LD INTERNSHIP RULES & PROCEDURES

This document provides information about the internships for master students in Local Development. The duration of the internship is **200 hours** and counts for **8 ECTS**.

Some important definitions

- **Training and Orientation Agreement - TOA:** contract between the University (signed by the Legal representative of the University or its delegate) and the host institution (signed by the hosting institution Director or his delegate). TOA is needed only in case of a not yet existent agreement.
- **Training and Orientation Project - TOP**: as much detailed as possible account of the tasks (objectives, activities, methodologies, expected outcomes, evaluation tools) to be executed by the trainee. The TOP must be jointly defined with the Academic and Company tutors.
- **Trainee:** student who works as a trainee.
- **Company Tutor**: person from the host institution who follows up on the daily activities of the trainee.
- **Internship Academic Tutor:** faculty member who maintains the contact between the University, the host institution, and the trainee; who follows up on the contents of the internship. Usually, the Internship Academic Tutor is the thesis supervisor (due to his/her involvement with the thesis). It could be that the internship is not the study case for the thesis. In this case the Internship Academic tutor could not correspond to the thesis supervisor. Every faculty member who is part of the programme can act as Internship Academic Tutor.
- **Local Development Internship Coordinator** is the academic reference for internship and steers & advices students towards internship opportunities. Starting October 2023, prof. David Celetti is the internship coordinator (david.celetti@unipd.it)
- **Career Service member Alessandra Lighezzolo**: is responsible for the contract between the University, the host institution, and the trainee and manages administrative documents. She is available at: alessandra.lighezzolo@unipd.it
- **Logbook**: detailed account of the daily/weekly activities and the progress of the internship to be set up and described by the intern (template on Moodle).
- **Safety Test:** according to the Italian Legislative Decree 81/2008 each student, before starting the internship, must necessarily complete the online safety training and pass the relative online final test: https://elearning.unipd.it/formazione/course/index.php?categoryid=1

General aims of internship

The goal of the internship is to acquire significant practice related to Local Development and sustainability issues in national or international agencies, associations, governmental or research institution, private companies, and NGOs. Further objectives are the practice of social and organizational skills, critical attitude, and results orientedness.

Specific aims

1. To communicate, reflect and report about the internship experience (context and issues at stake).
2. To demonstrate to be able to take on the given roles and responsibilities and to be reliable.
3. To get inspired by the internship experience in perspective of future possible professional careers.
4. To learn how to write a reflective report about internship experience.

Previous knowledge

The student needs to have a thorough basic knowledge in the area of local development or in a related research domain that is connected to the topic of the internship. The student must be able to independently search for, process and report scientific information.

Safety Test at https://elearning.unipd.it/formazione/course/index.php?categoryid=1

1. Choose "Interns and trainees"
2. Click on "Training for trainees"
3. Select the test "General - 4 hours" (there is an English version) and then log in via SSO.

In case of two failures, the student will need to repeat the course, because the system will block the access to the test until further course completion. Only after having passed the test and responded to the questionnaire, it will be possible to download the certificate of verification test (pdf format).

Timing

Students, preferably, carry out the internship during the last year of the program (2nd year of the master's degree programme). Students are advised to begin the administrative procedure at least 2 months before starting the internship and 4 months in case of an internship in a developing country or a new agreement.

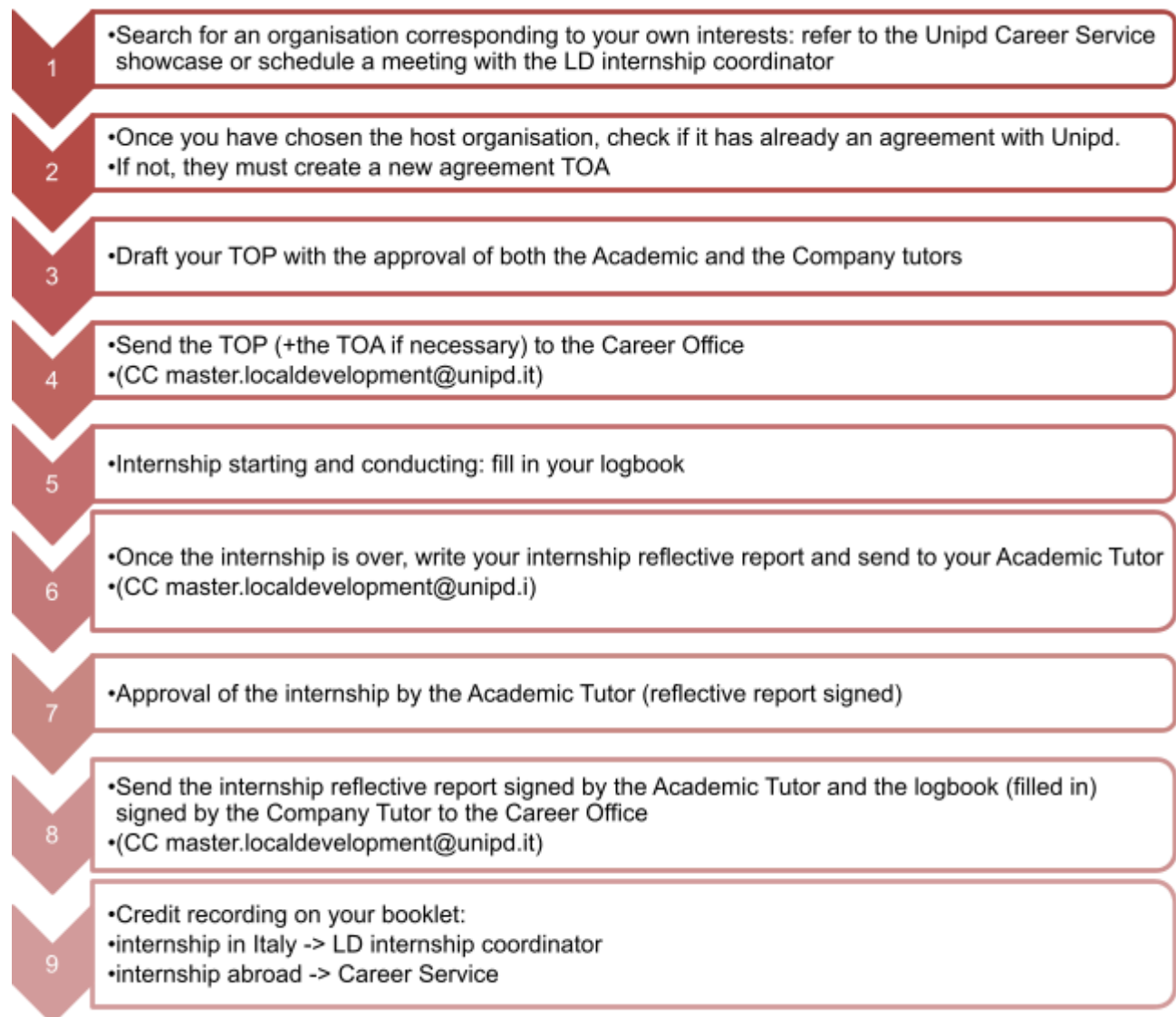The TOP and TOA must be sent to the Career Service **at least two weeks before the internship starts.**

Contents

The internship comprises two parts:

1. The first part is the internship in agencies, associations, governmental or research institution, private companies, or NGOs (from now on "host institution")**.**
2. The second part focuses on the writing of a reflective internship report (see instructions on Moodle).

Trajectory

1 •Search for an organisation corresponding to your own interests: refer to the Unipd Career Service showcase or schedule a meeting with the LD internship coordinator

2 •Once you have chosen the host organisation, check if it has already an agreement with Unipd.
•If not, they must create a new agreement TOA

3 •Draft your TOP with the approval of both the Academic and the Company tutors

4 •Send the TOP (+the TOA if necessary) to the Career Office
•(CC master.localdevelopment@unipd.it)

5 •Internship starting and conducting: fill in your logbook

6 •Once the internship is over, write your internship reflective report and send to your Academic Tutor
•(CC master.localdevelopment@unipd.i)

7 •Approval of the internship by the Academic Tutor (reflective report signed)

8 •Send the internship reflective report signed by the Academic Tutor and the logbook (filled in) signed by the Company Tutor to the Career Office
•(CC master.localdevelopment@unipd.it)

9 •Credit recording on your booklet:
•internship in Italy -> LD internship coordinator
•internship abroad -> Career Service

PREPARING, SIGNING AND TRANSMITTING THE TRAINING PROJECT

1.   Agreeing on the training project with the Company Tutor and the Internship Academic Tutor.

2.   Access the Unipd Career Service platform with your Unipd credentials and check that you have completed the mandatory sections of your curriculum vitae.

3.   Click on "New project".

4.   Select the host organisation through its tax code or VAT number or the number of the job offer.

5.   Select the type of internship.

6.   Fill in the Training Project (TOP), paying particular attention to the correct entry of all compulsory fields required and any specifications required by your degree course.

7.   Download the TOP, already formatted in **PDF/A format**.

Please note that any changes made to the project will delete the PDF/A format, so before sending it to the company check it is correct.

8.   Send the TOP to the host organisation, requesting an electronic signature, preferably in PAdES format, and recommending keeping the PDF/A format.

NB: if the company does not have an electronic signature, send the downloaded training project to stage@unipd.it, reporting that the organisation does not possess a signature; it will be up to the office to contact the organisation to obtain a signature.

9.   Send the signed TOP in PDF/A to the Career Service, at alessandra.lighezzolo@unipd.it, at least 15 working days before starting.

10.   The Career Service will contact you to initiate the electronic signature procedure; at the same time, the Internship Academic Tutor will be formally notified of the project.

11.   Once all signatures have been obtained, the internship can begin on the date set in the TOP. You can check the status of your TOP from the Career Service platform.

IMPORTANT WARNINGS
• Failure to comply with any of the above points may result in the annulment of the project, which then must be re-submitted.
• Once the TOP has been downloaded and signed, it cannot be modified, so please pay attention when filling it in.