Practical Training Information Seminar

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

Pelle Jakovits
Practical training coordinator

13 February 2020, Tartu
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 do 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 your curriculum (information technology, software engineering, business analytics)

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

- Improve professional skills and knowledge through job-based learning
Organization of Practical training

• All year around: **Sept - Jan, Feb - May, June - August**
• Duration: 156, 312 or 468 working hours based on curriculum

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

• It is possible to pass both courses at the same time with a single internship (for Master students)
Description of the Course

1. Choose the training base and applying for training

2. Submit training Plan
   - Deadline: 20 March 2020
   - Deadline: 5th June 2020 (for summer internships)
   - But should already prepare the plan at the start of the internship!

3. Complete the training

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

5. Defend the practical training
   - Defense dates:
     - End of May
     - June, July
     - August
Passing the course

Start of the semester

1. Enrol to the course
   - Student

2. Attend introductory seminar
   - Student, Practice coordinator

3. Find practical training base
   - Student

4. Submit practical training plan
   - Student

5. Create practical training plan
   - Student, Company representative, Company supervisor

6. Practical training plan evaluation
   - Practice coordinator

7. Complete practical training
   - Student

8. Practical training defense
   - Student, Company supervisor, Practice coordinator

9. Write practical training report
   - Student, Company supervisor

10. Submit the report
    - Student

Course completed successfully
Practical training plan

• Describe learning objectives and **where, how** and under **whos 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
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**
  – Specific IT 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
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:
  1. Presentation by the student (9 minutes)
  2. Questions & discussion
  3. Assessment from the company supervisor
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 (In February 21, 2020)
4. Work in Estonia 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
Delta Career Day

• Delta career day will take place on February 21, 2020 at 11:00-16:00
• Academic Sports Club facilities (Ujula 4, Tartu) and is organized in cooperation with Institute of Mathematics and Statistics, and School of Economics and Business Administration.
• Perfect opportunity to meet nearly 50 partner companies, get to know about internship possibilities and future career opportunities.
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 practice (Deadline: Start of March)
  – Helmes BootCamp (Middle of March)
  – Playtech – Summer internship (Middle of March)
  – CGI Summer internship (Start of 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.

You should not register to the practical training courses yourself, if you plan to complete internship through Erasmus+
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
- Should not be the first option!
  – The goal of Practical training is to apply knowledge and skills acquired in your studies in a real environment
- Maximum ECTS you can earn through the RPL process for practical training courses is **6 ECTS**.
- 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:
  – Pelle Jakovits
  – Tel: +372 737 6419
  – Email: jakovits@ut.ee
  – Narva mnt 18 - 3040

• Course materials are located at: