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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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/2022/praktika/spring](https://courses.cs.ut.ee/2022/praktika/spring)
Description of the Course

1. Choose the training base and applying for training

2. Submit training Plan
   - Plan should be submitted for review by:
     - 18 March 2022
     - 3 June 2022 (Summer internships)
   - Collecting signatures can take longer
   - 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: April, May, June, August.
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 of improve during training.
  – Provide concrete examples, of technical (curriculum related) and non-technical learning objectives
  – Should be written in such a way that it is possible to analyze later how well they have been achieved
• **Description and schedule of planned work tasks**
  – Does not have to be very precise. Biweekly description of tasks would be optimal
  – If use 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.
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
   [Practical Training Database]
2. University of Tartu Student Newsletter
3. Institute of Computer Science Career Day (In March 2022)
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 2022
/ 3 March 2022
DELTA CAREER DAY

• **Date**: 3 March 2022
• **Time**: 11:00–16:00
• **Venue**: University of Tartu Academic Sports Club (Ujula 4a, Tartu)
• **Organisers**:
  – University of Tartu Institute of Computer Science,
  – School of Economics and Business Administration,
  – Institute of Mathematics and Statistics
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](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
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, supervisor's feedback)

• Through email to the practical training coordinator
  – Jakovits@ut.ee

• Practical training plan must be coordinated with practice base supervisor and sent to the coordinator (by email) for review before the deadline.
  – But collecting signatures may take additional time after review.
What are the requirements to be allowed to defend internship?

• You need to have submitted:
  – Practical training plan,
  – Report
  – Signed feedback from the company side supervisor
Conclusions

• In case of further questions:
  – Pelle Jakovits
  – Tel: +372 737 6419
  – Email: jakovits@ut.ee
  – Delta - 3040

• Course materials are located at:
  – https://courses.cs.ut.ee/2022/praktika/spring