



INSTRUCTION FOR HIGHER EDUCATION INSTITUTIONS 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 Higher Education Institution to ensure the successful implementation of virtual internship.

No.	STEP / ACTIVITY	LINKS TO DOCUMENTS
BEFORE		
1.	Formulate 2–6 specific and measurable internship objectives.	<i>Guidelines of digital internships for higher education institutions</i> (page 6) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf <i>Guidelines for creating digital internship learning objectives</i> Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/4_DIM-4-HE-guidelines%20for%20learning%20objectives_EN.pdf
2.	Prepare main internship documents: <ul style="list-style-type: none">● Internship agreement● Internship program description/regulations● Template of process description for internship organization/ timeline of internship process● Intern's self-evaluation form● Host organisation's evaluation form of intern's performance● Template of internship report	<i>Checklist for materials necessary for digital internships</i> Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/7_DIM-4-HE-checklist%20necessary%20materials_EN.pdf



3.	<p>Provide assistance to the students in finding an internship place, for example:</p> <ul style="list-style-type: none"> ● provide information about organisations - potential internship sites - in HEI career centre or similar structure; outline in-person and remote internships; ● provide information about ways to find vacancy notices on companies' and organisations' websites; ● provide guidelines on how students can optimize their profile on LinkedIn or similar platforms to apply for internship; ● provide information about Erasmus+ internship offers 	<p><i>Guidelines of digital internships for higher education institutions</i> (page 8; subsection 1.3.) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf</p>
4.	<p>Prepare students for the internship:</p> <ul style="list-style-type: none"> ● Informative preparation ● Technological preparation ● Psychological preparation 	<p><i>Guidelines of digital internships for higher education institutions</i> (page 8; subsection 1.4.) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf</p> <p><i>How to organise internship introductory lecture</i> Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/8_DIM-4-HE-lecture%20for%20interns%20in%20HEI_EN.pdf</p>
5.	<p>Preparation of supervisors for the internship</p>	<p><i>Guidelines of digital internships for higher education institutions</i> (page 9) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf</p>
DURING		
6.	<p>Ensure intern's regular communication with supervisors</p>	<p><i>Guidelines of digital internships for higher education institutions</i> (page 12; subsection 2.1.) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf</p>
7.	<p>Ensure interns' connecting with one another</p>	<p><i>Guidelines of digital internships for higher education institutions</i> (page 12; subsection 2.2.) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf</p>



8.	Organise regular seminars for interns	Guidelines of digital internships for higher education institutions (page 12; subsection 2.3.) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf
AFTER		
9.	Ensure, that interns get concluded feedback about his performance from the receiving organization	Internship report template Reference: https://dim4he.mii.lv/during-internship#:~:text=pdf%2C%20154.11%20KB),-Internship%20report%20template,-11_Internship%20report%20template
10.	Identify opportunities and difficulties in internship program	Guidelines of digital internships for higher education institutions (14 p.) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf
11.	Organise intern evaluation / Final grade	Guidelines of digital internships for higher education institutions (14 p.) Reference: https://dim4he.mii.lv/sites/default/files/documents/2023-03/2_DIM-4-HE-guidelines%20for%20HEI_EN.pdf

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