

Instructions for the internship plan and report

JSBS7110 Työharjoittelu kotimaassa 5-15 op / Practical Training in Finland 5-15 ECTS

JSBS7120 Työharjoittelu ulkomailla 5-15 op / Practical Training Abroad 5-15 ECTS

Internship Plan

The internship plan is free-form, and it should be sent by email to the person responsible for internships in your degree programme before the internship begins. The length of the plan is approx. 2 pages.

The following information needs to be included in the internship plan: the name and contact information of the trainee, the name of the internship organisation, the timing of the internship (including whether the internship is part-time or full-time), the name of the supervisor of the internship at the receiving organization and the tasks.

Include in your internship plan:

- Duties and tasks to be carried out during the internship (these should include analysing, planning and/or developmental tasks);
- Routine-like tasks cannot be the main content of the internship, even though they usually form a part of the trainee's tasks. The duties of the trainee need to focus on tasks that correspond to the trainee's education and support trainee's studies;
- Your expectations and objectives for the internship. (How will you apply your theoretical knowledge into practice, what do you expect to learn, in what ways do you expect the internship to supplement your studies?);
- How do you expect the internship to support your studies, your degree, your career path, or your transition from studies to working life?
- What workplace communication skills and/or language skills do you already have, and how do you want to develop these skills during the internship? (more information: [Finnish and other language skills during internship | University of Jyväskylä](#))

Internship Report and Employer's Feedback

When your internship period has ended, ask your supervisor (manager or team leader) to provide feedback using the employer's feedback form. Request your supervisor to send the form to you and the person responsible for internships in your degree programme via email. The feedback form can be found on the last page of this document.

After completing the internship, students will write a free-form internship report (3-5 pages), reflecting on how the objectives of the internship were met and how the internship succeeded. Students should also analyse what they learned during the internship. Information about the completed work hours and tasks should be included in the report. The report should be sent by email to the person responsible for internships in your degree programme.

Include in your internship report:

- Your duties and tasks during the internship (especially tasks related to analysing, planning and development)
- To what extent were the expectations and objectives mentioned in the internship plan achieved?
- To what extent could you apply into practice the things you have learned during your studies? (For example theories you have learned or the contents of a specific course)
- What kind of new knowledge or skills did you learn?
- How does the internship support your studies, your degree, your career path, or your transition from studies to working life?
- How did your workplace communication skills and/or language skills develop during the internship? (more information: [Finnish and other language skills during internship | University of Jyväskylä](#))

Please enter the details of your internship into [JYU's INTO internship service](#), if the internship details haven't been entered into the service earlier. [Instructions for using INTO](#) (an internship contract is not made for past internships).

Employer's feedback on the student's internship

As the degree programme coordinator responsible for internships, we kindly ask you to provide some feedback on how our JSBE student has performed during their internship. Please send the completed form directly to the person responsible for internships in student's degree programme via email (the student provides the contact information) as well as offering the student their own copy.

Name of the student:

Name of the internship organisation:

Supervisor for the student's internship:

Internship period (dates):

I made the following observations of the student's internship work:

– excellent work performance features:

– good work performance features:

– work performance features the student should work to improve:

Name and signature

Date