

AUDIOVISUAL MEDIA BA INTERNSHIP GUIDELINES (BFM6199.FK INTERNSHIP;
6ECTS) , TALLINN UNIVERSITY BALTIC FILM, MEDIA, ARTS AND
COMMUNICATION SCHOOL

INTERNSHIP GOALS

Internship is an compulsory subject for Audiovisual Media bachelor's study programme students. 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 media and audiovisual production companies. Also to provide opportunities to implement the knowledge and skills obtained during the studies.

SET UP OF THE INTERNSHIP

Internship: 6ECTS

According to the nominal studies the internship normally takes place after student has finished their 4th semester of studies. The nominal workload of the internship is 156 hours.

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 study programme can consult students about the content demands of the internship.

To qualify for the internship, the student should have passed at least 60 ECTS worth of Audiovisual Media subjects. The student will be allowed to the internship once they have presented their internship registration form 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 functions 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.

INTERNSHIP REGISTRATION FORM (annex 1)

Before heading to the internship a student must present their internship registration form to the internship coordinator (contacts on university homepage under BFM contacts).

The internship includes 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 registration form must be signed by the student, supervisor at the organisation and supervisor at the university (the document can be presented digitally when signed).

AFTER THE INTERNSHIP

At the end of the internship Internship Report and Internship Supervisor's Assessment should be submitted to media@tlu.ee.

INTERNSHIP REPORT

The internee is obliged to make an internship report, which 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 - the description of the tasks performed during the internship (also the dates and times to perform each task);
4. Summary of the Internship / selfanalysis;
5. Internee signature
6. Signature of internship supervisor at organization 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 head of the programme about the tasks and results of the internee's work at their organization . Internship assessment (form found on BFM homepage) can be added to the internship report or emailed to directly to media@tlu.ee. If needed then 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 twice a year during the exam session after the students have been through the internship. Students who are making the internship in summer shall have defence in autumn semester and therefore also receive the creditpoints in the autumn semester.

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 around 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 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).

Annex 1

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:.....

Phone:.....

TRAINEESHIP SCHEDULE (detailed schedule of the traineeship activities and estimated results)

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SIGNATURES:

Supervisor:.....

Student:

APPROVAL

University-based traineeship supervisor

First name and surname:.....

Signature:.....

Date:.....