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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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!
Goals

• Apply acquired theoretical knowledge and practical skills in companies related to information technology and software engineering
• Provide students with experience of individual and teamwork necessary for entering labor market
• Improve their professional skills and knowledge through job-based learning.
Professional skills

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

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

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

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

• Course related skills
  – Better understand knowledge learned in courses
  – Ability to assess learning knowledge

• 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
Description of the Course

• Choose the training base and apply for training
• Submit Plan
  – Deadline: **19. March 2018** (spring training)
  – Deadline: **4. June 2018** (summer training)
• Complete training
• Submit Report
  – Deadline: 5 working days before defence.
• Defend the practical training
  – Defense dates: **May, June, August**
Practical training plan

• Describe learning objectives and where, how and under who’s supervision they are achieved
• 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
• Analysis of the practical training
  – Main results/outcomes
  – Evaluation of the 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 to the trainee
  – Assessment from the company representative
  – Discussion
Finding practical training bases

1. Institute of Computer Science Practical Training Database  
   Practical Training Database
2. University of Tartu Student Newsletter
3. Institute of Computer Science Career Day
4. StudentWeb job- and internship portal
5. List of Active Practical Training bases
6. 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 training

- Summer is a suitable time for practical training
- Many Estonian companies offer special summer internship programs
- Application deadlines are usually in winter/spring

Examples:
- Swedbank - Business Intelligence internship (Deadline: 3. March)
- Helmes BootCamp (2017 was 13. March)
- Playtech – Summer internship (18. March)
- CGI Summer internship (2017 was 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 year of previous professional IT 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
Conclusions

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