

Internships Regulation - Masters

(Internship and internship assessment forms attached)

Faro, September 2012

1. FRAMEWORK

The Masters' curricular structure of the Faculty of Economics of the University of the Algarve allows students to complete the masters' degree by means of an Internship. Curricular internships, in private or public institutions, constitute a vocational experience, which aims to provide students with a direct contact with the world of work. This experience requires the student to reflect and perfect what he has learned during advanced studies, with a view to a better human and socio-professional integration training.

2. OBJECTIVES OF THE INTERNSHIP

The goals of the internship of the Masters Course are:

- To provide students with a direct contact with professional practices and forms of intervention linked to skills developed throughout the course;
- To develop the capacity to make use of theoretical and methodological instruments appropriate to the approach of practical problems;
- To increase the degree of maturity, awareness and human relationship of students towards the future professional performance;
- To encourage and support the exchange between the University and the world of work.

3. NON-CONTRACTUAL INTERNSHIP CHARACTER

Internships are not to be mistaken as work contracts, therefore interns are not due monetary compensations, or other, by the exercised activity.

Any internship may be ended before the agreed term, by means of a free termination letter of one of the parties stating the grounds for termination, no compensation due.

However, the entities that, for internal political reasons or other, wish to assign some form of compensation to the intern student for the developed activity are free to do so, once the terms and conditions are agreed with the intern student.

4. RESPONSIBILITY OF THE FACULTY, COURSE DIRECTION AND SUPERVISING TEACHER

It is the responsibility of the Faculty of Economics, through the Direction of the Masters' Course:

- To provide host entities with information about the nature of the course and goals of the internship;
- To support the student during the internship period, via an Internship Supervising Teacher belonging to the University of Algarve, who must have a PhD or be an expert of recognized merit;

- To analyze the internship plans that are submitted by students, duly signed by the respective Host Entity Supervisor and Supervising Teacher, for final approval.

Internship Supervising Teacher's responsibilities are:

- To subscribe, in conjunction with the Internship Supervisor of the Host Institution, the intern's business plan, to be submitted to the Course Direction;
- To follow up the intern in order to support his integration in the external framework;
- To Guide the writing of the internship report and proceed to its assessment.

5. RESPONSIBILITIES OF THE ENTITY THAT GRANTS THE INTERNSHIP AND OF THE SUPERVISOR

- To know the course objectives and the corresponding professional application;
- To indicate an Internship Supervisor who, in collaboration with the Supervising Teacher, will assist the student in defining the training plan, will make the regular monitoring of the intern and shall endeavor to ensure the fulfillment of the plan;
- To provide the intern student with the practical application of the skills acquired throughout their academic course and the introduction of professional practices;
- To provide the Faculty with information and a brief final evaluation report of the internship period, where it will be stated, in relation to the intern, his degree of learning and the quality of its response to the various situations presented (see form attached).

6. RESPONSIBILITY OF THE INTERNSHIP STUDENT

- The student can propose a host institution for completion of the internship, provided it will offer conditions for the performance of functions where concepts, models and/or techniques studied during the course of the masters are put into practice.
- To elaborate the internship plan, following the indications of the Supervising Teacher and the Supervisor at the host Institution. The Internship Plan to be submitted by the student to the Course Direction, signed by the Supervisor and Supervising Teacher chosen, must contain the objectives of the training course, the functions to be performed by the intern and the deadlines for completion, according to the form template attached to this Regulation.
- To Respect the internal rules of the institution that grants the internship, in particular with regard to the timetable established, occupational health and safety regulations and other agreed conditions;

- Always keep a personal and professional approach worthy of the University and Faculty he attends;
- To keep confidentiality about all matters that come to his knowledge and related to the affairs of the Institution that grants the internship, during and after the training period;
- Draw up a provisional version of the Final Internship Report, to be submitted to the Supervisor and the Supervising Teacher, and a final version, which will incorporate their recommendations, to be submitted in order to obtain the masters' degree.
- The internship student may not have previously carried out similar activities to those of the internship in the same or any other entity.

7. NATURE AND DURATION OF THE INTERNSHIP

The nature of the internship must include institutional integration in a public or private Host Institution, whether profit or non-profit.

The internship takes place in the second year of the Masters' course and must have a minimum of 640 hours, if it corresponds to 60 ECTS, or 320 hours if it matches a lower number of ECTS.

8. INTERNSHIP REPORT

At the end of the internship the intern must present the Supervising Teacher, as a first version of internship report, a document which contains:

- a) A presentation of the institution (history, activity, context and structure);
- b) A description of the Sector/Service/Department where the internship took place;
- c) A Description of the objectives and activities carried out during the internship, duly supported with suitable technical scientific grounds;
- d) Self-assessment or critical balance of the activities executed, duly supported with suitable technical scientific grounds;

The final version of the report must be submitted to the Advanced Training Division of the Academic Services of the University of the Algarve, accompanied by the evaluation reports prepared by the Internship Supervisor in the Host Institution and the Supervising Teacher.

The **maximum** size of the internship final report, which incorporates index, abstracts in Portuguese and English, conclusion and bibliography, is 15,000 words. The standards for formatting and submission of Thesis/Project/Report, listed in annex I to the Second Cycles Studies Regulation of the Faculty of Economics of the University of Algarve, should be followed as far as possible in the preparation of the report.

9. ASPECTS OTHER THAN THOSE REFERRED TO IN THIS REGULATION

The rules laid down in the dispositions of the Second Cycle Studies Regulation of the Faculty of Economics of the University of Algarve shall apply in all other aspects relating to the application for exams, the Constitution of the jury, acceptance of internship report, public discussion, final mark or other.

Attachments: Internship plan and internship assessment forms.

Masters in ...
Internship Plan Form
School year: 201 201 _/_

Intern's personal data:

Name: _____
Student number: _____ School year of first registration: _____
Email: _____ Phone: _____

Host Institution where the internship will take place:

Name/Designation/Company: _____
Address: _____
Main Activity _____ Web Page: _____
Email: _____ Phone: _____

Host Institution Supervisor who will be responsible for the Internship and Internship Plan fulfillment

Name: _____
Email: _____ Phone: _____

Supervising Teacher who will monitor the trainee and will guide the elaboration of the Internship Report

Name: _____ Email: _____

Period of time in which the internship was carried out:

Start (planned): ___/___/___ Completion (planned): ___/___/___ Duration (hours): _____

Working arrangements:

Working days: _____ Schedule: _____

Internship plan: Objectives/Activities to develop /Host Institution Department/Deadlines

(Submit as an attached document, with the signatures of the Intern, the Supervisor and the Teacher)

Intern's declaration:

I declare that I have not previously carried out functions identical to those of this internship.

Date: ___/___/___ Signature: _____

Host Institution Supervisor's Declaration:

I declare that I agree to vouch for the follow up and fulfillment of the plan of the intern.

Date: ___/___/___ Signature: _____

Declaration of the Supervising Teacher:

I declare that I accept to follow up and guide the intern.

Date: ___/___/___ Signature: _____

**Masters' degree in
Internship Evaluation Form**

(One copy for the Host Institution Supervisor and one for the Supervising Teacher)

Academic Year: 20____/20____

Capacity in which you fill the internship evaluation form
(mark with an x and enter your full name)

- Host Institution Supervisor responsible for monitoring the internship _____

- Supervising Teacher at the Faculty of Economics who accompanied the internship _____

Name: _____

Intern's personal data:

Name: _____ Student No.: _____

Host Institution where the internship was held:

Name/Designation/Company: _____

Period of time in which the internship was carried out:

Início: ____/____/____ Conclusão: ____/____/____ Duração (horas): _____

Working arrangements:

Working days: _____ Schedule: _____

Please, justify your assessment according to the following parameters.

1. Effective Performance, considering the amount and quality of work done, the accomplishment of the goals set, the degree of achievement obtained, etc.

2. Integration, taking into account the integration in the Working Group, the motivation and the readiness shown.

3. Capacities and Skills taking into account:

- a) Interest and ability in applying the knowledge gained during the teaching part of the masters.

- b) Integration of training capacity received and knowledge acquired in the institution throughout the internship.

Comments/Suggestions:

_____, ____ of _____ of _____ Signature _____