

Internship Procedure at the TalTech School of Business and Governance

1. Internship is coordinated by Internship Coordinators appointed by the department responsible for the course. The department responsible for the course shall notify the Programme Director and Study Counsellor when Internship Coordinators are changed.
2. Internship takes place according to the internship instruction, which shall be compiled by the Internship Coordinator following the format presented in Appendix 1 and shall be approved by the Programme Director. The internship instruction shall be available in OIS in place of extended syllabus.
3. The evaluation form of the supervisor at the host organisation shall be compiled by the Internship Coordinator following the format presented in Appendix 2 and shall be approved by the Programme Director. The evaluation form of the supervisor at the host organisation shall be available in OIS.
4. If the Internship has e-support in Moodle, the documents listed in points 2 and 3 can be made available there. In that case the Internship coordinator shall add a link to the respective Moodle page in OIS syllabus.
5. The Programme Director decides upon the necessity of an internship defence within the study programme. Internship Coordinator organises the internship defence and informs the Programme Director and Study Counsellor of the defence times by Friday of the second week of the semester by latest.
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 (such as 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.
7. In order to pass the internship in the current semester, the student shall present the documents described in point 6 on Friday of the 14th studyweek of the semester the latest. The Internship Coordinator provides an evaluation to the internship of students graduating in the same semester at the latest on Friday of the 16th study week of the semester, evaluation of other students by the deadline of the exams the latest.

INTERNSHIP INSTRUCTION

The following is an example where starred fields shall be used using exactly the same wording. Un-starred parts shall be modified according to the specific study programme and its main speciality.

Course code and name	
1. Workload and time frame	Filled by the Internship Coordinator according to the study programme specifications.
2. Form of assessment	Passed/graded assessment
3. Organisation and assessment of internship *	<p>The general organisation of internship has been set out in the TalTech Academic Policies.</p> <p>3.1. As a general rule, the student shall find the host organisation by himself / 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 TalTech departments, organisations, Mektory and administrative and support units. Participation in Mektory projects shall be based on the terms and conditions agreed upon with 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 (such as 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. In order to pass the internship in the current semester, the student shall present the documents described in point 6 at the latest on Friday of the 14th week of the semester. The Internship Coordinator provides an evaluation to the internship of students graduating in the same semester at the latest on Friday of the 16th study week of the semester, evaluation of other students by the deadline of the exams the latest.</p>
4. Student's obligations related to internship *	<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 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> <p>4.6. Comply with other responsibilities relevant to the internship's nature.</p>
5. Objectives of internship	<p>Filled by the Internship Coordinator according to study programme specifications on internship.</p> <p>Example 1</p> <p>5.1. Apply knowledge gained through studies to fulfil specific work assignments that correspond to learning outcomes.</p> <p>5.2. Obtain work experience and skills for independent work in the field.</p> <p>5.3. Participate in the daily work of the structural unit, develop teamwork skills and solve the professional assignments.</p> <p>Example 2</p> <p>The internship aims to utilise the knowledge and skills obtained at the university in the real work environment. The internship thereby helps to understand the relationship between public administration theory and its daily utilisation.</p>
6. Speciality-related learning outcomes of internship	<p>Filled by the Internship Coordinator according to study programme specifications on internship.</p> <p>Example 1</p> <p>6.1. Knows the organisation's work procedures, internal rules and structure as well as possesses an overview of work safety, safety equipment and new technologies.</p> <p>6.2. Is capable of utilising knowledge gained through studies in real work situations.</p> <p>6.3. Knows how to describe the organisation's strengths, weaknesses and possible development potential.</p> <p>Example 2</p> <p>A student who has completed the internship:</p> <p>6.1. Knows well policy regulations concerning the internship organisation (chief legislation, development programmes and other policy documents) as well as the field's leadership or policy implementation systems;</p> <p>6.2. Analyses the organisation's main tasks and their role in the policy development and implementation cycle as well as state administration structure;</p> <p>6.3. Critically evaluates the organisation's structure, social role, administrative capacities as well as connection to interest groups emphasising the organisation's strengths, weaknesses, opportunities and threats;</p> <p>6.4. Is capable of isolating public administration specific problems related to the workplace and associate the problems with the broader public administration context. In other words knows how to associate theoretical knowledge with practical experience as well as explain their disparity.</p> <p>6.5. Is capable of creating a written analytical text that is based on a practical case that creates a relationship between public administration theory and practice.</p>
7. Internship assessment criteria	<p>Filled by the Internship Coordinator according to study programme specifications on internship.</p> <p>Example</p> <p>The internship is evaluated (passed/failed) based on the internship report and the report's requirements.</p>
8. Internship report	<p>Filled by the Internship Coordinator.</p> <p>Example 1</p> <p>Is a summary of trainee's activity and it is recommended when preparing the report:</p>

	<p>a) to follow the prescribed structure; b) to present the student's evaluation of the internship aims as well as results; c) to make a self-evaluation.</p> <p>The report should be 15-20 pages.</p> <p>Example 2 The internship report contains a summary of the trainee's activities, evaluation of the internship aims and results as well as a internship organisation analysis. The report is compiled according to the TTÜ School of Business and Governance written works compilation and formatting requirements without a table of contents with an approximate length of 1500-1700 words.</p>
<p>9. Structure of internship report</p>	<p>Filled by the Internship Coordinator</p> <p>Example 1 Introduction Determining the aims and tasks of the internship. Selection criteria for choosing the host organisation.</p> <p>1. Host organisation activity analysis 1.1. Description of the host organisation: field of activity, main products and services, structure, number of employees, market position in Estonia and on a broader scale. 1.2. Description of work process and organisation. 1.3. Description of trainee's tasks.</p> <p>Overview of the internship (incl. self-analysis) 2.1. Evaluation of preparation: theoretical and practical preparation level for the internship – strong and weak aspects. 2.2. Analysis of assignment fulfilment: list of tasks and activities completed during internship and their fulfilment analysis. 2.3. Define what was learned during the internship. Evaluation of the knowledge and skills obtained.</p> <p>3. Host organisation's evaluation: 3.1. Evaluation of supervisory process and its course; 3.2. Host organisation's suitability for fulfilling internship objectives.</p> <p>4. Internship summary 4.1. Overview of the internship process and results. 4.2. Evaluation of internship results and aim fulfilment approached from the internship objectives.</p> <p>5. Appendices 5.1. Compulsory appendix: evaluation form of the supervisor at the host organisation. 5.2. Schemes, drawings, tables, photos, copies of documents deemed important.</p> <p>Example 2 The student working in the public sector, in a non-profit or international organisation fulfilling public duties compiles a written analytical report consisting of the following points:</p> <p>1. Internship overview:</p> <ul style="list-style-type: none"> - internship organisation's overview and introduction to its main policy area; - internship work position (if definable), short description of the work experience incl. main tasks and responsibilities as well as the knowledge and skills required for their fulfilment; - evaluation of one's own preparation: theoretical and practical preparation for fulfilling work assignments – strong and weak aspects; - evaluation of one's own task fulfilment (strengths, weaknesses); - evaluation of new knowledge and skills obtained through the internship experience;

	<ul style="list-style-type: none"> - activities outside work in other fields (public life, cultural field) which the student considers relevant because of skills and experiences obtained. <p>2. Analysis of internship organisation:</p> <ul style="list-style-type: none"> - institution's position within Estonia's public administration system – the organisation's main functions and their role in policy development and implementation systems; in case of the non-profit sector or international organisations analysis with the relationship to (Estonia's) public sector has to be made; - main policy field's regulations and administrative systems; - the institution's strategic aims, organisation structure, leadership and subordination relationships with other public organisations, relationship with the most important target groups; - an analysis of a work process, task, policy process or similar related to the organisation's main functions associated with public administration academic literature.
<p>10. Internship contract*</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>

EVALUATION FORM OF THE SUPERVISOR AT THE HOST ORGANISATION

The following is an example that ought to be modified prior to use according to the specific study programme and the internship course's content.

Trainee's data: *(to be filled in by the trainee)*

First and family name:

Student code:

Study programme code:

Faculty, department:

Details of the host organisation:

Host organisation name:

Field of activity:

Website:

Supervisor's name:

Position:

Contact details: phone, e-mail

Internship duration: date– date, total amount hours per week, amount weeks.

Objectives of the internship:

To be filled by the Head of Study Programme/Study Programme Manager according to syllabus contents.

Example 1

1. Obtain work experience and skills for independent work in the field.
2. Participate in the daily work of the structural unit, develop teamwork skills and solve the professional assignments.
3. Apply knowledge gained through studies to fulfil specific work assignments that correspond to the subject's learning outcomes.

Example 2

The internship aims to utilise the knowledge and skills obtained at the university in the real work environment. The internship thereby helps to understand the relationship between public administration theory and its daily utilisation.

Learning outcomes of the internship:

Filled by the Internship Coordinator according to the study programme contents.

Example 1

The student who completes internship:

1. Knows the company's activity, management, production, work and salary administration, accounting, financial management and marketing aims and characteristics.
2. Knows how to apply the knowledge and skills obtained through studies in fulfilling specific work assignments in management, marketing, accounting and financial management fields that correspond to learning outcomes of the subject.
3. Has obtained experiences permitting participation in the daily work of the structural unit and experienced working as a team member.

Example 2

The student who completes internship:

1. Knows well policy regulations concerning the internship organisation (chief legislation, development programmes and other policy documents) as well as the field's leadership or policy implementation systems;
2. Analyses the organisation's main tasks and their role in the policy development and implementation cycle as well as state administration structure;

3. Critically evaluates the organisation's structure, social role, administrative capacities as well as connection to interest groups emphasising the organisation's strengths, weaknesses, opportunities and threats;
4. Is capable of isolating public administration specific problems related to the workplace and associate the problems with the broader public administration context. In other words knows how to associate theoretical knowledge with practical experience as well as explain their disparity.
5. Is capable of creating a written analytical text which is based on a practical case that creates a relationship between public administration theory and practice.

Content of internship, main tasks:

To be filled in by the supervisor at the host organisation

Supervisor's evaluation of the trainee's activity:

The level of knowledge required for performing the internship tasks was adequate:

- Fully agree Rather agree Partly agree Rather disagree Fully disagree

Explanatory text

The level of skills required for performing the internship tasks was adequate:

- Fully agree Rather agree Partly agree Rather disagree Fully disagree

Explanatory text

The trainee's attitude towards work (e.g. fulfilment of the tasks set, compliance with deadlines) was adequate:

- Fully agree Rather agree Partly agree Rather disagree Fully disagree

Explanatory text

The trainee's ability to adapt with the working environment, collective and his or her own role in the host organisation was adequate:

- Fully agree Rather agree Partly agree Rather disagree Fully disagree

Explanatory text

How well did the trainee succeed in achieving the learning outcomes ¹?

<i>Need not be repeated, if the outcomes have been recorded on the first page of the form</i>	Excellent	Very Good	Good	Sufficient	Weak
1. learning outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. learning outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. learning outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. learning outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. learning outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. learning outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What were activities/tasks the student was good at; what are the areas that need to be developed:

¹ Place an x in the required field

Strengths	Development areas
list	list

Would you accept students for traineeship also in future, why?

Explanatory text

Suggestions and comments concerning organisation of traineeship by the University (*timing, supervision by the University, guidelines, etc.*):

Explanatory text

The completed evaluation form shall be signed either digitally or in hand.