

**Please, read carefully this entire document!**

## **Communication Management programme**

### **Course: KOI7031.FK Internship, 6 ECTS**

Your report should include your full name and be written by you alone, in English.  
The length of the full report is 5000 words (it is acceptable to be 10% above or below this word limit), Times New Roman 12, 1.5 lines spacing.

**BE AWARE THAT PLAGIARISM AND OTHER UNFAIR PRACTICES WILL NOT BE TOLERATED!**

**Bibliography:** According to scientific APA conventions.

**This report is to be completed and submitted **before** the start of the internship:**

The internship place and tasks have to be agreed with Professor Anastassia Zabrodska at least two weeks before going into an internship. Please send this part (Q1–7) to Email: [anastassia.zabrodska@tlu.ee](mailto:anastassia.zabrodska@tlu.ee). Subject of your email must be: KOI7031.FK Internship.

In your **preliminary internship report** (min. **600** words) **you should answer the following questions** (please do not include the questions in your text.):

1. Introduce motives of your choices:
  - What is your educational background? Why did you want to intern in X? Have you already gathered any relevant professional experience in this field? Have you already gathered any relevant experience as a member of any organization?
  - What knowledge and skills gathered in your previous education will be useful?
  - What are your academic expectations?
2. Why do you want to do this internship?
  - How does it relate to your personal interests?
  - What kind of information have you gathered about the X and how?
  - What is particularly beneficial in pursuing your professional goals?
3. A defined beginning and end date
4. A schedule agreed to by both an employer and you in advance
5. A job description with clearly described duties.
6. Describe the learning objectives you hope to accomplish through this internship.
7. Describe how you plan to meet these objectives.

**During your internship keep a journal:**

- Recording of perceptions:
  - What did you observe?
  - How does your position fit into the entire system?
  - How well does your academic theory coincide with reality?
- Recording of feelings.
- Discussion section:
  - Take one facet of the week's experience and deal with it in detail, or view the week's experience in its totality.

**At the end of your internship you must describe:**

8. The weekly tasks included:
9. Other responsibilities included:
10. What were major challenges you faced as a professional?
11. Did you reach the learning objectives you hoped to accomplish through this internship?
12. What other learning objectives did you reach?
13. What is the major outcome of your internship in X?
14. Did you get involved in company activities, training sessions, or professional development seminars? Did you participate in social events planned for employees to learn more about the culture of the organization?
15. What are your professional goals now?
  - In which sector would you like to work after obtaining your Master's degree in Communication Management?
  - What advantages will you have over those who did not have internship in X?

Please add this part (Q8–12) to the previous one (Q 1–7) and send the revised file to Email: [anastassia.zabrodszkaja@tlu.ee](mailto:anastassia.zabrodszkaja@tlu.ee) no later than two weeks after your internship has finished. Subject of your email must be: KOI7031.FK Internship.

**NB!** An internship is a serious commitment – remember that not only will the internship provide you with invaluable work experience; at the same time you are a representative of Tallinn University and of the Communication Management programme. Therefore, you need to have solid entry-level skills at the outset and you need to be prepared to accept responsibility and to face challenges, failures and criticism.