VENTSPILS UNIVERSITY OF APPLIED
SCIENCES
Faculty of Information Technologies

**Academic Bachelor Higher Education
Programmes
"Computer Science" internship
regulations**

1. Basis of the internship

The internship is a restricted elective component of the Bachelor's higher education programme "Computer Science" and is organised in accordance with these regulations.

Individual agreements for students' internships are concluded by the Vice Rector of Studies, and prepared by the FoIT study administrative assistant.

2. The aim and tasks of the internship

The necessity, goals and main tasks of the internship are determined by the specifics of the study programme. The *aim of the* internship is:

1. to ascertain the professional and personal suitability of the student for work in the field of computer science.
2. to give the student the opportunity to independently continue the development of the acquired skills in real working conditions of the company or organization.

The student's *tasks* during the internship are:

1) to implement an independent project on a company-specific topic of the internship;
2) learn about and acquire practical skills in at least one of the IS development and maintenance tools or programming environments used in the company;
3) learn about the company's computer network and the basics of its administration;
4) learn about the company's databases and the basics of their administration;
5) to regularly document the course of the internship;
6) write a report and prepare a report (and a presentation in PDF format) on the course of the internship and the work done.

3. Time and place of the internship

Students shall carry out their internships *within the time limits set by the study programme plan*. By presenting objective reasons, the student may, with the permission of the Dean of the Faculty of Information Technologies, complete the internship at *other times,* if the changes in the internship time do not interfere with the study process.

One credit point is equivalent to 40 academic hours (30 astronomical hours).

Students look for the internship place.

4. Internship agreement

After finding the internship place, student shall provide the director of the study programme with information on the expected scope of work and its specifics in the internship place by filling in a special form (Annex No. 1). After agreeing with the director of the study programme, the student writes an application to the Dean of FoIT (Annex No. 2) and provides it together with Annex No. 1 to FoIT study administrative assistant. The Council of the Faculty of Information Technologies shall approve the internship place and supervisor.

5. Responsibilities of the internship supervisor

Students' internships are supervised by appropriately qualified specialists from the internship place – the company or organisation, or VUAS faculty members.

The supervisors of the internship shall be approved by a resolution of the Council of the Faculty of Information Technologies. Internship supervisor:

1) regularly reviews the progress and agrees on the way forward, giving additional tasks where necessary to better achieve the objectives of the placement;
2) ensures the exchange of information between the place of internship, the student and the University;
3) evaluates the student's internship:
   - regularly follows the course of the internship (student's internship diary);
   - evaluates the submitted internship documents by preparing a written review of the internship (Annex No. 5) and introduces the student to the evaluation of the internship;
   - expresses their opinion on the student's suitability for the chosen profession.

6. Internship documents:

The internship documents of the Academic Bachelor Higher Education Program "Computer Science" are:

6.1. internship diary (Annex No. 3);
6.2. description of the internship place – company or organisation (Annex No. 4);
6.3. a report on the internship;
6.4. review of the internship supervisor with the evaluation of the student's internship (Annex No. 5);
6.5. presentation.

During the internship, the student regularly makes entries in the internship *diary* about the work to be done, its topics, scope, environments and tools, as well as provides a self-assessment of the work.

The description of the internship place – company or organization provides the student with a closer acquaintance with the activities of the internship place – company or organization, the management structure, the use of IT in administration and economic activities, economic relations, etc.

An *internship report* is a comprehensive document in which the student provides information about the internship, its content, progress and results, as well as conclusions and proposals for improving the study and the internship process.

The internship report must be drawn up in accordance with the guidelines for the design of the Bachelor's thesis. Structure of the internship report:

- cover page (Annex No. 6);
- table of contents;
- introduction (aim of the internship, tasks, period of the internship);
- main part (description of the company or organisation; organisational structure of the company or organisation; an overview of the internship; a description of how the skills required for the main tasks of the professional activity were applied during the internship);
- summary (conclusions and proposals);
- literature and/or technical tools used;
- annexes.

The internship report must be at least 20 pages excluding annexes.

The internship documents must be submitted electronically with a secure electronic signature to the FoIT study administrative assistant no later than five working days before the date of defence of the internship.
The FoIT study administrative assistant registers the internship documents and makes the documents available to the members of the internship defence commission.

7. Internship defence and evaluation

The internship is evaluated by a commission consisting of lecturers involved in the implementation of study programmes of the Faculty of Information Technologies. After the registration of the internship documents, the study programme director organises an internship defence, where students present (about 10 minutes) the results of their work during the internship and answer questions from the internship evaluation commission members and other attendees. The commission then votes to accept the final evaluation on a 10 point scale and announces it to the students. The evaluation of the internship is recorded in the examination sheet. For the successfully completed internship, the student is credited with the number of credit points specified in the study programme.