

Liberal Arts in Humanities Internship guidelines

General:

Registration via ÖIS at the beginning of the semester

Duration: 156 academic hours in total:

80 full hours (60 min) of active internship work (=106 academic hrs x 45 min)

50 academic hours of self-analysis and internship report writing/portfolio compilation

Total ECTS: 6 EAP

Internship description and content:

Practical work requiring knowledge and competences in the humanities:

- Assistance (incl. conference assistance)
- Museum work
- Assistance at cultural events (e.g., PÖFF, Song and dance Festival, etc.)
- Embassy work assistance
- Translation and language work
- Educational assistance
- Tourism
- Tourist information
- Library assistance
- Marketing (information dissemination in social media, web-site development, etc.)

Supervision:

Two supervisors:

1. At the internship placement, instructs according to the specifics of the work-place, immediate supervision of actual work, gives tasks, etc.; provides evaluation upon completion of internship;
2. At the university: assists in finding internship placement if necessary, provides instruction, gives advice; provides final evaluation and grading in ÖIS.

Evaluation and feedback:

In order to get a credit for the internship, the student submits an **electronic portfolio**, which contains:

1. **Internship placement supervisor's confirmation letter** verifying completion of internship; the letter must contain a short characteristic of the intern and evaluation of their work according to the following:
 - Intern's personal and professional **characteristics**: motivation; ability and willingness to learn; willingness to contribute to work process; punctuality and diligence; decent and respectful behaviour; social skills.
 - **Evaluation** of the intern's completion of tasks: what went well, what requires development and improvement

Internship placement evaluation is completed according to a pre-given form (see Appendix I)

2. **Description of internship place:** an overview of the organisation; history and founding year; areas of activity; size and number of employees; connection with study programme/area/elective modules.
3. **Internship journal, which contains:**
 - Description of work plan and tasks completed during the day; number of work hours per day; number of work hours in total.
 - Description of 2-3 interesting/challenging days/successfully completed or challenging work-tasks/days from which the intern learned most.
 - Must be completed according to a **pre-given form** (see Appendix II)

4. Pre-internship self-analysis

200 words of connected text covering the following: internship objectives and expectations; justification of internship placement choice; self-evaluation of one's skills, strengths and weaknesses: what skills or personal qualities do I need/would like to develop?

5. Post-internship self-analysis

500–1000 words of connected the text covering the following:
Self-evaluation of one's contribution to work process; reflection on one's personal development; difficulties and joys during the internship process; reflection on the study programme in light of internship: how has the study programme/your elective modules/individual subjects assisted you in developing essential skills for a successful completion of internship? What needs to be developed/improved/added/done differently to enhance internship preparation?

Internship portfolio must be submitted to the supervising lecturer electronically by the designated deadline as specified at the internship consultation: by e-mail or via Moodle.

Assessment (pass/fail) is made on the basis of the portfolio and internship seminar.

For the **seminar**, the student must prepare a report with Power point (or alternative) presentation covering the main points of the portfolio report (description of work-place; objectives and reasons for choosing this place; connection with study programme; main tasks and how you completed them; challenges, successes, joys; an interesting/challenging day and what you learned; reflection on your personal development). The presentation must be accompanied by pictures representing the internship process.

Participants of the seminar provide peer-feedback and reflect on the study programme and how it can be enhanced to equip students better for internship.

APPENDIX I

Internship placement evaluation

Intern's name:

Place of internship.....

Internship supervisor
(name, position in organisation)

Please characterise the intern according to the following positions:

Personal and professional characteristics /evaluation	Very good	Average	Poor	Comment (optional)
Motivation				
Ability and willingness to learn				
Willingness to contribute to work process				
Punctuality and diligence				
Decent and respectful behaviour				
Social Skills				

Please give your evaluation of the intern's completion of tasks: what went well, what requires development and improvement:

APPENDIX II

Internship journal

I. Report on work hours

Date	Description of work plan	Tasks completed during the day	hours	

Add rows if necessary

II. Description of 2-3 selected work days or challenging work-tasks/days from which the intern learned most.

Date	Describe a work day or task that you found interesting/challenging days/successfully completed or work-tasks from which you learned most. Give your reasons	What you learned (about your internship placement, your study programme or yourself)