Practical Training Information Seminar

Practical Training in Informatics (MTAT.03.237, 6 ECTS)
Practical Training in Information Technology (MTAT.03.206, 12 ECTS)

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Practical training coordinator

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What is practical training

Student’s temporary work that takes place within the framework of learning and assessment!

Main question of the practice should be: „What did I learn during the practice?“

Students take individual responsibility to learn!

Should not affect the quality of studies in other courses!
Practical Training goals

• Apply acquired theoretical knowledge and practical skills in companies related to information technology, software engineering or business analytics

• Provide students with individual or teamwork experience necessary for entering labor market

• Improve professional skills and knowledge through job-based learning
Examples of professional skills to improve

• Key skills
  – Entrepreneurship, leadership, critical thinking, time estimation skills

• Personal skills
  – Time planning, taking responsibility, **courage to ask questions**

• Communication skills
  – Professional, diplomatic and clear self-expression skills

• Technological skills
  – Mapping your specialty skills, weaknesses and developmental potential

• Course related skills
  – Understand how to apply theoretical skills in real life scenarios
  – Ability to assess the quality of knowledge acquired from courses

• Career management skills
  – Creating contacts, suitability of your profession, investigating career opportunities
Organization of Practical training

• All year around: **Sept - Jan, Feb - May, June - August**
• Duration: 160, 320 or 480 working hours based on curriculum

• Practical Training in Information Technology (MTAT.03.206)
  – 320 working hours for 12 ECTS
• Practical Training in Informatics (MTAT.03.237)
  – 160 working hours for 6 ECTS

• It is possible to pass both courses at the same time with a single internship
Description of the Course

1. Choose the training base and applying for training

2. Submit training Plan
   – Deadline: 22. October 2018

3. Complete training

4. Submit written Report
   – Deadline: 5 working days before defense.

5. Defend the practical training
   – Defense dates:
     • September (IIBA diploma candidates)
     • December
     • January

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Passing the course

Start of the semester

Enrol to the course
Student

Attend introductionary seminar
Student, Practice coordinator, Company representative

Find practical training base
Student

Submit practical training plan
Student

Create practical training plan
Student, Company representative, Company supervisor

Practical training plan evaluation
Practice coordinator

Complete practical training
Student

Create practical training report
Student, Company representative

Practical training defense
Student, Company representative, Practice coordinator

Submit the report
Student

Evaluation
Practice coordinator

Course completed successfully

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Practical training plan

• Describe learning objectives and where, how and under who's supervision they are achieved
  – General description of position, study objectives and schedule of tasks.

• The practice plan must be prepared together with the practice base supervisor and confirmed by the practice coordinator

• Will be signed by student, representative and the supervisor of the practice base and presented to the practice coordinator

NB! Strongly suggest sending initial practical training plan for review before starting the signing procedures
Practical Training report

• Description of the Practical Training base
• Description of the Practical Training
  – General description, schedule and learning objectives
• Analysis of the practical training
  – Main results/outcomes
  – Evaluation of training
    • assessment of the training environment, complexity of tasks, organization and supervision
  – Self analysis
    • learning outcomes, what understand better now, which tasks succeeded well, what could have done better, etc.
Evaluation by the supervisor

• Signed assessments about the completion of the practice from the supervisor
  – Fulfillment of assigned tasks
  – Preparedness (skills & qualifications)
  – Suitability of personal qualities
  – How well the work was managed
  – Development of the trainee during training
  – Summary of evaluation
  – Estimation of practical training volume in hours

• Can be submitted as a separate document, which is digitally or physically signed.
Practical Training defense

- Practical Training report is defended in the form of an academic debate
- Dates for defenses shall be published on the course website
- The main stages of the defense procedure are the following:
  - Defense presentation by the student (9 minutes)
  - Questions & discussion
  - Assessment from the company representative
Finding practical training bases

1. Institute of Computer Science Practical Training Database
2. University of Tartu Student Newsletter
3. Institute of Computer Science Career Day (In February)
4. Work in Estonia portal
5. StudentWeb job- and internship portal
6. List of Active Practical Training bases
7. Internship requests can be forwarded to the member companies of Estonian Association of Information Technology and Telecommunications
   - Additional information on the course website, contact Pelle Jakovits
Summer internship

• Summer is the best time for practical training
• Many Estonian companies offer special summer internship programs
• Application deadlines are usually in winter/spring

• Examples:
  – Swedbank - Business Intelligence praktika (~3. March)
  – Helmes BootCamp (~13. March)
  – Playtech – Summer internship (~18. March)
  – CGI Summer internship (~10 April)
Practical training outside Estonia

- It is also possible to complete traineeship outside Estonia.
- You will find the University of Tartu regulations at http://www.ut.ee/en/current-students/traineeship-abroad
  - Erasmus+ programm, AIESEC Estonia.
- In case of Erasmus+, you will receive your internship credit points through the Recognition of Prior Learning (RPL) process instead
- After training has been completed, you have to submit your Erasmus+ documents, report and RPL application
Practical training through RPL

- **RPL - Recognition of prior learning**
- **One full-time year of previous IT work experience ~ 6 ECTS**
  
  Practical training
  - Must be completed before enrolling
  - Work tasks must match the learning outcomes of the practical training and your chosen curriculum

- **Will be evaluated in case-by-case basis by practical training coordination and the Program Manager of your curriculum**
Working in Estonia as a foreign student

• International students (EU and non-EU) do not need an additional working permit to work while studying full time

• **Study in Estonia** guide for working students
  – [http://www.studyinestonia.ee/working](http://www.studyinestonia.ee/working)

• **Work in Estonia** guide for working as a student
Conclusions

• In case of further questions:
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• Course materials are located at: