1. PURPOSE AND CONTENT OF THE INTERNSHIP

Internship is a work-related learning experience under the guidance of a tutor that follows the guidelines set by Johan Skytte Institute of Political Studies (hereinafter, the Institute). The aim of an internship is to have an actual work experience in the field of study in order to test one’s theoretical knowledge through practical work, apply theoretical knowledge in a real-life situation, see how work is organised in different establishments and observe the work processes as well as to develop the students’ ability and habits for doing independent work. Internship must follow the aims and study goals set in the curriculum. The internship must be in line with the aims of the curriculum either by the field of activity or in general with activities that develop research and analytical skills.

2. INTERNSHIP PERIOD AND CREDIT POINTS

The Institute’s MA programmes has a three to six weeks long internship programme, 40 hours a week and from 120 to 240 hours in total. The students will be awarded 3 or 6 ECTS accordingly. Working full time counts as internship. If the internship takes place one day at a time it must be completed during 4 months. If the student obtains approval from the university tutor, it can be possible to complete the internship during a longer period of time.

3. LOCATION AND INTERNSHIP SUBJECT FIELDS

Students can intern in central government (ministries, boards) or local government institutions, diplomatic missions, public law bodies or third sector organisations. Internships abroad have to follow the same criteria.

Depending on the study programme (curriculum), the internship must be connected to the respective field of study, e.g. the Baltic Sea Region Studies MA programme internships must be connected to one or several aspects of the region, for example, international cooperation, intercultural communication, environmental issues, projects and funding, etc.; and the European Studies MA programme internships must be connected to one or several aspects of the European Union.

4. ARRANGING AN INTERNSHIP

Students are expected to arrange their own internships. Institute has created a database of potential internship placements, although it is responsibility of a student to contact the institution and make an agreement. Before starting the internship, the student is required to fill in an application form (Appendix 1) for the university tutor with information about the host organisation, host organisation tutor, work duties and internship duration. Masters students who wish to receive help from the university in finding an internship should fill in the appropriate form (Appendix 2). For the internship to take place an agreement is made between the host organisation and the Institute (Appendix 3).

5. INTERNSHIP TUTORS
The intern has two tutors: one from the host organisation and another from the university.

a. University tutor

The student’s university tutor is generally the program manager of the study programme. The manager is also the one who will provide a letter of recommendation, if necessary, and has to approve the internship report, put the results up on the Study Information System and write the evaluation protocol. The university tutor has the right to not approve the internship placement if the placement or the tasks are not in accordance with the goals of the study programme.

b. Tutor from the host organisation

The tutor in the host organisation is responsible for the contents of the internship and is asked to fill in an evaluation form (Appendix 4). Their task is to coordinate everyday activities, solve problems that arise during the internship in cooperation with the intern and the university tutor, if necessary. The intern must make sure that the host organisation tutor receives the evaluation form and the internship manual. In general, tutors from the host organisation do not receive compensation for their work.

6. EVALUATION CRITERIA

All internships are graded pass/fail. The final grade will be awarded by the university tutor based on the host organisation tutor’s evaluation form (Appendix 4) and the intern’s 3-4 page report (Appendix 5).

During the internship the student and the tutor from the organisation have the right to consult with the university tutor in order to receive feedback on the progress of the internship and to resolve problems that have come up. The university tutor has the right to ask the host organisation for feedback on the student’s activities. The internship will be validated only when the student receives a positive evaluation from the host organisation and the university tutor has validated the internship report and the evaluation sheet from the host organisation tutor. The evaluation sheet constitutes 50% if the final grade and the internship report the additional 50% needed. The internship will be validated when the final grade is at least positive by at least 60%.

The internship report must be submitted in writing no more than one month after the end of the internship. The report should comply with the guidelines for writing and formatting papers of the Institute. The same deadline applies to the host organisation tutor, who must forward the evaluation form to the Institute either by e-mail (to: siiri.maimets@ut.ee) or by mail Lossi 36, Tartu, 51003.

FINAL CLAUSES

Wages and work conditions

Students are expected to arrange their own internships. Generally, interns do not receive a salary, although, various agreements may be made with the employer. The amount of a possible salary will be agreed upon by the employer and the student.
APPENDIX 1
INTERNSHIP PLACEMENT APPLICATION FORM TEMPLATE

Name (Kirsti Kask)
E-mail address (Kask@ut.ee)
Study programme and year (BSRS, 2nd year)

APPLICATION

I wish to intern during the period of ……. (e.g. July 10 – August 10, 2011) ……. in.... (the name of the establishment e.g. the Ministry of Foreign Affairs).... in the following field: ............ (Analysing contracts). My host organisation tutor is ….....(name, e-mail and phone number).

Date ………………….

Name and signature ________________________________
APPENDIX 2
APPLICATION FOR HELP IN FINDING AN INTERNSHIP PLACEMENT

Name (Kirsti Kask)
E-mail address (Kask@ut.ee)
Study programme and year (BSRS, 2nd year)

Application

I wish to intern in the field of……… (E.g. international cooperation, EU law, third sector organisation) and I would like to request aid from the Institute in finding an internship placement. Topics/fields/institutions that interest me are…….

Date ………………..

Name and signature ___________________________________________________________
APPENDIX 3
INTERNSHIP CONTRACT TEMPLATE

| JOHAN SKYTTE INSTITUTE OF POLITICAL STUDIES, UNIVERSITY OF TARTU represented by |
| (name and email of the representative or the university tutor) |
| __________________________________________________________________________|

On the one side

AND the ORGANISATION

(Name of the organisation)  
(Address of the organisation)  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________  

Represented by (Name of the leader or representative of the organisation)  
__________________________________________________________________________  

On the other side

have agreed that the organisation will provide the student with the opportunity to complete an internship with the topic (Name of the position):

__________________________________________________________________________  
__________________________________________________________________________

For the period (Dates):

To complete following internship tasks (explain the goals of the internship):

__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________  

Internship tutor from the University of Tartu  Internship tutor from the host organisation
(Name, position, e-mail address, phone number)  (Name, position, e-mail address, phone number)

University of Tartu tutor (date and signature)  Representative from the organisation (date and signature)
# APPENDIX 4

## HOST ORGANISATION TUTOR’S EVALUATION FORM

<table>
<thead>
<tr>
<th>Student’s name:</th>
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<tbody>
<tr>
<td>Location of the internship: <em>(company’s name, address, contact information)</em></td>
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<tr>
<td>Duration of the internship: <em>(hours/days)</em></td>
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<tr>
<td>Content of the internship, short summary of tasks:</td>
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<td>Tasks given to the student and feedback on the student’s activities in completing them:</td>
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</tbody>
</table>

Please evaluate on the scale of 1-10 the following:

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<th></th>
<th>1– very poor</th>
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<th>excellent -10</th>
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<tbody>
<tr>
<td>Please evaluate the student’s internship in total</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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<td>Please evaluate the student’s practical skills</td>
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<td>Please evaluate the student’s theoretical</td>
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<td>Please evaluate the student’s innovation skills</td>
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<td>Please evaluate the student’s ability to make constructive proposals</td>
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<td>Please evaluate the student’s sense of responsibility and work discipline</td>
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<td>List the student’s strengths and weaknesses:</td>
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<td>Additional comments:</td>
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</tbody>
</table>

Supervisor of the internship: *(position, contact information)*

Date, signature:
APPENDIX 5
GUIDELINES FOR WRITING AN INTERNSHIP REPORT

An internship report should contain the following information:
The location where the internship took place (name of the organisation, contact information, fields of activity, the actual location);
- duration (hours);
- contact information and position of the internship tutors;
- description of the intern’s work tasks;
- self-analysis – the intern’s own assessment of the development of his/her skills and knowledge, the problems that occurred and how they were dealt with;
- short summary of how the internship followed the internship goals set by the university and helped in achieving study goals (how was the internship useful in developing knowledge and skills related to the field of study);
- evaluation of the organisation, work environment and work arrangements;
- changes in initial plans (work assignments, work hours) and an explanation of these changes;
- intern’s commentaries, recommendations and conclusions.