

PROCEDURE OF ORGANIZING INTERNSHIP ALYTAUS KOLEGIJA STUDENTS IN COMPANIES, PREPARATION, PRESENTATION, DEFENCE AND ASSESSMENT OF THEIR REPORTS ON INTERNSHIP

I. GENERAL PROVISIONS

1. This procedure defines organization of student practical training (internships), writing, presentation, defence and assessment of reports on internship at Alytaus Kolegija (Further College).

2. These procedures at College are prepared basing on the following documents:

2.1. Order of Minister of LR Education and Science No V-1011, dated 16 November 2016, on *Approval of exemplary agreement of student practical training*;

2.2. Edited Study Regulations of Alytaus kolegija approved by the Academic Board of Alytaus Kolegija 13 December 2012, Minutes No. V3-68;

2.3. Procedures of Assessment of study achievements acquired in the system of non-formal adult education of Alytaus Kolegija and Procedures of recognition of competences, approved by the Academic Board of Alytaus Kolegija 22/11/2012, Minutes No V3-62;

2.4. Decision No NV-5, adopted on 10/01/2011, of EU expert commission on implementation of EU programs in Lithuania.

2.5. The Procedure of accepting study results in Alytaus kolegija, approved by Alytaus Kolegija Director's Order No V-311 of 26 August 2010.

3. Nature, duration, content and amount in credits of internship is defined by a particular study programme.

4. Internships are performed according to the time estimated by the study programme according to the approved academic calendar.

5. The concepts used in the Procedure:

Report on Internship is a paper written by a student on the results of the internship and performed assignments prepared according to the internship plan and valid methodological instructions.

Plan of Internship is a document prepared basing on the description of the internship, indicating the amount in credits, purpose of internship, results, content and a system of assessment of knowledge and abilities.

Supervisor of Internship at College is a teacher who supervises the student's internship.

Supervisor of Internship in the Company is a qualified employee (or public servant) who has no less than 3-year work experience, who discusses with a student details of the internship program, supervises the internship, and, on finishing it, assesses the student's performance.

Social partners are companies and organizations, where students can have their internships.

Student's Agreement on Practical Training (further Agreement) – a three-sided agreement between a student, the College and a company (office)

II. FUNCTIONS AND RESPONSIBILITY OF PARTICIPANTS OF INTERNSHIP PROCESS

6. Supervisor of Internship at College:

6.1. informs students about the beginning of the internship and required documents in a month before the beginning of internship;

6.2. helps make the plan of internship (appendix 3);

6.3. coordinates and controls the process of student internship performance and presentation of the report;

6.4. consults the student on the issues of internship;

6.5. assesses the student's results;

6.6. supplies proposals on improvement the internship quality to the Head of Department

7. Supervisor of internship in a company:

7.1. supervises the student in implementation of the internship plan;

7.2. controls the process of student's internship performance;

7.3. presents the working rules and regulations of the company, and requirements of safety, health and fire protection;

7.4. on terminating the internship, discusses with the student his/her work during the internship, fills in the internship assessment sheet (appendix 4) on student's internship, and assesses the student's practical skills and performed assignments;

7.5. cooperates with the supervisor of the internship at the College, informing about the process of the internship;

7.6. supplies proposals on improvement the internship quality to the supervisor of internship at the College.

8. The Student:

8.1. presents the sheet on the internship data with the details of the parties (appendix 1) to the Administrator of the Department 15 days before the beginning of the internship;

8.2. during the internship, keeps to the requirements of the Agreement and internship plan;

8.3. consolidates his theoretical knowledge in practice and obtains the skills needed for a specialist;

8.4. performs his/her internship at the time indicated by the Agreement;

8.5. presents the Agreement signed by parties and the company Manager's CV to the Faculty in 5 working days before the beginning of the internship;

8.6. makes the report on the internship and presents it to the supervisor of internship at the College within 3 days after the termination of the internship;

8.7. fills in the questionnaire on the assessment of the internship (appendix 5) and hands it in together with his/her report on internship (appendix 7);

8.8. if a student cannot perform the internship (whole or a part) due to a justificatory reason, has to immediately inform about it the supervisors of the internship.;

8.9. the place of the internship may be changed till the Agreement is signed by the parties.

9. Administrator of Department:

9.1. prepares an agreement of student's practical training (appendix 2) and a list of students who are sent to the internship (appendix 6) with indicated places of internship and renders it to the Dean's Office for preparing an order;

9.2. prepares a three-sided agreement of internship and presents it for the Director's signing not later than before 10 working days till the beginning of the internship.

III. ORGANIZATION AND PROCESS OF INTERNSHIPS

10. Procedure of internship organization:

10.1. Dean of Faculty determines the time of internships in companies in the academic calendar according to the study plans of the performed study programmes;

10.2. students search for the internship places independently and discuss them with their supervisors of internship, or they may be sent at social partners requests and recommendations of the Department;

10.3. The administrator of the Department prepares a list of students who are sent to for their internships 10 calendar days before the beginning of the internship indicating the places and time of internships;

10.5. the signed student internship agreements are registered in the agreement register at the Dean's Office;

10.6. internship documents (agreements) are handed to the students no later than 5 working days till the beginning of the internship days;

10.7. before the beginning of the internship, the supervisor of internship at the College informs students about the description of internship, making a report on the internship in correspondence with AK methodological requirements on making independent and final projects, and the assessment of the internship;

10.8. during the internship, the student performs the assignments estimated in the internship plan and those given (if any) by the supervisor of internship in a company, and writes a report on the internship;

10.9. participation in internship is obligatory. The internship is not accepted if a student misses 20 % or more of the internship time without a justifiable reason;

10.10. having performed the internship, a student presents a report on the internship to the supervisor of the internship at the College including all the appendices listed in this Procedure;

10.11. reports on internships are stored in the Department for one year, while the Agreements are stored for three years after their execution: one year in the faculty, and the rest two years in the Archives.

11. If students find a place for their internship in a foreign company by themselves, the internship is organized according to the same procedure.

IV. ASSESSEMENT OF INTERSHIPS

12. The internships are assessed according to the assessment system defined by the description of internships of the study programme.

13. The final assessment of the internship is made by a supervisor of internship at the College considering the fulfilment of the assignment of the internship, finalizing and defence of the report, and the assessment of a supervisor of the internship in the company on the assessment sheet.

14. Public defence of the report on the internship is performed according to the schedule made by the Head of Department and discussed with the supervisor of the internship at the College basing on Appendix 5 of the College Quality Manual. The report of the Final Internship is defended with participation of a commission formed by the Head of Department.

V. RECOGNITION OF INTERNSHIPS

15. The internships performed while studying in other educational institutions, can be recognized basing on the procedures defined by the Procedure of recognition study results of Alytaus kolegija approved by Alytaus kolegija Director's Order No V – 311 of 26 August 2010.

16. The following internships can be recognized and included into the course of internship:

16.1. internship performed according to a two-sided agreement with an employer if the acquired competences correspond to the study results of internship indicated by the study programme;

16.2. achievements of a working student from learning in a non-formal way and at the job place, if their correspondence to the results defined by the study programme and acquired competences are recognized by the procedure of assessment and recognition of achievements of Alytaus kolegija non-formal adult education system approved by the Minutes No V3-62, 22/11/2012 of Alytaus Kolegija Academic Board.

VI. FINAL PROVISIONS

17. This procedure shall come into action since the date of its approval.

18. The procedure may be changed in case of changing the study programme or the nature of internship.

19. Taking into consideration the regulations of the study direction and specifics of the study programme, the Department can prepare methodological recommendations, which do not contradict to this procedure, for organizing internships of a particular study programme, making report on internship, its presentation, defence and assessment.

20. This procedure comes into power since 1 September 2017.

ALYTAUS KOLEGIJA
xxxxxx FACULTY
xxxxxxxx
DEPARTMENT

SHEET OF INFORMATION ON INTERNSHIP
..... group

INFORMATION ABOUT A STUDENT

Student name, surname _____

Date of birth _____

Place of residence _____

City _____

Postal code _____

Phone _____

E-mail _____

INFORMATION ABOUT A COMPANY

Company name _____

Director's name, surname _____

Company code _____

Address _____

City _____

Postal code _____

Phone, fax. _____

E-mail _____

Internship supervisor in the company: name, surname, position _____

Internship supervisor's phone number _____

..... **period of internship** from xx/xx/20xx to xx/xx/20xx

APPROVED
Director of Alytaus kolegija,
Order No V-17, 23 January 2017

AGREEMENT OF STUDENT PRACTICAL TRAINING

xx xxxx 20XX No XXX-

(place of making)

(name of a higher school) (further Higher School),
Represented by _____,
(name, surname, position),
acting in accordance with _____,

(name of Host Organization) (further Host Organization),

Represented by _____,
(name, surname, position),
Acting in accordance with _____,
and

(name of study programme, year, student name, surname)

DOB, address of residence)

(further parties), enter into the following agreement:

**SECTION I
GENERAL PROVISIONS**

1. This Agreement is made for the whole period of practical training in the Host Company (further internship).
 2. The Student performs his/her internship according to the study programme and discussed plan (program) of internship. Basing on the study programme, this Agreement indicates:
 - 2.1. purpose of the internship – _____;
 - 2.2. estimated results of the internship _____;
 - 2.3. duration of the internship – the internship begins _____ (day, month, year) and finishes _____ (day, month, year)
- The amount of the internship _____; (number of credits)
- 2.4. other conditions and procedure of performing the internship _____.

**II SKYRIUS
OBLIGATIONS OF PARTIES**

3. The Higher School shall oblige to:
 - 3.1. ensure theoretical and practical readiness of the student sent to perform internship;
 - 3.2. allocate a supervisor of internship, a teacher of the higher school, who helps the student prepare the plan (program) of internship and approves of it, ensures supervision of achievement of goals of internship and, if necessary, urgently solves the problems related to the internship that might rise together with the responsible employees (or public servants);
 - 3.3. provide the supervisor appointed by the host organization with methodological recommendations (means) of supervising the internship;
 - 3.4. pay the host organization according to the conditions defined by this Agreement, in case it does not contradict to the documents on incorporation of the host organization and goals of activities, for organizing the internship and allocate for this purpose _____ Euro (the allocate amount has to make no less than 50 per cent from the study price allocated as salaries of teachers, research workers and other employees related to the studies, but no more than regular price of studies, in proportion with the amount of internship (number of study credits), unless the higher school and host organization decide otherwise;
 - 3.5. additional obligations of the higher school – _____.
4. The host organization shall oblige to:
 - 4.1. provide the student with a place for practical training _____

(name and address of a practical training place)

Make conditions for implementation of a plan (program) of internship, provide information that is necessary for implementation of the plan (program) of internship and not to retract the student from performing assignments of practical training;

- 4.2. ensure that a qualified employee (or public servant) is appointed as a supervisor of a student's internship with no less than 3 year experience of corresponding work, whom the student will

discuss the plan (program) of internship with, who will supervise the internship and assess it after termination;

4.3. give necessary instructions on employee work and health safety and fire precaution;

4.4. basing on the procedures established in the host organization and agreement with the higher school about work process and conditions, ensure the student the work environment corresponding to the requirements of work safety, health and hygiene, if necessary, provide necessary tools, work clothes, footwear, other personal and group means of employee safety and health;

4.5. give the assignments to the student that are related to the specifics of studies and practical training, and not to give assignments that are not related to the specifics of studies and practical training to perform non-qualified work;

4.6. inform the higher school on the process of the performed internship and competences acquired by the student, fill in the supervisor's of internship assessment sheet on the internship;

4.7. inform the student who during his/her internship is given information which is commercial or other kind of secret which cannot be disseminated outside the organization and about the punishments applied for spreading this information (if such are defined in working documents);

4.8. additional obligations of the host organization – _____

5. The Host organization has a right to allow the student to perform independently, without assistance of a supervisor, the functions allocated to him participating in the production or supplying services, only in case the Host organizations makes a work agreement with the student.

6. The Student shall oblige to:

6.1. prepare the plan (program) of internship no later than ¹⁰ days before the beginning of the internship and discuss it with the supervisor of the internship appointed by the higher school

Discuss the plan (program) of internship with the supervisor appointed by the host organization not later than the first day of internship;

6.2. try hard to perform assignment of practical training; if a student cannot come to the internship in the host organization, he must immediately inform supervisors of internship indicating the reason, and in case of illness provide a doctor's certificate;

6.3. keep to the documents of incorporation and performance of the host organization, work regulations, agreement with the higher school on provisions of work procedure and conditions; keep commercial and other secrets and information indicated by the host organization according to point 4.7 of this Agreement;

6.4. save the assets of the host organization, and take responsibility for the damage caused according to the procedure defined by the law;

6.5. keep to requirements of employee, health and fire protection;

6.6. inform the higher school if the host organization gives the assignments not related to the specifics of studies and practical training to do unqualified work, or if the host organization does not provide conditions to implement the internship plan (program);

6.7. make a report on the internship according to the requirement established by the higher school and present it to the supervisor appointed by the higher school;

6.8. additional student's obligations _____ .

III SECTION FINAL PROVISIONS

7. This Agreement can be changed only by written consent of all parties. The changes of the Agreement shall be an inseparable part of this Agreement.

8. This Agreement can be terminated:

8.1. if a student is dismissed from the higher school, terminates his/her studies, or takes an academic leave;

8.2. if one of the Agreement parties violates the responsibilities defined by this Agreement;

8.3. by mutual agreement.

9. A party of the Agreement informs other parties of the Agreement about termination of the Agreement not later than 10 days in advance.

10. All disputes shall be solved at agreement of parties, and, if failed, at Court.

11. This Agreement shall come into power from the day when it is signed by the last of the parties and shall be valid till the termination of the internship and fulfilment all liabilities according to this Agreement.

12. This Agreement is made in three copies each having equal legal power, each party is given one copy.

DETAILS OF PARTIES

Higher school: _____

Name, legal entity code, address of headquarters, telephone, e-mail, name surname, telephone number of the internship supervisor appointed by a higher school

Host organization: _____

Name, legal entity code, address of headquarters, telephone, e-mail, name, surname, telephone number of the internship supervisor appointed by a host organization,

Student: _____

Name, surname, address, telephone number, e-mail

SIGNATURES OF PARTIES

(higher school)

(host organization)

(student)

PLAN OF INTERNSHIP

(details of the company)

(date)

Student name, surname _____

Study programme _____ year _____

Purpose of internship

Results of internship:

Objectives:

- _____
- _____
- _____
- _____
- _____
- _____

Recourses allocated by the company for implementation of the internship:

Technical/specific knowledge needed for performing the internship (skills):

Added by the Internship Supervisor _____ in the company CV.
(position, name, surname)

Supervisor of the Internship at Alytaus kolegija (signature) Name Surname

Supervisor of the Internship in the company (signature) Name Surname

Alytaus kolegija

**INTERNSHIP IN COMPANY
ASSESSMENT SHEET**

201X – 201X academic
year

Student name, surname	<input type="text"/>	From	<input type="text" value="201"/>
Name of organization	Alytaus kolegija	to	<input type="text" value="201"/>
Full address	Studentų g. 17, 62252 Alytus		

<i>Title of Internship</i>
<i>internship</i>

Supervisor of Internship at Alytaus kolegija: name surname:

A. STUDENT'S WORK ASSESSMENT BY A SUPERVISOR IN COMPANY

Name, surname:	excellent	Very good	good	average	weak	Very weak	Not accepted
Position in Company:							
Phone .:							
<i>(Please, tick the graphs according to your evaluation)</i>							
1. Adaptation and integration to work environment							
2. Motivation							
3. Work efficiency							
4. Ability to perform assignments							
5. Ability to apply knowledge in performance of assignments							
6. Ability to obtain new knowledge in performance of assignments							
7. Organizational abilities							
8. Communication and cooperation abilities							
9. Self-confidence, initiative at work							
10. Keeping to work rules: attendance, punctuality, safety, etc.							
Total assessment:	<i>Signature</i>						

<p>.....</p> <p>.....</p> <p>.....</p>	<p>A.V.</p>
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B. STUDENT'S WORK ASSESSMENT BY A SUPERVISOR AT COLLEGE

Name, surname: Position at College: Phone.: <i>(Tick graphs according to your assessment)</i>	nt	Very good	good	average	weak	Very weak	unaccepted
1. Formal adequacy (structure, finalization, and language)							
2. Content							
3. Defence							
Total assessment:	<i>Signature</i>						

Final assessment:	<i>Signature</i>
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QUESTIONNAIRE ON ASSESSMENT OF STUDENT'S INTERNSHIP IN A CHOSEN ENTERPRISE

The purpose of this questionnaire is to obtain more information on possibilities to find internship places providing them with maximal help to strengthen theoretical knowledge and choose work according to the acquired competence. It will also help to improve internships in future and answer questions: What do you want to learn during internship? How does this experience help improve competences and strive for career? What benefit does it give to the host organization? Etc.

Student name, surname _____

Study programme _____ year _____

group _____

1. Place and period of internship _____

2. What inspired choosing this company for your internship?

3. How useful was this internship? _____

4. What performed assignments were the most useful? _____

5. What difficulties did you meet? _____

6. Did you use the knowledge acquired during your studies in your internship?

7. How do you rate the management/supervision of your supervisor in the company?

8. Was the duration of the internship sufficient?

9. How do you rate the management/supervision of your supervisor at the College management/supervision?? _____

10. Was the supplied information on internship clear and understandable?

11. Other notes and proposals _____

(Student signature)

**..... LIST OF GROUP STUDENTS PERFORMING INTERNSHIP (title of internship),
SĄRAŠAS**

item	Student name, surname	Internship place

REPORT ON INTERNSHIP

1. Internship plan
2. Assessment sheet of internship in a company
3. Description of company activities
4. Plan of meetings with supervisors

Table 1 shows meetings with the internship supervisor at the College. Table 2 shows meetings with the internship supervisor in the company

Table 1

Time of meetings with the internship supervisor at the college

201x-xx-xx	
201x-xx-xx	
201x-xx-xx	
201x-xx-xx	
201x-xx-xx	
201x-xx-xx	

Table 2

Timetable of meetings with the internship supervisor in the company

201x-xx-xx	
201x-xx-xx	
201x-xx-xx	
201x-xx-xx	
201x-xx-xx	
201x-xx-xx	

5. Plan of activities

Table 3

Plan of activities

item	Activities	Estimated time		Real time	
		Beginning	End	Beginning	End
1					
2					
3					
4					
5					

6. Description of assignments
7. Personal assessment of results
8. Experience gained during the internship