INSTRUCTION FOR STUDENTS 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 students to ensure the successful implementation of virtual internship.

No.	STEP / ACTIVITY	LINKS TO DOCUMENTS
BEFORE		
1.	Meet with internship supervisor at Higher Education Institution (further – HEI)	-
2.	Introduce yourself to internship requirements	***Checklist for materials necessary for digital internships*** *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/7_DIM-4-HE-checklist%20necessary%20materials_EN.pdf Full requirements are provided by the internship supervisor at the HEI
3.	Find the receiving organization for internship: 1. Leverage your network 2. Use Internship Search Sites at local level 3. Contact local companies or businesses 4. Use internship search sites at international level 5. Use Job Search Sites 6. Getting an internship place	***Internship handbook for students*** (page 7-8, subsection 1.2. and page 25) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf
4.	Define your internship objectives	***Guidelines how to create learning objectives for your digital internships*** *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/6_DIM-4-HE-how%20to%20learning%20objectives_EN.pdf ***Internship handbook for students*** (page 8-10, subsection 1.3.) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf A description of the internship with the objectives of the internship can be provided by HEI.
5.	Contact your supervisors	***Internship handbook for students*** (page 10, subsection 1.4.) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf

		Sample of introductory e-mail to internship organisations *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/14_SAMPLE%20OF%20STUDENT%27S%20INTRODUCTORY%20EMAIL%20TO%20SUPERVISOR%20IN%20THE%20RECEIVING%20ORGANISATION.docx
6.	Sign the necessary documents	Documents are provided by internship supervisor at the HEI
7.	Have the initial meeting with your supervisor(s)	The invitation to the initial meeting will be sent by the internship supervisors. *How to organise internship introductory lecture* *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/8_DIM-4-HE-lecture%20for%20interns%20in%20HEI_EN.pdf *Internship handbook for students* (page 11-13, subsection 1.5.) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf
8.	Establish a workspace	*Internship handbook for students* (page 13, subsection 1.6.) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf
DURING		
9.	Work on the materials that you will have to submit after the internship	*Internship handbook for students* (page 18, subsection 2.5.) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf *Internship report template* *Reference*:https://dim4he.mii.lv/sites/default/files/documents/2023-03/11_Internship%20report%20template.docx
10.	Integration into the receiving organisation	*Internship handbook for students* (page 17-18, subsection 2.3.) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf
11.	Be in contact with other interns	*Internship handbook for students* (page 18, subsection 2.4. and pages 21–25) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf
12.	Have regular and effective communication with supervisors and receive feedback	*Internship handbook for students* (page 15-17, subsection 2.2. and pages 21–25) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf
13.	Carry out work tasks	*Internship handbook for students* (page 15, subsection 2.1.) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf *Template of intern's tasks sheet*

		Reference:https://dim4he.mii.lv/sites/default/files/documents/2023-03/15_Template%20of%20work%20tasks%20sheet.xlsx
AFTER		
14.	Self-assessment of performance and progress	***Intern's self-assessment form*** *Reference*: ***https://dim4he.mii.lv/sites/default/files/documents/2023-03/10_Student_intern_self_evaluation_Form_Host.docx***
15.	Receive the summative feedback about your performance from supervisors	***Internship handbook for students*** (page 20, chapter 3) *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf
16.	Finish and submit your internship report	***Internship handbook for students*** (page 20, chapter 3). *Reference*: https://dim4he.mii.lv/sites/default/files/documents/2023-03/3_DIM-4-HE-student%20handbook_EN.pdf ***Internship report template*** *Reference*:https://dim4he.mii.lv/sites/default/files/documents/2023-03/11_Internship%20report%20template.docx Prepare the internship report in accordance with requirements set by HEI.