



## INSTRUCTIONS FOR INTERSHIP SUPERVISORS AT THE HOST ORGANISATION ON HOW TO USE THE DIGITAL INTERNSHIPS MODEL

This instruction is part of the virtual internship model support system, developed under the Erasmus+ Strategic Partnership project " Development of Digital Internship Model and its support system for Higher Education " (DIM-4-HE). This instruction provides step-by-step guide for internship supervisors at the host organization to ensure the successful implementation of virtual internship.

No.	STEP/ACTIVITY	LINKS TO DOCUMENTS
<b>1</b>		
1.	Get information about the intern and the internship program	Provided by the student or the internship supervisor at the Higher Education Institution (HEI). Information is provided by an e-mail along with curriculum vitae, cover letter and / or <i>portfolio</i> ; goals and objectives of the practice).
2.	Arrange the first meeting with the intern	Organized by the internship supervisor at the host organisation using digital communication tools.  <b><i>Guidelines for the Supervision of Interns</i></b> Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/1_DIM-4-HE-supervision%20guidelines_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/1_DIM-4-HE-supervision%20guidelines_EN-1.pdf</a>
	<ul style="list-style-type: none"><li>Discussion of the purpose and objectives of the internship, signing documents, familiarizing the student with the environment and conditions of internship</li></ul>	<b><i>Guidelines for the Supervision of Interns</i></b> page 6, Subsection 1.2 Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf</a>
<b>DURING</b>		



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No.	STEP/ACTIVITY	LINKS TO DOCUMENTS
3.	Assisting the intern to get onboard	<p><b><i>Guidelines for the Supervision of Interns</i></b>, page 11, Subsection 2.1 Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf</a></p> <p>Virtual adaptation Reference: <a href="https://teambuilding.com/blog/virtual-onboarding">https://teambuilding.com/blog/virtual-onboarding</a></p>
4.	Planning and submitting work tasks to the intern	
	<ul style="list-style-type: none"><li>familiarization with information about the preparation and assignment of tasks to the student</li></ul>	<p><b><i>Guidelines for the Supervision of Interns</i></b> page 12, Subsection 2.2 Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf</a></p>
	<ul style="list-style-type: none"><li>work assignment forms are designed for the student to fill out for the entire period of internship</li></ul>	<p><b><i>Template of intern's tasks sheet</i></b> Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/15_Template%20of%20work%20tasks%20sheet.xlsx">https://dim4he.mii.lv/sites/default/files/documents/2023-03/15_Template%20of%20work%20tasks%20sheet.xlsx</a></p>
	<ul style="list-style-type: none"><li>presentation of tasks to the student using the tools for managing the company's tasks flows and projects</li></ul>	<p><b><i>Guidelines for the Supervision of Interns</i></b> page 13, Subsection 2.2. Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf</a></p>
5.	Ensuring productive communication and feedback to monitor progress	
	<ul style="list-style-type: none"><li>familiarization with the recommendations for the realization of communication and feedback</li></ul>	<p><b><i>Guidelines for the Supervision of Interns</i></b> page 14, Subsection 2.3. Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf</a></p>
	<ul style="list-style-type: none"><li>focus on effective feedback characteristics and their periodicity</li></ul>	<p><b><i>Guidelines for the Supervision of Interns</i></b> page 14, Subsection 2.3. Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf</a></p>
	<ul style="list-style-type: none"><li>familiarization with the criteria for evaluating digital practices</li></ul>	<p><b><i>Intern's performance evaluation form</i></b></p>



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		Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/10_Student_intern_self_evaluation_Form_Host.docx">https://dim4he.mii.lv/sites/default/files/documents/2023-03/10_Student_intern_self_evaluation_Form_Host.docx</a>
6.	Help intern to integrate into the organization	
	<ul style="list-style-type: none"><li>get acquainted with the recommendations for integrating the student into the organization</li></ul>	<p><b>Guidelines for the Supervision of Interns</b> page 16, Subsection 2.4.</p> <p>Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf">https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN-1.pdf</a></p> <p>Recommendations for team building remotely.</p> <p>Reference: <a href="https://www.perkbox.com/uk/platform/recognition/team-building-activities-remote-teams">https://www.perkbox.com/uk/platform/recognition/team-building-activities-remote-teams</a></p>
<b>AFTER</b>		
7.	Assess the results and progress of the trainee's work	<p><b>Intern's performance evaluation form</b></p> <p>Reference: <a href="https://dim4he.mii.lv/sites/default/files/documents/2023-03/12_Intern-Performance-Evaluation-Form_Host_organization.docx">https://dim4he.mii.lv/sites/default/files/documents/2023-03/12_Intern-Performance-Evaluation-Form_Host_organization.docx</a></p> <p>Internship assessment documents are provided by the Higher Educational Institution.</p>
8.	Giving feedback to the intern	<b>Guidelines for the Supervision of Interns</b> page 17, Section 3.
9.	Providing feedback to a higher education institution	<b>Guidelines for the Supervision of Interns</b> page 17, Section 3.

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