Practical Training Information Seminar

Practical Training in Informatics (MTAT.03.237, 6 ECTS)
Practical Training in Informatics (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 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 (Master students)
• Website: [https://courses.cs.ut.ee/2021/praktika/spring](https://courses.cs.ut.ee/2021/praktika/spring)
Description of the Course

1. Choose the training base and applying for training

2. Submit training Plan
   – **19 March 2021**
   – **11 June 2021** (Summer internship)
   – 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
     • End of August
Passing the course

Start of the semester

1. Enrol to the course
   - Student

2. Attend introductionary 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

   - Plan revision

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 whose 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 plan

- **Student’s Data** – general information about the student
- **Company’s data** – general information about the company
- **Practical training details** – general information about the position
- **Topic of training** – General Description of project(s), students' role and responsibilities
- **Learning Objectives**
  - Should not be defined as a list of tasks!
  - Must describe **skills and knowledge** you wish to obtain or improve during training.
  - Provide concrete examples, of technical (curriculum related) and non-technical learning objectives
- **Description and schedule of planned work tasks**
  - Biweekly description of tasks would be optimal
  - If using Agile approach, should describe the general process used in the company
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 - What were the main results of your work, what was completed by you
  – Evaluation of training
    • assessment of the training environment, complexity of tasks, team, organization and supervision
  – Self analysis
    • Learning outcomes – Analyse How well you fulfilled your training plan learning objectives
      – Provide concrete examples of what new you learned
    • How well your studies prepared you for this internship?
    • Which tasks succeeded well, what could have done better, did the internship help your career opportunities.

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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.
  – Should use Estonian digital signature, if possible
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
  – You can register for defenses using Doodle calendar
• The main stages of the defense procedure are:
  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

2. University of Tartu Student Newsletter

3. Institute of Computer Science Career Day (In March 2021)

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,
   - Or contact Pelle Jakovits
DELTA CAREER DAY 2021

delta.ut.ee
DELTA CAREER DAY 2021

- March 4 from 11:00-16:00
- First time online in VirBela
- More than 40 companies
- Only registered students can take part in!
- DEADLINE: February 22
- More information: delta.ut.ee
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+ programme, 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

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What if I find practice in the middle of the semester?

• Option 1:
  – Create the practical training plan,
  – Start an internship at a company,
  – Register for the practical training course in the next semester.

• Option 2:
  – If the internship can be completed before the beginning of the next semester,
  – Contact the internship coordinator, who can enroll students for internships during the semester.
What happens if for some reason the practice is not completed by the end of the semester?

• If for some reason the internship cannot be completed by the end of the semester,
  – You must contact the internship coordinator as early as possible
  – This courses have no contact study, so we can be more flexible
How should the documents be submitted? (Plan, report, supervisors feedback)?

- Through email to the practical training coordinator
  - [Jakovits@ut.ee](mailto:Jakovits@ut.ee)
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:
  - https://courses.cs.ut.ee/2021/praktika/spring