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PROCEDURE FOR INTERNSHIP ORGANIZATION AT LITHUANIAN SPORTS UNIVERSITY

I. GENERAL PROVISIONS

1. The Procedure for Internship Organization (hereinafter referred to as the Procedure) at Lithuanian Sports University (hereinafter referred to as the University) establishes internship organization, coordination, monitoring, control, assessment and reporting procedures and defines the key concepts.

2. Definitions used in the Procedure:

Internship means a part of a study programme (study module of practical training), the purpose of which is to acquire the knowledge necessary for the profession and to develop as well as improve essential functional skills in the workplace. Practical studies are carried out in institutions the activities of which are related to the student's future professional activities.

Internship period means a period of a certain duration indicated in the study module and recorded in a Student Practical Training Agreement with the dates indicated.

Internship institution means a budgetary, state or public institution, public or private organization operating in education, sports, culture or other areas.

Internship supervisors means (1) an internship administrator: a member of the University administrative staff (a specialist of the Studies Division) who is responsible for internship organization, (2) an internship supervisor at the University and (3) an internship supervisor in an institution.

Internship supervisor at the University means a University teacher responsible for preparation of an internship module and programme. The developed internship module and program shall be approved by the Study Programme Committee. The internship supervisor shall review and approve tripartite Student Internship Agreements, carry out internship monitoring and performance control, and coordinate internship evaluation. An internship supervisor at the University shall be assigned following the proposal of the Director of a study programme. An internship supervisor shall have at least a year-long practice in professional activity.

Coordinator of the internship module means a University teacher, usually one of internship supervisors at the University, who has been approved following the procedure laid down by the University upon the proposal of the Director of the Study programme. The coordinator of the internship module shall be responsible for the development of the (1) syllabus of the internship module and (2) internship programme. Both prepared documents shall be approved by the Study Programme Committee

(SPK), and the description of the internship module shall be certified by the Study Quality Supervision Committee (SKPK) of the Studies Division.

Internship supervisor in the institution means an employee of an institution where the internship takes place. He / she is able to purposefully supervise a student's professional learning through and from the activities and supervise them; he / she has a possibility to communicate with an internship supervisor at the University, etc. It is recommended that an internship supervisor in an institution have at least a three-year-long work experience.

Internship programme means a detailed document prepared by the internship supervisor at the University in accordance with the syllabus of the internship module. The internship programme shall be approved by the Study Programme Committee. The internship programme shall define the aim, nature, objectives, time of the internship, course, tasks of the internship, expected results of the internship, evaluation criteria and procedure, and the requirements for the preparation and submission of the internship report.

Individual internship programme means an internship programme developed by the internship supervisor at the University, based on the requirements of the study programme. The program shall be coordinated between the internship supervisor at the institution and the student. An individual internship programme can be prepared for students who work in organizations on a voluntary basis.

Internship report means a document prepared by a student in accordance with an internship programme. The document shall include the description of the work carried out during the internship period, self-evaluation, analysis of practical activities and the evaluation given by an internship supervisor at the University and an internship supervisor in the institution.

Hosting institution means an enterprise, institution or organization where a student carries out his / her internship. A student is free to choose an institution. Internship shall be carried out in an institution with adequate tangible assets and permission to carry out certain activities; it shall ensure quality internship supervision and integration of practical and theoretical studies.

List of hosting institutions means a list of institutions where students can perform internships, compiled in cooperation with the internship supervisor at the University and other units of the University and approved by the Director of the study programme.

Monitoring of the internship means monitoring of the student's activities in the internship Institution and the performance of the internship tasks detailed in the internship plan; analysis of the gained experience, discussion and assistance in resolving issues arising during the internship.

Student Practical Training Agreement means a tripartite agreement between a student, the University and a hosting institution effective for the entire internship period (Annex 1).

II. GOALS AND TYPES OF AN INTERNSHIP

3. The goal of an internship is to reinforce knowledge, abilities and skills acquired during the studies at the University through observation, analysis and attempt to independently participate in and take over the practice of the employees of the hosting institution, as well as adopt modern operating skills and work organization methods. Internship provides a student with a possibility to introduce himself / herself to the employer and fill in a job vacancy.

4. The University may organize training internships, work internships and scientific internships.

4.1. A training internship may be (1) a part of a study module, during which a student continues studying a module, or (2) a module of special training, during which a student familiarizes with practical activities, acquires skills and deepens theoretical knowledge.

4.2. A work internship is a part of a study programme, during which a student establishes and improves general and specific knowledge, competences and skills through practical professional activities. Students may carry out their work internship abroad under the EU programmes for higher education.

4.3. A scientific internship is a type of internship, which is carried out in research centres, institutes, laboratories, educational and other institutions that perform research activities related to the professional activities of a future specialist. Scientific internship focuses on the activities oriented exclusively to student's research activities. During scientific internship, a student implements an individual research project of a small scale or performs specific assignments of a research project carried out by a group of scientists. Execution of investigation delegated to a student by an enterprise or an organization is considered as scientific internship, as well. In this case, a student's activities are limited to the collection of specific necessary information through application of observation, interview, experiment or document analysis methods and presentation of a research report. Not only the subject, but also the results of the study carried out during scientific internship may relate to the subject and research findings of the final thesis topic.

5. A teaching internship is organized in accordance with the Teacher Training Regulation which sets out the requirements for teaching internship.

III. INTERNSHIP ORGANIZATION

6. The internship can be carried out in Lithuanian or foreign educational, scientific, sports, wellness, health care, business, state enterprises, public and other institutions or organizations, the nature of which corresponds to the field of study, internship aim and outcomes coordinated with the competencies acquired in the study programme.

7. The nature and content of the internship and the necessary theoretical and practical preparation of the student shall be determined by the Study Programme Committee.

8. Internship may take place in summer without prejudice to Article 53, Paragraph 1 of the Law on Higher Education and Research of the Republic of Lithuania: „The beginning and end of the academic

year shall be determined by the higher education institution. During the academic year, students shall be granted at least one month of uninterrupted holiday“.

9. Students may carry out internship individually or in small groups (up to 4-5 students).

10. The internship shall meet the following requirements:

10.1. The hosting institution shall create the environment enabling to learn from experience with the variety of knowledge and skills accessible and the possibility to develop skills. Therefore, hosting institutions shall have adequate tangible assets and be able to ensure quality internship supervision and integration of practical and theoretical studies. The hosting institution shall appoint an internship supervisor with at least 3 years of work experience in the field. He / she shall be able to purposefully supervise a student's professional learning through and from the activities.

10.2. The internship programme shall be coordinated with all the parties concerned: (1) the student, (2) internship supervisor at the University and (3) internship supervisor in the institution. The goal of internship, internship assignments, methods and ways of working with a student and student practical training achievements shall accord with the aims of study of the entire study programme. Internship programme shall be certified by the Study Programme Committee.

10.3. Recommended components of an internship programme: aim of internship, objectives, internship period, progress, internship assignments, expected outcomes, assessment criteria and procedure, the requirements for the internship report preparation.

10.4. Internship assignments shall be developed by an internship supervisor at the University (and coordinated with an internship supervisor in the institution) taking into account the learning outcomes of the study programme and the internship module. An internship assignment may be proposed by a hosting institution, as well. A University teacher has a possibility to develop an individual internship programme for a certain student in order to coordinate the goals of a student and an institution.

10.5. It is recommended that an internship supervisor at the University should have at least a year-long work experience. He / she shall be able to motivate and encourage a student to work outside the academic boundaries, understand the needs of a student and the head of the institution as well as be flexible, coordinate the goals of a student and the institution, help student successfully complete the assignment, advise him / her, share knowledge and experience and help a student evaluate his / her progress in professional training.

11. The internship shall be implemented in four stages:

11.1. Student preparation for the internship;

11.2. Individual implementation of the internship;

11.3. Assessment of the student internship outcomes;

11.4. Assessment and improvement of the internship process.

IV. FUNCTIONS AND RESPONSIBILITIES OF THE INTERNSHIP PARTICIPANTS

12. The Director of the study programme shall:

12.1. Organize the search for hosting organizations for internships (cooperate with institutions that accept and can accept students for internships, as well as with the Knowledge and Innovation Relay Division);

12.2. Together with the Knowledge and Innovation Relay Division, initiate preparation of cooperation agreements with the hosting institutions and implementation of the signed cooperation agreements;

12.3. Cooperate with social partners on the issues related to student practical activity;

12.4. Together with internship supervisors at the University, organize discussion of the internships (at the University or in hosting institutions);

12.5. Taking into account the problems arisen in the internship organization, consider the place and extent of an internship in a study programme; provide suggestions for internship organization improvement.

13. Internship supervisor at the University shall:

13.1. Organize a meeting for students before the internship and provide information about internship institutions, aims, objectives, pursued outcomes and assessment criteria.

13.2. Develop an individual internship programme together with a student and a staff member of a hosting institution which was selected by a student to carry out his / her internship, or an institution, which has already employed a student, or an institution where a student has already been working on a voluntary basis.

13.3. Approve internship agreements in the Information System, coordinate the process of the study programme internship, visit the hosting institution (or remotely communicate with an internship supervisor in the institution), familiarize an internship supervisor in an institution with the aim of internship, and verify that student activities and working environment meet internship goals and requirements; monitor student practical training. If an internship supervisor at the University thinks that student activities do not meet internship goals, he / she shall address the hosting institution with a request to assign work that meets internship goals or address the Studies Division with a request to move a student to a different internship institution.

13.4. Advise students on the issues related to the internship scope.

13.5. Control the process of internship implementation.

13.6. Evaluate student internship outcomes.

13.7. Analyse the process of internship and submit proposals on its improvement to the Director of a study programme.

14. Internship supervisor in the institution shall:

14.1. Help a student formulate internship assignments in coordination with an internship

supervisor at the University;

14.2. Help a student integrate into the institution and implement internship programme;

14.3. Supervise and coordinate student internship in the institution;

14.4.

14.5. Provide a student practical assistance in the institution and help a student solve problems;

14.6. Cooperate with an internship supervisor at the University and inform him / her about a student in violation of discipline;

14.7. If possible, take part in internship discussions, study programme assessment and surveys on the improvement of the internship process;

14.8. Organize and carry out internship in accordance with the present Procedure and the internship programme;

14.9. Provide students with internship places and ensure adequate conditions for the internship programme implementation;

14.10. Organize and deliver compulsory briefings on labour, health and fire safety; fill in the required documents; if necessary, teach safe work methods;

14.11. Familiarize students with the rules of procedure of the institution and check if students comply with them;

14.12. Be responsible for accidents with students who carry out their internship in the institution.

15. Internship administrator (specialist of the Studies Division) shall:

15.1. Coordinate filling, signing and registering of study programme internship agreements;

15.2. Draw up schedules for internship organization and implementation in coordination with the Director of the study programme;

15.3. Inform students about the internship period, the procedure for filling in, withdrawing and returning internship agreements to the University;

15.4. In coordination with the Centre of Information Technologies, prepare and place templates of tripartite agreement between the University, a hosting institution and a student in LSU Information System not later than 3 weeks prior to the beginning of the internship;

15.5. Register internship agreements signed by a representative of the University, a student and a hosting institution in the Register of Student Practical Training Agreements within 5 days after the beginning of internship; append one copy of the Agreement to the student's personal file.

15.6. Upon the request of a hosting institution, submit a letter of request to carry out internship in the institution.

16. Student shall:

16.1. In the LSU information system, by the date specified by the specialist of the Studies

Division, but not later than one week before the beginning of the internship, complete and submit a tripartite Student Practical Training Agreement. If the student fails to fill in and submit the Practical Training Agreement by the specified date, the representative of the administration (specialist of the Studies Division) will enter a negative assessment “0 (failed)” in the e-register.

16.2. Carry out internship during the period indicated in the Student Practical Training Agreement;

16.3. Perform practical training assignments and tasks related to the activities of the hosting institution, given by an internship supervisor in the institution;

16.4. Comply with labour discipline, fire and work safety requirements and follow the internal rules of the hosting institution. If due to illness or other justifiable circumstances a student cannot attend internship, he / she shall inform his / her internship supervisor at the University and an internship supervisor in the institution as well as the Studies Division on the same day. A student shall provide an internship supervisor at the University and an internship supervisor in the institution with justification documents within three days after his / her return;

16.5. Inform an internship supervisor at the University on internship progress in accordance with the procedure laid down in the internship programme;

16.6. Prepare an internship report and submit it to an internship supervisor at the University before the deadline. If a student fails to submit an internship report within the time specified in the syllabus of the study module, his / her interim exam is evaluated with a score of “0”. If the student is late in submitting the internship report by 24 hours, his / her interim examination mark is reduced by 1 point, if the student is late by more than 24 hours (but not more than 48 hours), his / her interim examination mark is reduced by 2 points. The grade of the interim examination is not reduced if the student submits to the teacher a document justifying the reason for non-fulfilment of the task (medical certificate or a certificate issued by a sports centre, etc.).

16.7. Take part in internship discussions or evaluate the benefits of internship in other ways; submit proposals on internship quality improvement;

16.8. Be able to choose a hosting institution on his own:

16.8.1. Consult and coordinate his / her choice with an internship supervisor at the University;

16.8.2. Agree on an individual internship programme with an internship supervisor at the University and an internship supervisor in the institution.

16.9 Students who violate the rules of procedure may be imposed a disciplinary penalty following the order of the head of the hosting institution. In this case, an internship supervisor at the University shall be informed.

16.10. Failure to comply with the terms of the Practical Training Agreement may result in the suspension or termination of the Agreement,

academic penalty, reprimand, or academic debt following the decision of the Director of the Studies Division and the internship supervisor at the University.

V. ADMINISTRATION OF STUDENT PRACTICAL TRAINING AGREEMENTS

17. Students shall have a tripartite Student Practical Training Agreement (3 copies), registered by the Studies Division before the beginning of internship. The University, the hosting institution and a student shall each be handed one copy of the Agreement (a student's copy to be stored in his / her personal file).

18. A Student Practical Training Agreement shall be filed in by a student in LSU Information System. A filled Agreement shall be submitted to the internship administrator (specialist of the Studies Division) before the date specified, but not later than a week before the beginning of the internship.

19. After having received the Agreements, the internship administrator (specialist of the Studies Division) shall print them (3 copies of each), submit for signing to a representative of the University and hand over to the student.

20. The internship administrator shall submit students stamped and signed by a representative of the University Student Practical Training Agreements at least a week before the beginning of the internship.

21. In the institution, the Agreements shall be stamped and/ or signed by a representative of the hosting institution.

22. Within 3 business days after the beginning of internship, a student shall submit or send by mail (or other means of electronic communication) the internship administrator one copy of Student Practical Training Agreement, signed by all three parties. In case a student fails to submit the Agreement to the internship administrator, he/ she shall enter an evaluation "0 (failed)" into an e-register and inform an internship supervisor at the University.

23. A student may carry out his / her internship in an institution, which has already employed him / her or where he / she has already been working on a voluntary basis. In this case, an individual internship programme for the internship period as well as a Student Practical Training Agreement shall be drawn up by the internship supervisor at the University.

VI. INTERNSHIP MONITORING AND ASSESSMENT

24. The purpose of assessment of student internship outcomes is to collect, systematize and analyse quantitative and qualitative data on student internship outcomes and provide feedback to the student on compliance of his / her achievements with the established internship outcomes, competencies acquired and developed to promote learner motivation and his development as a specialist and a personality.

25. To ensure the quality and monitoring of the internship, the supervision of the internship is organized. It is performed by the internship supervisor at the University, and in the internship institution - by the internship supervisor at the institution.

26. Assessment of student internship outcomes shall include:

26.1. Evaluation given by an internship supervisor at the University, i.e. a visit to the hosting institution or communication with an internship supervisor in the institution (may communicate remotely) to assess student achievements during the implementation of the programme;

26.2. Evaluation given by an internship supervisor in the institution, i.e. a feedback on the quality and quantity of student internship execution through the assessment of student daily activities and the expression of general and special competences in assignment performance during the internship period;

26.3. Student's self-evaluation (self-reflection).

27. An internship supervisor at the University shall evaluate and write the final mark. Internship shall be evaluated in internship report in accordance with the procedure laid down by the Committee of the study programme. It is recommended that social partners (an internship supervisor in the institution or a delegated representative) and other persons interested in presentation of a public report on internship participate.

28. After the evaluation, internship report shall be stored in the distance learning system.

29. After the internship, a discussion of the internship module shall be organized by the Head of the department. It shall include:

29.1. The assessment of the internship process which involves generalization of the outcomes of the study programme in the meetings with internship supervisors, the Director of the study programme and the representatives of the main hosting institutions, etc.

29.2. The assessment of internship environment (through surveys) and planning of internship improvement in accordance with the shortcomings detected in the process of internship organization.

VII. ACCOUNTING AND PAYMENT

30. Individual work hours shall be allocated to internship implementation (26 hours of student workload correspond 1 credit). 6 hours out of 26 shall be allocated to the direct work in the institution per day, the remaining hours shall be allocated to student preparation for internship activities and internship report. The internship at an internship institution shall last 3 weeks (5 credits), 6 weeks (10 credits), or 8 weeks (15 credits).

31. Supervisors' at the University (coordinators' of the internship module) workload shall be calculated in accordance with the workload accounting procedure.

32. If a student carries out his / her internship in a place other than Kaunas, the University shall not bear the costs of accommodation, transportation or other expenses related to the internship.

33. The issues of remuneration for the supervision of the student's internship to the internship supervisor in the institution shall be regulated in the signed Cooperation Agreements.

Chairman of the Senate

Albertas Skurvydas

Secretary of the Senate

Kristina Bradauskienė