their fulfilment analysis.</p> <p>3.3. Name what was learned during the internship. Evaluation of the knowledge and skills obtained.</p> <p><b>4. Host organisation's evaluation:</b></p> <p>4.1. Evaluation of supervisory process and its course;</p> <p>4.2. Host organisation's suitability for fulfilling internship objectives.</p> <p><b>5. Internship summary</b></p> <p>5.1. Overview of the internship process and results;</p>

	<p>5.2. Evaluation of internship results and aim fulfilment approached from the internship objectives</p> <p><b>6. Appendices</b></p> <p>6.1. Compulsory appendix: evaluation form of the supervisor at the host organisation.</p> <p>6.2. Schemes, drawings, tables, photos, copies of documents deemed important.</p>
<p><b>10. Internship contract</b></p>	<p>10.1 If necessary or at the request of the host organisation, a trilateral contract for performance of internship may be entered into between the trainee, host organisation and university's representative (as a rule, the university shall be represented by the main speciality's department director).</p> <p>10.2 As a rule, the host organisation shall enter into a bilateral employment or internship contract.</p> <p>10.3 A decision concerning remuneration to be paid to a trainee shall be made by the host organisation (except in case intellectual property is created).</p>