

DEVELOPMENT OF DIGITAL  
INTERNSHIP MODEL AND  
ITS SUPPORT SYSTEM  
FOR HIGHER EDUCATION

# DIM-4-HE

SHORT VERSION

# INTERNSHIP HANDBOOK

FOR STUDENTS

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Digital Internship Model

This document is a brief overview of steps to be taken in the course of any internship, including digital internship. at three stages of internship: before, during and after the internship. An internship is a limited period of practical training carried out by a student within an organisation. Internship is used for a wide range of placements in businesses, non-profit organisations and government agencies since organisations also

benefit from involving interns. **Digital (often also called “virtual”) internship provides an opportunity to gain professional experience at local or international level without the conventional requirement of being physically present in an office.** It allows students to work for organisations that they might not otherwise have access to because of geographical distance.

## 1. BEFORE THE INTERNSHIP

Preparation for an internship is very important - it will help you to stay focused and productive during the internship and have productive communication with your supervisors.

**1.1. Introduce yourself to internship requirements.** Explore all the documents or other resources provided by HEI, e.g., the objectives, duration, deliverables of the internship as well as your responsibilities as an intern.

**1.2. Find or decide on the receiving organisation.** Use the list of organisations ready to receive interns provided by HEI or devote time to look for an internship site that can provide an internship that is interesting and valuable to you.

**1.3. Define your internship objectives.** Set 3 to 5 learning or performance objectives and review them with your supervisor before, during, and at the end of your internship. Even if HEI provides detailed internship objectives in internship documentation, you might want to set some additional objectives that are personally important to you. Set objectives that are specific, measurable, action-oriented, relevance and time-oriented.

**1.4. Contact your supervisors before the internship starts (in some cases, supervisors might be the first who initiate the contact).** It might involve sending him/her an introductory email. Provide a supervisor from the receiving organisation with the main information about you and the internship program before the internship starts.

**1.5. Have the initial meeting with your supervisor(s).** The initial meeting is an opportunity for detailed discussion of supervisors' and your expectations. During the initial meeting with supervisors agree on the objectives of the internship, on the conditions of communication during the internship, receive basic information about the organisation and working conditions.

**1.6. Establish a workspace. Designate a location as your primary workspace which is a distraction-free area, prepare technology (software and hardware) for work.** Take advice from your supervisor from the receiving organisation or their IT department to determine that you have all appropriate software.

## 2. DURING THE INTERNSHIP

During the internship the focus is on the development of your professional skills through work tasks assigned to you by the supervisor in the receiving organisation.

**2.1. Carry out work tasks individually or in a team.** Work tasks provide you opportunities to learn and develop professional skills and competencies. When the supervisor assigns you a work task, make sure that you understand what is the outcome of the task, what is the deadline for delivery of the task, how to carry out the task, what are the tools/programs for carrying out the task, what is your level of autonomy in carrying out the task, where to look for support if needed to carry out the task, and which employees you have to collaborate with.

**2.2. Have regular and effective communication with supervisors and receive feedback.** Regular face-to-face (in person or online) meetings with your supervisor are important to monitor your progress. Be prepared

for these meetings and do not hesitate to ask for feedback about your performance.

**2.3. Integrate into the receiving organisation.** Try to integrate into the organisation's work culture and interact with other employees not only in formal but also in informal contexts.

**2.4. Be in contact with other interns.** Try to build a positive and supportive relationship with your fellow interns, for example, by being active in group chat where you address problems and suggest solutions.

**2.5. Work on the materials that you will have to submit after the internship.** Gradually develop materials (e.g., internship report, internship diary, internship portfolio etc.) that you will have to submit for evaluation after the internship. Be aware of any confidentiality or non-disclosure agreements you may have agreed on with the receiving organisation

## 3. AFTER THE INTERNSHIP

Finishing the internship involves finishing the internship report and doing and receiving the evaluation of your performance and progress are the central themes after the internship.

**3.1. Prepare the internship report in accordance with requirements set by HEI.** Seek advice from your supervisors if needed.

**3.2. Evaluate your performance and progress.** It may consist of filling in the self-assessment form

**3.3. Meet your supervisors.** Thank them for the opportunity to learn and let them know what you learned from the experience. Ask for their summative feedback about your performance and growth, and, if you would like to eventually work for the organization, let your supervisor know that you would be interested should a position become available.