

Internship, Screen Media and Innovation

Course: [BFM7380.FK](#), 6 ECTS

Every Tallinn University student is expected to do an Internship to get some hands on experience within what can broadly be considered the student's future area of expertise / discipline.

Screen Media and Innovation students have the following options for completing their internship:

1. The student completes an internship at an organization (in Estonia or elsewhere) during their studies.
2. The student gets a job in the area of their future expertise during their studies.
3. The student has previously (within past 5 years) held a job or an internship at an organization, doing tasks that qualify for the internship (see below) and registers the Internship via the VÕTA system.

In the following the (a) criteria for what qualifies as “the area or the student's future area of expertise” are outlined, followed by the (b) procedure for completing the Internship and getting the ECTS for it for each of the 3 options described above. Finally, the guidelines for the internship report and the template form that the internship supervisor at the host organization has to fill out are given.

The Internship is 6 ECTS, which means 156 academic hours (117 hours) of work, this should include the work you do as part of your Internship as well as the time you spend on taking notes, writing up the report etc.

The following organizations and tasks qualify for an internship in Screen Media and Innovation:

- the organization (private company, corporation, NGO, public service institution) you're doing your internship at is part of the media industry
- the organization (private company, corporation, NGO, public service institution) you're doing your internship at is in the field of innovation and technology
- the organization (private company, corporation, NGO, public service institution) offers a service / product that is related to media/communication technology and or innovation and you are working with the team committed to the media/communication technology related product / service
- your tasks are related to media, communication, digital technologies, innovation no matter what the organization does.

Procedure for completing the internship



Important roles:

- Internship Instructor – the teaching staff within the Screen Media and Innovation program who approves your Internship and who reads your report and gives you a (pass/fail) grade for your Internship in OIS - Ermo Säks, ermo@tlu.ee.
- Internship Supervisor – the person at the hosting organization who supervises the work you do as part of the internship
- Internship Coordinator – the administrative BFM employee who registers all internships at BFM - Emily Bollverk emily.bollverk@tlu.ee

Conventional internship

Step by step guide:

1. You find an internship position (using your own contacts, by reaching out to organizations or by looking at options here <https://luna.tlu.ee/et/too-ja-praktikapakkumised>). The university does not guarantee internship positions and cannot help you find one. The conditions of your internship (eg paid or unpaid) are between you and the Internship organization.
 - a. You can do an internship in an Estonian organization, back home, or in a third country
 - b. If you are interested in research, you can do an internship at Tallinn University, with a researcher or a research project.
2. You read the Tallinn University Internship guidelines: [https://www.tlu.ee/sites/default/files/Instituudid/BFM/%C3%95ppet%C3%B6%C3%B6/Praktika/Juhendid%20\(2021\)/BFM_traineeship_guidelines_2021%20\(1\).pdf](https://www.tlu.ee/sites/default/files/Instituudid/BFM/%C3%95ppet%C3%B6%C3%B6/Praktika/Juhendid%20(2021)/BFM_traineeship_guidelines_2021%20(1).pdf)
3. You get your internship approved by the Internship Instructor, who for Screen Media and Innovation is Ermo Säks (ermo@tlu.ee). Please send him the filled-out Internship Registration Sheet (last form in this document called “Traineeship registration form” starting page 7) at least 7 days before the deadline for formally registering the Internship with Tallinn University (it needs to be signed by you and by the Internship Supervisor at the host organization). The Internship Instructor will then also sign it.
4. Register for the Internship as a course in OIS
5. At least 5 working days before starting your Internship, you need to send a signed Internship registration sheet (digital signature or manually signed and scanned) to bfmpraktika@tlu.ee the file should include your name (eg. internship_Steve_Rogers). If you are doing your Internship during the summer, you need to send the registration sheet by June 7.
6. During your Internship, keep a WEEKLY Internship diary / take notes on:
 - a. Your weekly tasks
 - b. “aha!” moments, moments of learning
 - c. moments of frustration
 - d. Observations about the industry, the field, the organization
 - e. Reflections on your experience



7. After your Internship submit an Internship report to Internship Instructor (Ermo Säks, ermo@tlu.ee) (Report template in the end of this document). Include your weekly diary entries.

Registering a job as an internship

Step by step guide:

1. You get a job
2. You read the Tallinn University Internship guidelines:
[https://www.tlu.ee/sites/default/files/Instituudid/BFM/%C3%95ppet%C3%B6%C3%B6/Praktika/Juhendid%20\(2021\)/BFM_traineeship_guidelines_2021%20\(1\).pdf](https://www.tlu.ee/sites/default/files/Instituudid/BFM/%C3%95ppet%C3%B6%C3%B6/Praktika/Juhendid%20(2021)/BFM_traineeship_guidelines_2021%20(1).pdf)
3. You get your job as an internship approved by the Internship Instructor, who for Screen Media and Innovation is Ermo Säks (ermo@tlu.ee). Please send him the filled-out Internship Registration Sheet (last form in this document called “Traineeship registration form” starting page 7) at least 7 days before the deadline for formally registering the Internship with Tallinn University (it needs to be signed by you and by the Internship Supervisor at the host organization). The Internship Instructor will then also sign it.
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 - c. moments of frustration
 - d. Observations about the industry, the field, the organization
 - e. Reflections on your experience
7. After your Internship submit an Internship report to Internship Instructor (Ermo Säks, ermo@tlu.ee) (Report template in the end of this document). Include your weekly diary entries.

Registering a previous experience via VÕTA

Previous work experience can be registered as an internship on the basis of taking into account previous studies and work experience (RPL). For this, you have to:

1. You get previous job approved as suitable for an internship by the Internship Instructor, who for Screen Media and Innovation is Ermo Säks (ermo@tlu.ee). Please send him the filled-out Internship Registration Sheet (last form in this document called “Traineeship registration form” starting page 7) at least 7 days before the deadline for formally registering the Internship with Tallinn University (it needs to be signed by you and by the



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- Internship Supervisor at the host organization). Make sure it indicates how many hours you worked, what your tasks were, and how the company and/or job qualifies as suitable for an internship in Screen Media and Innovation (see organization criteria on page 1).
2. If the previous job experience is approved by Ermo Säks, you write an Internship report using the Report template in the end of this document, but adding a 1-2 page description and analysis of
 - a. Your weekly tasks
 - b. “aha!” moments, moments of learning
 - c. moments of frustration
 - d. Observations about the industry, the field, the organization
 - e. Reflections on your experience
 3. The experience is graded by Ermo Säks and then registered in VÕTA with the help of Emily Bollverk.



**Baltic Film, Media and Arts School
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Internship Report**

Section a (filled out by the student)

Student name:
Host organization of Internship:
Address:
Internship supervisor's name, email and phone:
Internship period:

Student's Internship report (~ 1500 words):

Delete italics when submitting. Focus on – your goals for the internship and whether you reached them, your main tasks, your main surprises, what you think you learned from your internship experience and how you will take it forward towards completing your degree and into your professional life.

Section B (filled out by the Internship Supervisor at the host organization)



Scale of rating: 5 – exceptional, 4 – very good, 3 – good, 2 – satisfactory 1 – poor

teamwork	score		score
Ability to communicate		independence	
Team work		conscientiousness	
Openness to advice		Focus on improvement	
Openness to critique		adaptability	
Punctuality		skills	
Professional traits		Technical skills*	
decisiveness		Professional skills	
trustworthiness		Critical self-reflection	
initiative		Problem solving	
creativity		Ability to see the bigger picture	

*if the Internship did not include any technical skills, leave this cell empty

Supervisor comments

Date:

Supervisor signature:

Internship Instructor: Ermo Säks

ermo@tlu.ee

Study program curator: Katrin Tiidenberg

Katrin.tiidenberg@tlu.ee



TRAINEESHIP REGISTRATION FORM

Study programme:

Student

First name and surname:

E-mail:

Phone:

THE AIM OF THE TRAINEESHIP (3 main activities for the practical implementation of previously acquired knowledge, skills and attitudes based on learning outcomes of the traineeship)

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HOST ORGANISATION

Name:

Time of being on the traineeship:

Amount of the traineeship (hours):

The supervisor's information:

First name and surname:

Position:

E-mail:



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Student:

APPROVAL

University-based traineeship supervisor

First name and surname: Ermo Säks

Signature: */signed digitally/*

Date: */as on the signature/*