

Internship Guidelines for Students

Internship Goals

Students will get practical experience within the field of study either by developing serious/learning game projects or working in game industry environment. That experience should help the student to prepare for the master thesis. Although the main focus of the internship would be to work with a learning game project depending on the situation it may also be acceptable to work at a company developing commercial games or with a research project aimed at learning or serious gaming.

The goals of the internship are to build upon prior knowledge of the students and to experience professional work standards. To learn adapt to the real production environment of 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 student has finished their 2nd 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 completed by the time of the internship defence 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 curators of the curricula can consult students about the content demands of the internship. The internship supervisor has the right to set their own demands for the internship that would benefit the student's progress and they must be clearly stated both in the internship project as well as in the report.

NB! If possible, it is recommended not to perform internship at the organization where the student works daily.

The student can begin with the internship once they have presented their internship project to the university via email dlg@tlu.ee and it has been approved. It is also allowed to do the internship in a group setting.

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 functions are:

1. Set the goals of the internship (together with the student and prior to University approval).
2. Provide the student with a hands-on learning experience that combines practical application, observation, professional opportunities and mentorship.
3. Provide feedback on the student goals and assist the student in meeting the objectives.
4. Report on the student work and accomplishments at the end of the internship period.

Internship Project

Before heading to the internship a student must present their internship project to the academic unit. The internship project 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 and the expected outcomes. The project must be signed by the student (the document can be presented digitally when signed).

Internship Diary

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 should be in the form of self-analytical perspective, descriptive of student's abilities in different situations/tasks and problems that may have occurred and did the theoretical knowledge help or are there areas where improvements are needed.

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 supervisor.

3. The Internship Diary – including the description of the tasks performed during the internship (also the dates and times to perform each task).
4. Self-evaluation of the internee (see Annex 1 Internee Self-Evaluation Form).
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 report must be handed to the department 1 week before the defence (the date will be announced alongside the defence date).

NB! The internship supervisor has the right to set their own demands for the internship that would benefit the student's progress and they must be clearly stated both in the internship project as well as in the report.

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 2 Supervisor's Assessment Form). The internship assessment can be added to the internship report or e-mailed to the academic unit directly via email dlg@tlu.ee. If needed then academic unit and the supervisor can agree upon a different way to present the assessment.

Internship Defence

Internship defence is held at a public seminar once a year during the exam session in December or January after the students have been through the internship. During the defence the student gives an overview to the commission and fellow students about their tasks and experiences from the internship. The presentation is expected to be 10 minutes. 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.

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 defence or the internship appears to have shortages the commission has the right to direct the student to the internship once again (partially or fully).

Annex1 - Internee Self-Evaluation Form

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

Self-Evaluation Criteria	Score on scale Yes or No	Explain why?
Field of the internship was I 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 knowledges supported the execution of internship tasks		
Internship supervision was sufficient		
Administration of the internship was sufficient		
Internship working conditions were good		
Other aspects		

Date:

Signature:

Annex 2 - Internship Assessment Form

Student name:

Name of the company/institution:

Address:

Phone:

E-mail:

Supervisor name:

Period of internship:

General evaluation of the student

--

Please use following scale to evaluate student's performance in the aspects below:

Beyond expectation		Satisfactory	Below expectation	
5	4	3	2	1

	RATING
RELATIONS WITH OTHERS	
Ability to communicate with staff	
Ability to work with others	
SUPERVISION	
Ability to seek and use help	
Openness to constructive criticism	
Ability to work independently	

	RATING
PERSONAL QUALITIES	
Decision making	
Trust and confidentiality	
Initiative	
Creativity	
Dependability	
Punctuality	
Ability and willingness to learn	
Adaptability	
SKILLS	
Technical capability	
Analysing problems	
Problem solving	
Organizing/seeing projects to completion	
Making and meeting deadlines	

Overall Performance

	TASK	RATING	COMMENTS
1.			
2.			
3.			
4.			
5.			

Please add any other comments

Date
Signature

Form to be returned to:
 Tallinn University
 School of Digital Technologies
 Narva Rd. 29, 10120 Tallinn, ESTONIA
 Ph: +372 5186127
 E-mail: dl@tlu.ee