

Guidelines for Professional Experience Placement

I General Provisions

1. These guidelines define the contents and organisation of traineeship in the School of Digital Technologies.
2. The guidelines are enforced following Article 12(5) of Tallinn University Study Regulations (Tallinn University Senate regulation No 15 of 15th June 2015) and based on Professional Placement Implementation Principles in Tallinn University (Order No 19 of 31st January 2011 of the Academic Vice-Rector of Tallinn University).

II Purposes, Contents, Learning Outcomes and Other Terms of Traineeship

3. Traineeship is a targeted activity organised for achieving learning outcomes and oriented at the implementation of acquired knowledge and skills in the working environment.
4. The aim of professional placement is to support the achievement of study programme's learning outcomes.
5. A brief overview of the professional placement including the purpose, learning outcomes and assessment form is established in the course description, and is available to the public as prescribed in the study regulations.
6. The subject coordinator of professional placement compiles the placement course programme and makes it available in **SIS**, the study information system, and defines the following in addition to the information included in the course description:
 - a. the requirements for the host and the activities acceptable as placement;
 - b. the list of documents submitted by the student before the placement;
 - c. the requirements for completing the placement, and the documents and papers to be submitted by the student during and after the completion of placement;
 - d. the placement assessment methods and criteria.

III Organisation of Traineeship

7. Professional placement is to be completed: during the MA studies, generally in III semester. If the placement is taken between semesters (June-August), a prior approval should be established between the subject coordinator of the placement before the Traineeship starts.

8. The suitable host in Public and private sector institutions and enterprises providing various governance services is chosen by the student and approved by the subject coordinator of placement beforehand.

9. If necessary, a student can change the host or be on placement with several hosts.

10. The professional placement can be completed abroad in case of prior approval of the subject coordinator of the placement.

10.1. Professional placement abroad requires a respective order by the Director of School of Digital Technologies.

IV Roles of Parties of Placement

11. The student shall:

- a. submit to the university-based placement supervisor for approval a standard format placement registration sheet (Annex I) stating the placement organisation, placement supervisor(s) and approved aim of placement, completion time and, if applicable, the placement plan;
- b. register himself/herself to the respective placement subject in SIS before heading for the placement; students starting professional placement in the summer shall coordinate the intended placement with the university-based placement supervisor during the spring semester by the deadline stated by the School and register to the placement subject in SIS the next autumn semester;
- c. prepare a placement agreement (Annex III) and arrange the conclusion thereof with the host;
- d. submit a standard format self-assessment form (Annex II), a professional placement report (Annex IV) and other documents (Annex V) stated in the course programme after the completion of placement.

12. The university-based placement supervisor shall:

- a. introduce in the format established in the course programme the rules of organisation and the completion of the professional placement to students;
- b. approve student's professional placement registration form;
- c. if necessary, provide the student heading for the placement with a cover letter;
- d. if necessary, organise the completion of a tripartite agreement in School of Digital Technologies in the form provided in Annex to professional placement guidelines (Annex III) or in the form proposed by the host;

- e. instruct the student in the setting of the aim of the placement and in the compilation of the report;
- f. provide an assessment of the student's performance of the learning outcomes after the completion of placement;
- g. if necessary, contact the host regarding the student's ability to manage the tasks assigned on placement and other issues relating to the performance of placement.

13. The host-based placement supervisor shall:

- a. be involved in the compilation of the student's placement plan;
- b. give relevant for profession assignments to the student on placement;
- c. guide the student in the completion of the tasks and oversee the student's work
- d. provide an assessment of the student's learning outcomes of the placement and fill in an assessment form upon the completion of placement (Annex IV).

V Professional Placement Report and Assessment

14. In the placement report, the student provides the general description of placement and the assessment of the activities oriented at achieving the placement aims stipulated in the course programme.

15. The assessment of the placement takes place after the completion of the placement pursuant to terms established in the course programme and the assessment criteria defined in the course programme.

Annex I

PROFESSIONAL PLACEMENT REGISTRATION FORM

Study programme: Opn Society Technologies

Student's first name and surname:

Email:

Phone:

THE AIM OF THE PROFESSIONAL PLACEMENT (outline 2-3 main activities for the practical implementation of previously acquired knowledge, skills and attitudes).

The **xyz** takes part in the research group activity and learns research communication, planning of joint research aims, implementing those together to end -up in collaborative writing activity. Therefore, the aim, in sort, is to learn constructive and positive research team's practices.

As a list the activities included are: EXAMPLE

- Outlining the research plan (meeting)
- Participation in interview plan design
- Contacting and conducting interviews (3 interviews)
- Participating in the discussion of ethical data collection and data management
- Participating in analysis plan design
- Contributing to the data analysis
- Collaborative writing of the final article/report

HOST

Name of the traineeship institution: Participation in a research group project

Time of being on placement: **xyz – xyz**

The supervisor's first name and surname: **xyz**

Position:

Email: **xya**

Phone: +

Signatures and dates:

Supervisor:

Student:

APPROVAL

University-based placement supervisor's first name and surname: Merja Bauters

Signature, date:

Annex II

THE PROFESSIONAL PLACEMENT SELF-ASSESSMENT FORM FOR STUDENT

Student's name	
Host	
Time on placement	

Self-assessment questions	Brief description	Assessment (on the scale 0-5 (0 – insufficient; 1- poor; 2- satisfactory; 3 – good ; 4 – very good; 5 – excellent)
Which field of work / tasks did the placement involve?		
Which skills were required / necessary for doing the work?		
How did the placement support the performance of the study programme's learning outcomes?		
How did the previously acquired theoretical knowledge support the execution of tasks?		

How satisfied are you with the guidance by the host?		
How satisfied are you with the organisation of the placement and the working conditions?		
Other observations		

Add the relevant documentation about the conducted activities to the report (should be agreed with the host institution).

Add the observation visit reports to this report for grading.

Date:

Signature:

Annex III

PLACEMENT ORGANISATION AGREEMENT

This agreement was concluded on (date) 2020...

School of Digital technologies in the person of **xyzz** the Director of School of Digital technologies, and the Host

(name)..... in the
person of (position and name) and
student(first name and surname, name of study
programme)(hereinafter the Student)

.....,
hereinafter also referred to as *the Party* or collectively the *Parties*, have concluded the
professional placement organisation agreement (hereafter the *Agreement*) and have agreed as
follows:

1. Aim and Object of the Agreement

1.1. The aim of the Agreement is to establish the rights and obligations of the Parties in order to ensure the provision of necessary knowledge and skills to the Student at the hosting organisation.

1.2. The object of the Agreement is the cooperation of the Parties in the organisation of the professional placement for the Student of the School of Digital Technologies of Tallinn University, and the terms of the organisation of the placement, including the full protection of delicate personal information and other information of confidential nature (hereafter the *Information*) revealed to the Student and other Parties from abnormal use and from transfer to the possession of third persons.

1.3. The description of the Student's tasks is provided in the placement plan added to the Agreement and can be specified during the conclusion and performance of the Agreement.

1.4. The location of the placement is

.....

1.5. The university-based placement supervisor is,
contact information:

1.6. Host-based supervisor is, contact information:
.....

2. Period of Validity of the Agreement

2.1. This Agreement enters into force upon conclusion and terminates upon the completion of all obligations, the obligation of confidentiality applies without a fixed term.

2.2. Traineeship takes place from to Placement duration is hours.

3. Obligations and Rights of the School of Digital Technologies

3.1. To inform the Student and the Host of the requirements and rules of the completion of placement established by Tallinn University.

3.2 The university-based placement supervisor is entitled to monitor the student's activities during the placement by visiting the Host.

3.3 The university-based placement supervisor is entitled to have access to the tasks performed by the Student in the course of placement.

4. Obligations and Rights of the Host

4.1. To ensure the Student's practice according to the placement plan and timetable.

4.2. To introduce to the Student the occupational health and safety requirements, work organisation rules and other rules the Student is to follow, including applicable internal provisions, good practices, etc., and to ensure that the Student follows the occupational health and safety requirements while on placement.

4.3. To provide a standard format assessment on the completion of the placement.

4.4. The Host is entitled to assign the Student additional tasks that comply with aim of the placement.

4.5. The Host is entitled to receive full information from the School of Digital Technologies and from the Student, necessary for the completion of the placement by the Student.

5. Obligations and Rights of the Student

5.1. While on placement, to follow the placement organisation's occupational health and safety requirements and work organisation rules and other rules the Student is expected to follow, including relevant internal provisions, professional code of ethics, good practices, etc.

which have been introduced to the Student and/or which are to be known and followed by the Student.

5.2. To abide by the placement supervisor's advice and orders.

5.3. To comply with this Agreement, including the placement plan.

5.4. To inform the Host and the university-based supervisor of any problems arising in the course of the placement.

5.5. The Student is entitled to receive from the Host and the university-based supervisor the guidance and information required for the completion of the placement, including the assessment on the performance of the placement.

5.6. The Student is entitled to refuse to perform duties assigned while on placement if the duties are irrelevant to the aim of placement.

5.7. While performing the tasks assigned during the placement, the Student must follow the placement supervisor's requirements and standards established by the Agreement and the Annexes thereto as well as the legislation and common practice.

6. Amendments to and Cancellation of the Agreement

6.1. 7.1 The amendments hereto are subject to the mutual written consent of the Parties. This arrangement is inherent to the Agreement.

6.2. The Student can cancel the Agreement at any time on the provision of prior written notice to the other Parties.

7. Confidentiality

7.1. Circumstances relating to another Party that were revealed to a Party as a result of contractual relations are not to be published to third parties without the consent of the other Party unless legislation obliges the Parties to do so. The Parties are to follow data protection requirements and avoid third parties' access to confidential information of the Parties that may result from the contractual relations.

7.2. The Student is entitled to use impersonal data only for the completion of study assignments.

8. Settling of Disputes

Disputes between the Parties arising from the performance hereof are settled by negotiations. Should no agreement be reached, the disputes are settled as prescribed by the law.

9. Representatives of the Parties

9.1. Peeter Normak, Director of the School of Digital Technologies

Phone:

Email: pnormak@tlu.ee

9.2. Representative of the Host (name)

.....Phone:

.....Email

9.3.

Student.....Phone:...

.....Email.....

The Agreement has been compiled in three identical copies of which each Party receives one copy.

10. Details of the Parties:

Tallinn University's School of Digital Technologies, Narva Road 25, 10120 Tallinn,

Head of the school

Peeter Normak

Signature, date

The Host address

.....

..

Name, signature, date

.....

..

Student address

.....

..

Name, signature, date

Annex IV

ASSESSMENT FORM FOR HOST-BASED SUPERVISOR

Student's name	
The Host: (address, contact information)	
Time of Placement: (dates and number of hours)	

Student's performance of work assignments:

Please provide an assessment on the scale of 0-5 (0 – insufficient; 1- poor; 2- satisfactory; 3 – good ; 4 – very good; 5 – excellent)							Comments
	0	1	2	3	4	5	
Please assess the Student's performance in completing the assigned tasks as a whole (total grade)							
Please assess the Student's practical preparedness							
Please assess the Student's theoretical preparedness							
Please assess the Student's initiative							

Please assess the Student's aptitude for substantive propositions							
Please assess the Student's commitment and work discipline							

Please describe in a freely chosen form the Student's performance of assigned tasks considering the following:

- Content of the placement, brief summary of Student's tasks
- Specific tasks performed by the Student and feedback on performance
- If desired, outline the strengths and weaknesses of the Student
- Further comments

Supervisor's name and position:

Date, signature:

Annex V

Professional Traineeship in Open Society Technologies Programme

6 EAP (156 h)

Duration: 4 -14 weeks, 1.09.2020 – 18.12.2020. (With the earlier agreement the practice conducted at summer months is valid)

Preconditions to traineeship: The student has completed at least 30 EAP from the curriculum.

Traineeship institutions: Public and private sector institutions and enterprises providing various governance services.

Parties and roles during traineeship:

Students attend the Induction seminar (1) to get instructions for traineeship. Students are responsible for maintaining between the parties the Traineeship documentation (Annexes I-IV). Students are responsible for finding the traineeship place. Students with the guidance of a practice supervisor find and agree about the traineeship institution and the period (Annex I). Students attend the Induction seminar, Feedback seminar and Assessment seminar conducted by Tallinn University practice supervisor. Students report about the activities (Annexes II, IV).

Students at traineeship are supervised by the **supervisor** assigned by the practice organization. Neither the students nor the supervisor are paid for the traineeship tasks by Tallinn University. Students are responsible for completing the agreed tasks in the traineeship institution under the assistance of a supervisor from the traineeship institution. The supervisor from the traineeship institution provides and agrees about tasks (Annex I), provides assistance when needed, and writes the feedback to the students' accomplishments (Annex IV).

Practice is monitored and curated by the **practice supervisor** from Tallinn University for Open Society Technologies curriculum. The practice supervisor organises 3 practice seminars at Tallinn University: Induction seminar provides instructions and requirements (September 2020); Feedback seminar organises discussions among students at traineeship (November 2020); Reflection seminar (December 2020) validates students' traineeship presentations and reports. The practice supervisor organises 3 observation visits to public and private sector institutions and enterprises providing various governance services. Practice supervisor assesses the traineeship reports (Annexes II, IV).

Required documents: Annexes I and III are submitted before placement, Annexes II and IV are submitted after the placement.

Traineeship contact seminars (56 h):

- Induction seminar (September 2020)

- Feedback seminar (5.11.20) By this time prepare your visit reports so that you can share. Upload into the folder:
<https://drive.google.com/drive/u/0/folders/190jDIFn7UN3IRgSbOZPrcIeNbr4-3Y6t>
- Reflection seminar (17.12.20)

Traineeship tasks (100 h):

- I. Observation visits (50 % of the traineeship). The student attends at least 3 observation visits to institutions providing open society services.

The observation visits are documented as follows (1 page):

First part (a-e) has to be prepared before the visit and should be completed after the visit.

- a) *Place of the visit*
- b) *Website, contact information*
- c) *Short overview of one digital governance service provided by the observed institution.*
- d) *Short overview of the data generated by this service (openness of the datasets)*
- e) *Questions to the organisation (2).*

Observation reflection: The main tasks and competences for the open society technology students needed in this institution.

- Upload into the folder by the meeting in November 5.11.20:
<https://drive.google.com/drive/u/0/folders/190jDIFn7UN3IRgSbOZPrcIeNbr4-3Y6t>
-

- II. Traineeship activities at placement institutions (50 % of the traineeship).
 - Conducting the the evaluation of one provided digital governance service (e.g. SWOT analysis, data openness analysis)
 - Developing some documentation for the organization
 - Conducting some design tasks for the organization
 - Participating in team activities