

Internship Guidelines for Students

Internship Goals

Students will gain practical experience in their field of study by developing serious/educational game projects or working within a game industry environment. This experience is designed to help students prepare for their master's thesis.

While the main focus of the internship is to work on an educational game project, students may also work at a commercial game studio or participate in a research project focused on serious gaming, educational gaming, or gamification.

The primary goals of the internship are to:

1. Build upon students' prior knowledge and introduce them to professional work standards.
2. Help students adapt to the real production environments of game companies.
3. Provide opportunities to apply theoretical knowledge and skills gained during their studies.

Set Up of The Internship

Internship: 6 ECTS

According to the standard study plan, the internship typically takes place after the student has completed their second semester and lasts at least four weeks. The internship concludes with an assessment. By mutual agreement between the academic unit and the host organization, the internship may be extended beyond four weeks (e.g., if an alternative schedule is justified). However, it must be fully completed prior to the internship defense during the examination period.

The host company or organization is selected by the student in cooperation with the academic unit. Students are encouraged to choose a placement aligned with their future career goals. The academic staff member responsible for internship coordination is available to advise students on the academic requirements of the internship.

The internship supervisor may set specific requirements to support the student's professional growth. These requirements must be clearly documented in both the internship proposal and the final report.

If possible, students should avoid completing the internship at their current place of employment. If this is unavoidable, the student must select projects and tasks distinct from their daily work responsibilities (e.g., a developer taking on the role of a designer).

Students may begin their internship only after submitting their internship proposal to the designated internship coordinator and receiving approval. Internships may also be completed as part of a group project.

Internship Supervisor

Before the internship begins, the student must confirm which employee at the host company or organization will act as their supervisor.

The supervisor's responsibilities are to:

1. Define the internship goals together with the student prior to university approval.
2. Provide hands-on learning through practical application, observation, professional opportunities, and mentorship.
3. Offer ongoing feedback on the student's performance and assist them in meeting their objectives.
4. Submit a final evaluation report on the student's work and accomplishments at the end of the internship.

Internship Proposal

Before starting the internship, the student must submit an internship proposal to the academic unit for approval.

The proposal must outline:

1. The host organization and specific department
2. The supervisor's name and contact details
3. The duration and timeframe of the placement
4. A brief description of the intern's main tasks
5. The expected outcomes

The document must be signed by both the student and the supervisor (digital signatures are preferred).

Internship Diary

During the internship, the student must maintain a digital internship diary. The diary must record daily activities, tasks, and the time spent on each task. It should be written from a self-analytical perspective, evaluating the student's performance in different situations, identifying any challenges encountered, and assessing how theoretical knowledge was applied or where further improvement is needed. A link to the digital diary with view-only access must be sent to the internship coordinator at the beginning of the internship period.

Site Visit

Interns are expected to organize a site visit for the representative of the academic unit. The purpose of this visit is to ensure that the internship is progressing in an appropriate direction, maintaining sufficient quality, and meeting the required scope.

Possible formats for the visit include (but are not limited to):

1. A joint meeting between the intern, company supervisor, and academic representative
2. Observation of a work meeting or project presentation
3. A guided tour of the company and introduction to the organization
4. A discussion regarding potential future collaboration and company needs

The site visit can take place on-site (preferred) or online.

Internship Report

The report must be written as an academic document according to the General Study Regulations of Tallinn University. The length of the report should be 5–10 pages (excluding additional materials and appendices).

The Internship Report must include:

1. Title Page
2. Introduction: Internship timeframe, description of the host company, student's internship goals, and details of the supervisor.
3. Company Overview: Overview of the organization's objectives, activities, structure, products or services, and (if applicable) market background.

4. Internship Diary: Summary of performed tasks, including dates and time spent on each task.
5. Self-Evaluation: Student's reflection on their progress and theoretical application (see Appendix 1: Intern Self-Evaluation Form).
6. Supplementary Materials (Appendices): Additional work samples, portfolio links, or project deliverables demonstrating internship results.
7. Signatures: Signatures of both the student and the internship supervisor (digital preferred).
8. Evidence of Internship Outcomes: Additional materials, work samples, portfolio links, or project deliverables demonstrating internship results.

The report must be submitted to the academic unit at least one week prior to the defense date (the exact deadline will be announced along with the defense schedule).

Note: Any specific requirements set by the internship supervisor must be documented in both the internship proposal and the final report.

Internship Supervisor's Assessment of the Intern

Upon completion of the internship, the supervisor must submit an assessment to the academic unit regarding the student's tasks and performance at the host organization (see Appendix 2: Supervisor's Assessment Form).

The assessment may be included in the student's internship report or sent digitally to the internship coordinator. If necessary, the academic unit and the supervisor may agree on an alternative method for submitting the assessment.

Internship Defence

The internship defense takes place at a public seminar during the examination period (typically in December or January). During the defense, the student presents an overview of their tasks, achievements, and overall experience to the committee and fellow students.

Key defense guidelines:

1. Presentation duration: Approximately 10 minutes, followed by questions from the committee and the audience.
2. Attendance: Students are required to attend the entire seminar to gain insight into career paths and industry opportunities.

3. Revisions: The defense committee reserves the right to request revisions to the internship report if necessary.
4. Unsatisfactory performance or absence: If a student fails to attend the defense or if the internship is found to have significant deficiencies, the committee has the right to require the student to repeat the internship (either partially or fully).

Annex1 - Intern Self-Evaluation Form

Student's Name	
Internship organisation	
Internship time (start - end)	

Self-Evaluation Criteria	Rating: Yes/No	Please explain your answers (especially if you answered "No")
The internship field was in accordance with DLG studies		
I had all requested skills and competences before the beginning of the internship		
Internship supported the achievement of DLG learning objectives		
Previously achieved theoretical knowledge supported the execution of internship tasks		
Internship supervision was sufficient		
Administration of the internship was sufficient		
Internship working conditions were good		
Additional comments		

Date:

Intern's signature:

Annex 2 - Internship Assessment Form

Student name:

Name of the company/institution:

Address:

Phone:

E-mail:

Supervisor's name:

Internship Period (Start Date – End Date):

General evaluation of the student

(General summary of the student's overall performance and contribution)

Performance Evaluation

Please evaluate the student's performance using the following 5-point scale:

5 = Exceeds expectations

4 = Above average

3 = Satisfactory

2 = Below expectations

1 = Unsatisfactory

Interpersonal Relations	Rating (1-5)
Ability to communicate with staff	
Ability to work with others	

Autonomy	Rating (1-5)
Ability to seek and use help	
Openness to constructive criticism	
Ability to work independently	
Personal Qualities	Rating (1-5)
Decision making ability	
Trustworthiness and confidentiality	
Initiative	
Creativity	
Dependability	
Punctuality	
Ability and willingness to learn	
Adaptability	
Professional Skills	Rating (1-5)
Technical capability	
Problem analysis	
Problem solving	
Project organization and completion	
Setting and meeting deadlines	

Evaluation of Specific Tasks

(List the main tasks assigned to the student, rate each on a 1-5 scale, and provide brief comments)

	Task Description	Rating (1-5)	Comments
1.			
2.			
3.			
4.			
5.			

Additional Comments

Date
Supervisor's Signature