



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA



**MASTER DEGREE IN LOCAL DEVELOPMENT/SVILUPPO LOCALE  
ERASMUS MUNDUS JOINT MASTER DEGREE IN SUSTAINABLE TERRITORIAL DEVELOPMENT**

## **INTERNSHIP RULES**

This document provides information about the internships for master students in Local Development and Sustainable Territorial Development (EMJMD STeDe) who prepare their master thesis with a Padova supervisor.

**LD Internship: 8 ECTS = 200 hours + report;**

**STeDe Internship: 12 ECTS = 300 hours + report.**

### **To be known:**

*For EMJMD STeDe: Internship (12 ECTS) and Thesis (18 ECTS) are jointly carried out under the responsibility of ONE of the 6 partner Universities, where the student is spending his/her 4th semester (host University). The case study can also be outside the country of the host University.*

*As a general rule, non-EU students will have their fourth semester at one of the European Universities of the consortium. EU students will have their fourth semester at the non European Universities of the consortium. Exceptions could be considered, if adequately motivated. The Committee of Partners will have the final decision.*

*Internship will be carried out according to the rules of the host University, as far as identification of the partner organization, procedures of monitoring and assessment validation. Internship mark is taken into account for the final Master grade.*

### **Reference persons for internship:**

**Internship file coordinator:** Dr. Alessandra Lighezzolo, *Service Stage and Career Service Office*, Palazzo Storione - Riviera Tito Livio n. 6 ([alessandra.lighezzolo@unipd.it](mailto:alessandra.lighezzolo@unipd.it)) (she administers the administrative files of students registered at Padova University).

**Didactic Manager:** Dr. Edgar J. Serrano ([e.serrano@unipd.it](mailto:e.serrano@unipd.it)). He informs students as to internship rules, steers & advice students towards internship opportunities, reminds students internship procedures & logbook filling in).

### **General aims of internship**

The goal of the internship is to acquire significant practice related to Local and Sustainable Territorial Development issues in a institution/organization (NGO's) or private company (administrative or research). Further objectives are the practice of: social & 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. (regarding the internship report) 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 or sustainable territorial development or in a related research domain that is connected to the topic of the internship. She/he has to be able to independently search for, process and report scientific information.

## Timing

Students take the internship during the last year of the program (2nd year of the Master programme). Students are kindly advised to enter into the administrative procedure at least 2 months before the starting of the internship and 4 months in case of an internship in a developing country or a new agreement. The TOP and TOA (see hereunder for definitions) have to be handed over to the internship file coordinator **not later than two weeks before the internship starts.**

## Contents

The internship comprises two parts. The first part is the internship in a private company, NGO's, governmental or research institution. The second part focuses on the writing up of an extensive report (see: "*Reflective Internship Report*" - folder: "*Kick Off Seminar, Internship and Thesis*" in STeDe and LD Moodle platforms: <https://elearning.unipd.it/scienzeumane/course/index.php?categoryid=432> and <https://elearning.unipd.it/scienzeumane/course/index.php?categoryid=452>).

## General information

### *Some important definitions:*

- **Training and Orientation Agreement - TOA:** contract between the University (signed by the legal representative of the University or its delegate, signature by the *Service Stage and Career Service*) and the institution/organisation/company (signed by the hosting institution Director or a delegate designated by him/her). The TOA is needed only in case of a not yet existent institution/company/organisation 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 Tutor (Professor) and signed by him/her once approved.
- **Trainee:** student who works as a trainee or is an intern within the framework of an internship;
- **Academic Tutor:** academic staff member of the didactic team (Professor) who maintains the contact between the University, the company/institution/organisation and the student, who follows up on the contents of the internship. For SteDe students the Academic Tutor is per definition the thesis supervisor (due to his/her involvement with the thesis). This is not by necessity the case for LD. Every academic staff member who is part of the programme and therefore of the didactic team can assume the role of Academic Tutor.
- **Company Tutor:** person from the company/institution/organisation who follows up on the daily activities of the trainee.
- **Logbook:** detailed account of the daily/weekly activities and the progress of the internship to be set up and described by the trainee (this document may be requested, via email also, at didactic manager (Edgar Serrano) or be downloaded from the Moodle platform. See section: "*Kick Off Seminar, Internship and Thesis*" in "Local Development A.Y. 2017/2018"
- **Safety Test:** according to the Italian Legislative Decree 81/2008, each student, before starting the internship, must necessarily complete the online safety questionnaire and pass the relative final test (<https://elearning.unipd.it/serviziosicurezza>). Here are the steps to follow:
  - Choose "Interns and trainees"
  - Click on "Training for trainees"
  - Select the test (there is an English version test also) and then log in via SSO.In case of two failures attempts, the student will necessarily have 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).
- **Internship file coordinator:** is responsible for the contract between the intern, the University and the company/organisation/institution. For our 2 masters is: Alessandra Lighezzolo (see above).

## Trajectory

1- Students gather information regarding the activities of the companies/institutions/organisations they are considering for an internship or (see 2).

2- Students can be admitted to the companies/institutions/organisations mentioned in the list provided that they have suitable internship positions available at that moment. Students can also search for and make use of new opportunities with other companies/institutions/organisations beyond the list, identified directly by themselves and/or suggested by the academic tutor and/or internship file coordinator once the new opportunity has been validated by them.

3- Students have an initial meeting/contact with the didactic manager, Edgar J. Serrano. He informs them on the general terms, possible domains (see list with possible companies/institutions/organisations) and maintains the overview updated. Possible domains are linked with the subject of the thesis and should be first discussed with the thesis supervisor and then with the didactic manager.

4- Students or the didactic manager contact the Internship file Coordinator (Alessandra Lighezzolo) who is responsible for the internships at the company/institution/organisation of the student's choice. If the student has not chosen a company/institution/organisation yet, the didactic manager sends the student to a potential academic tutor who is related to the specific area of interest expressed by him/her. The didactic manager can help the student to find an appropriate company/organisation/institution. The student can also suggest a company/institution/organisation and is allowed to suggest an appropriate contact person at the company/institution/organisation. The subject or topic of the internship should be related to the topic of the master's thesis (mandatory for STEDE students, strongly recommended for LD students).

5- The student prepares the requested documents:

- **Training and Orientation Agreement – TOA:** it would be better 2 originals, but the *Service Stage and Career Service* accept also scans via e-mail or via fax. This document must be delivered or sent to the Internship file Coordinator (Alessandra Lighezzolo). The TOA must be signed by the hosting institution Director or a delegate designated by him. After that, the student hands over the TOA to the Internship file Coordinator (Alessandra Lighezzolo).

### **ONLY IN CASE OF A NEW AGREEMENT SHOULD BE SET UP, THE TOA IS REQUESTED.**

- **Training and Orientation Project - TOP** 2 copies: both must be delivered or sent to the Internship file Coordinator (Alessandra Lighezzolo), signed by the trainee, the company tutor and the Academic Tutor (Professor).
- **Safety Test** <https://elearning.unipd.it/serviziosicurezza/> (printed result) must be handed over to the Internship file Coordinator (Alessandra Lighezzolo).

6- The TOP and TOA have to be handed over to the Internship file Coordinator **not later than two weeks before the internship starts.**

7- After the end of the internship, the trainee writes a report and hands in on digital copy to the Academic Tutor for the evaluation and to the didactic manager (only digital). For the content, structure and length, see below. The Academic Tutor has to validate and sign the report.

8- Internships carried out **in Italy** (student must deliver the final documentation plus report, validated by the Academic Tutor, to the *Service Stage and Career Service* (Alessandra Lighezzolo) are registered by students in Uniweb with the same procedure as exams. Students have to enroll during the exams registration sessions. Conversely, internships carried out **abroad** will be uploaded directly into student's booklet. The student must deliver the final documentation plus report, validated by the Academic Tutor, to the *Service Stage and Career Service* (Alessandra Lighezzolo) who will take charge of the internship registration.

9- When the internship is rounded off, the Internship file Coordinator (Alessandra Lighezzolo) files all the TOP and TOA (including the logbook for trainees) and keeps the files (including the internship reports) of all trainees.

## Internship report

The editing rules for the internship report deals in-depth with the following parts:

1) **Report front page.** Containing the following components:

- “University of Padova-Erasmus Mundus Joint Master Degree”, only for STeDe students: logo of the 4 core university partners (see also front page for the thesis), STeDe logo and EU logo;
- “Internship report, Local Development or Erasmus Mundus Joint Master Degree in Sustainable Territorial Development”;
- academic year 20XX – 20XX;
- a title that mentions at least the name and location of the internship organization;
- last name and first name of the student;
- name of Academic Tutor (Prof.).

2) **The Internship report** contains the following components:

- **a descriptive part:** presentation of the hosting institution/organisation/company, self-presentation as a trainee (summation of the internship activities with a clarification of the different types of assignments; time allocated to the various activities; motivation and personal objectives), presentation of the internship activities (the general and specific aims of the internship, the planning of the internship, materials and methods, results, analysis), and a logbook (record of the daily time sheet of the internship and of the activities);
- **a theoretical-reflective part:** reflection on action and learning;
- **an evaluative part:** (connections): guiding questions can be: “what skills from my academic educational programme have I applied during this internship?”, “what new skills have I learned?”, “what is the meaning of the internship for my academic education and my future?”; identification of any gaps (what was positively working and what was not with the hosting organisation/regarding the activities); suggestions for improvement (what would you change in the experience, if you could do it?); conclusions (implications/recommendations); an evaluation of the internship activities and of the learning effects; a brief comment on the internship organization;
- **Acknowledgements** (eventual donors/funds, colleagues/friends whose help was significant, local people at the hosting organization the student wants to mention, etc.);
- **Bibliography;**
- **Annexes:** any reports or other documents (e.g. developed questionnaire, interview protocol, brochure, ...) written during the internship.

The internship report is expected to be a document:

- For LD students: 200 hours (10-15 pages, max 3800 words) = 8 ECTS;
- For STEDE students: 300 hours (15-20 pages, max 4500 words) = 12 ECTS.

Detailed internship results can be part of the master thesis.

## Evaluation of the Internship report

The evaluation of internship report is done by the Academic Tutor (Professor). It’s based on the submitted internship report. Criteria for the evaluation of the internship are:

- quality of the content (qualitative & quantitative data & knowledge collection, analysis and interpretation);
- quality of the critical reflection on the learning process and self-evaluation;
- quality of the editing of the report (e.g. text, images, tables);
- quality of commitment in the experience.

Every criterion needs to be evaluated:

- ✓ Insufficient (-18/30);
- ✓ Poor (18-20/30);
- ✓ Moderate (21-24/30);
- ✓ Good (25-26/30);
- ✓ Very good (27-28/30);
- ✓ Excellent (29 or more/30).

<b>CRITERIA</b>	<b>INSUFFICIENT</b>	<b>POOR</b>	<b>MODERATE</b>	<b>GOOD</b>	<b>VERY GOOD</b>	<b>EXCELLENT</b>
CONTENT						
SELF-EVALUATION						
INTERNSHIP REPORT						
EXPERIENCE						
OVERALL FINAL EVALUATION (BRIEF EXPLANATION AND FINAL ASSIGNED JUDGMENT)						
Additional Notes:						