



JAGIELLONIAN UNIVERSITY
IN KRAKÓW
INSTITUTE OF EUROPEAN STUDIES

BAES INTERNSHIP GUIDE

Institute of European Studies at the Jagiellonian University in Kraków Internship Programme for BAES (Una Europa's joint Bachelor in European Studies programme)

INTERNSHIP CONDITIONS

You can include the internship (6 ECTS) in your ISP if you meet the following conditions:

- ✓ You are enrolled in the Bachelor of European Studies, and currently following a major specialisation.
- ✓ You have obtained a minimum of 64 credits, or in other words, you are a maximum of 116 credits away from obtaining your bachelor's degree.
- ✓ You are enrolled with a diploma contract. Students with a credit or examination contract can't take up an internship.
- ✓ You have already taken up the course S0L10A Research Track I in a previous year and are currently taking up the course S0L13A Research Track II.

EVALUATION (PASS/FAIL)

If you fail the internship during the regular term, it's not possible to retake the internship during the retake period (summer).

The evaluation of the local internship supervisor will remain, but you can resubmit an edited version of your internship report.

You can only pass the course if you have completed both the **internship** and the **internship report** and have submitted the **Acceptance** and **Evaluation Forms**.

BEFORE THE INTERNSHIP

Search for an internship

It is the student's responsibility to initiate the application process in order to secure a quality internship. But what kind of internship suits you best? Important questions that you should ask yourself are:

- ✓ Which sector? You might not have a clear idea which sector you would like to work in yet, and that is perfectly fine. Do some research into different sectors and see what appeals to you.
Pay attention: the internship has to be situated in either your major specialisation field or have a multidisciplinary focus.
- ✓ What will be your specific responsibilities? Make sure that the internship you are considering clearly outlines the responsibilities and tasks it entails. The experiences and skills gained during the internship will be later reflected in your CV so try to choose something that aligns with your future aspirations.
- ✓ What's the environment like? The environment and team you will be working in should be taken into account. Do you want to do an internship at an established multinational company or at a small start-up? Are you looking for an international environment or are you more interested in a local organisation?
Pay attention: internships in general cannot take place in organisations where you have to collaborate with employees you already know personally.
- ✓ Will you get the opportunity to network? This is linked to checking what your responsibilities will be. Will you be working mainly on your own, in a team or will you have cross-company interactions?
- ✓ What skills will you learn? When looking at the responsibilities you will have, make sure you know what kind of skills these will translate to. This is essential for transferring your internship experience into your CV. Will these skills help you find the career you are hoping for in the long-run and, if so, how are you going to communicate this in your future applications?
- ✓ What are your qualifications? It is not just whether the internship is right for you, but if you are right for the internship.
- ✓

When looking for an internship, you should consider four basic conditions:

The content of the job and organisation must match the knowledge and skills you are taught in the BAES programme.

A sufficient amount of support must be confirmed in advance.

You should be under the guidance of a supervisor with tasks similar to yours. It is important for you to be educated adequately and learn efficiently during your internship.

As interaction with colleagues and participation in an organisational structure is an essential feature of the internship, it is not possible to do an internship in a one-man business.

Submit your internship proposal

If you have found an internship position, you need to submit the internship proposal (**Acceptance Form**) to the local **BAES internship coordinator, Ms Svetlana Baranova** (Svetlana.baranova@uj.edu.pl).

Only upon approval of the internship proposal, you will be allowed to continue with the internship.

In the section **“Required Documents”** section of this Guide, you can find the template for the Acceptance Form. In the acceptance form, you should specify the organisation (and department) where you want to do your internship, who your internship supervisor will be, what their function is and what function you will perform. Secondly, you describe the range of tasks you will perform. This should give a good idea of what you will be working on during the internship and may be formulated in points. However, make sure you formulate it with sufficient specificity (e.g. say „social media posts and analysing reach” instead of „taking care of social media”).

Internship contract

Some internship organizations require a contract to be signed. This contract is typically between the student and the organization. However, if the organization requires a contract with the university, please inform us, as the Institute of European Studies has a specialized template for this

purpose. Kindly contact the internship coordinator, who will provide you with the appropriate template.

DURING THE INTERNSHIP

Internship

You can start your internship in the week after finishing your exams (year 2) or in the first week of the academic year (year 3). The internship comprises a minimum of 150 hours within the respective organisation and must be completed by the last week of the second semester (year 2) or before Christmas break (year 3).

In the last 2 weeks of the internship, you prove your participation in the internship by means of final evaluation (Evaluation Form) of the internship supervisor. In the section “Required Documents”, you can find the template for the Evaluation Form, which you need to ask your supervisor to complete by the end of your internship.

AFTER THE INTERNSHIP

Internship report

As the final piece of the puzzle, you submit the internship report. In this document, you report on the activities you have fulfilled (with a certain sense of self-reflection, of course). Additionally, you should make connections between academic knowledge you acquired during the programme and tasks you fulfilled during your internship.

The internship report needs to meet the formal requirements mentioned below:

- ✓ The word limit for the internship report is max. 2500 words (excluded bibliography and attachments).
- ✓ The report should be written in academic English.
- ✓ Use a standard font (e.g. Times New Roman 12 / Calibri 11) and align your text.
- ✓ A cover page with the student name, student number, name of internship coordinator, academic year, bachelor's programme, name of internship location and indication of word count (excluding title page, reference list and any appendices).
- ✓ Use correct source citation (APA). Students should be aware that plagiarism will be sanctioned. Plagiarism is a form of fraud consisting of any copying without adequate acknowledgment of the work (ideas, texts, structures, images, plans, etc.) of others, in an identical manner or under slightly modified form. The copying of one's own work without mentioning the source is considered fraud.
- ✓ If relevant, the appendix may include illustrations of the work carried out (e.g. an article written during the internship).

Deadline to submit the internship report and the Evaluation Form: by 1 June (fourth semester) or 1 January (fifth semester) at the latest.

REQUIRED DOCUMENTS



INTERNSHIP ACCEPTANCE FORM

Student's Name

Internship start date

Internship approximate end date

Number of hours

Internship organization /
institution.....

Please specify the task which student will perform during the internship (up to 150 words):

Sl. No.	Name of the Candidate	Grade	Score	Remarks
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Signature of the supervisor and stamp of the Institution

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Date

Please send the signed and scanned form by email to Internship Officer at:
svetlana.baranova@uj.edu.pl



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INTERNSHIP EVALUATION FORM

Name of institution

Address

Supervisor of the internship.....

Student's Name

Placement starting date

Placement end date

Number of hours

Intern's Position

PART I

Description of tasks and assignments performed by the intern (up to 150 words).

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PART II

Evaluation form

Please complete this evaluation at the end of the student's work period. Please use the scale below to evaluate intern's performance

Rating Scale: **1 = Excellent** – far exceeded expectations
 2 = Good – met and exceeded expectations
 3 = Satisfactory – met expectations
 4 = Fair – somewhat met expectations, but needs improvement
 5 = Unsatisfactory – did not meet expectations
 6 = not applicable / not observed

A. General workplace performance

Attendance	1	2	3	4	5	6
Punctuality	1	2	3	4	5	6
Attitude	1	2	3	4	5	6
Acceptance of criticism	1	2	3	4	5	6
Asks appropriate questions	1	2	3	4	5	6
Self-motivated	1	2	3	4	5	6
Practices ethical behaviour	1	2	3	4	5	6
Organizational skills of the intern	1	2	3	4	5	6
Ability to learn	1	2	3	4	5	6
Professionalism	1	2	3	4	5	6
Adaptability to organization's culture/policies	1	2	3	4	5	6

B. Specific Job Assignment Performance

Sufficient knowledge to perform tasks	1	2	3	4	5	6
Verbal communication skills	1	2	3	4	5	6
Written communication skills (e.g. quality of reports, notes, publications)	1	2	3	4	5	6

Planning and organization	1	2	3	4	5	6
Analytical skills – analyses problems and takes appropriate action	1	2	3	4	5	6
Creativity	1	2	3	4	5	6
Meets deadlines	1	2	3	4	5	6
Takes initiative to get a job done, including overcoming obstacles, ability to perform independently	1	2	3	4	5	6
Sets priorities	1	2	3	4	5	6
Pace in which the task were performer	1	2	3	4	5	6
Intern's interest concering his/her own task	1	2	3	4	5	6
Interaction with supervisor	1	2	3	4	5	6
Interaction and cooperation with co-workers	1	2	3	4	5	6

Overall performance	1	2	3	4	5
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PART III

This section will give you a possibility to provide more detailed information about the performance of students while completing the internship programme. It will also give some insight into areas the Institute should work on to better prepare students for conducting the placement.

Please, answer the following questions:

- What do you consider the major strengths of this intern? (up to 150 words)

- What areas need improvement? (up to 150 words)

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Signature of the supervisor and stamp of the Institution

Thank you for taking time to complete this evaluation.

Please send the signed and scanned form by email to Internship Officer at:

svetlana.baranova@uj.edu.pl