

INTERNSHIP GUIDELINES (BFR6031.FK INTERNSHIP; 6 ECTS) TALLINN UNIVERSITY
BALTIC FILM, MEDIA, ARTS AND COMMUNICATION SCHOOL CROSSMEDIA
CURRICULA

FOR STUDENTS

INTERNSHIP GOALS Internship is a compulsory subject for Crossmedia bachelor's curricula students. The goals of the internship are to build upon prior knowledge of the students and to experience professional work standards. To learn and adapt to the real production environment of media and marketing, advertising and/or gaming companies. Also to provide opportunities to implement the knowledge and skills obtained during the theoretical studies.

SET UP OF THE INTERNSHIP Internship: 6 ECTS According to the nominal studies the internship normally takes place after a student has finished their 2nd semester of studies (but no later than the 5th semester of studies) and lasts at least 4 weeks. Internship ends with an assessment. As a mutual agreement between the academic unit and organization the internship may last longer than 4 weeks (for example if a different schedule is reasonable), but the internship must be finished by the time of the internship defense during the exam session.

The company or organization for the internship is selected by the student in cooperation with the academic unit. It is recommended to have an internship in the area the student is interested in pursuing in the future. The curator of the curricula can consult students about the content demands of the internship.

NB! It is not allowed to perform an internship at the organization where the student works daily.

To qualify for the internship, the student should have passed at least 60ECTS worth of Crossmedia subjects and whose average grade is at least 3,0. The student will be allowed to the internship once they have presented their internship project to the department and it has been approved.

INTERNSHIP SUPERVISOR Prior to the beginning of the internship, the student must agree on which staff member, of the company or organization where the internship takes place, will function as the internship supervisor. The internship supervisor function are:

- Set the goals of the internship (together with the student and prior to University approval)

- Provide the student with a hands on learning experience that combines practical application, observation, professional opportunities and mentorship.
- Provide feedback on the student goals and assist the student in meeting the objectives.
- Report on the student work and accomplishments at the end of the internship period

The internship supervisor ideally should have a degree in Crossmedia Production or related degree in Media. Alternatively should have experience in the Media, Marketing, Advertising or Crossmedia field.

*The academic unit has the right to ask for more documentation about the internship supervisor (their CV for example).

INTERNSHIP PROJECT Before heading to the internship a student must submit the Traineeship Registration Form (look for it on the website <https://www.tlu.ee/en/bfm/studies/traineeship>) to the practical training coordinator. The document must include the information on the organization of internship, department where student will be working, supervisor's name and contact details, the length of the internship and short description of the main tasks of the internee. The Traineeship Registration Form must be signed by the student, by the university-based traineeship supervisor and by the organization-based traineeship supervisor (the document can be presented digitally when signed).

INTERNSHIP REPORT During the internship the student should keep an internship diary (in digital format) where their activities, tasks and the time it took to perform the tasks are noted down daily. The diary/report should be in the form of self analytical perspective, descriptive of students abilities in different situations/tasks and problems that may have occurred, did the theoretical knowledge help or are there areas where improvements are needed. Internship report must be signed by the internship supervisor and is handed to the department 7 working days before the defense (the date will be announced alongside the defense date).

STRUCTURE OF THE INTERNSHIP REPORT The report must be written as an academic document described in the Study Regulations of Tallinn University. It should include the following:

1. Title Page
2. Introduction – including the time of the internship, description of the company where the

internship took place, the goals of the internship, details about the Internship Advisor / Supervisor;

3. The Internship Report / Diary – including the description of the tasks performed during the internship (also the dates and times to perform each task);

4. Summary of the Internship / self analysis;

5. Internee signature

6. Internship supervisor's signature

7. Additional materials (if applicable)

The Internship Report should be 5-10 pages (additional materials not included).

INTERNSHIP SUPERVISOR'S ASSESSMENT OF THE INTERNEE After the internship the internship supervisor shall present their assessment to the academic unit about the tasks and results of the internee's work at their organization (see annex 1 for the Internship Guidelines). The internship assessment can be added to the internship report or emailed to the academic unit directly via crossmedia@tlu.ee. If needed then the academic unit and the supervisor can agree upon a different way to present the assessment.

INTERNSHIP DEFENSE Internship defense is held at a public seminar once a year during the exam session in January after the students have been through the internship. During the defense the student gives an overview to the commission and fellow students about their tasks and experiences from the internship. The presentation should be 10 minutes. The Commission and the audience may ask further questions. The students are required to participate during the entire seminar, to get an overview of the options after graduation.

The Commission has the right to give further tasks to format the internship report if they find it is necessary. If the student fails to appear at the internship defense or the internship appears to have shortages the commission has the right to direct the student to the internship once again (partially or fully).