

# Mandatory Professional Internship - information

- **June 13th** - provision of internship place for Aistė Prialgauskaitė.
- **September 1st - November 30th** - the period of mandatory internship.
- **Three party internship agreements** will be signed electronically **from August 18th-29th**.
- VU BS internship supervisor **will be assigned** regarding internship / work experience field.
- Internship can start no earlier than July 1st. To start internship earlier than September 1st, internship program has to be approved by VU BS supervisor till June 30th.
- **August 29th - September 15th** - student agrees upon internship program with both VU BS and companies supervisors.
- **November 17th - 2 weeks till internship defense** - student send prepared report to VU BS supervisor and Aistė Prialgauskaitė.
- If report is not submitted on time - student won't be able to defend it.

**FORM TO FILL** if you are having internship at a current job place.

**INSTRUCTIONS** how to log in to VU Internship portal - when it is internship place and you need three-party agreement.

## Internship / work experience report preparation guidelines

### Structure of the report

1. Front Page
2. Internship program ( for interns) | CV (for work experience)
3. Content list
4. **General part (Chapter 1) - short presentation of the company:**
  - a. field of activity, provision of services or manufactured product;
  - b. organizational goals, market position, main competitors;
  - c. internship / work place - a description of the department, field in which the internship was carried out, the nature of work.
5. **Analytical part (Chapter 2) - task performance analysis:**
  - a. Results of the tasks described in the internship program;
  - b. Description of additional tasks not included in the program;
  - c. applicability of knowledge acquired during studies - real examples (at least 3 examples).
  - d. problems/challenges encountered during the implementation of tasks/projects and their solutions - (at least 3 examples)
6. **Conclusions - assessment of internship usefulness, summarization of acquired knowledge and experience.**
  - **The volume of the report is 10-15 pages.**
  - **SOURCES USED** are indicated at the end of the report.
  - The report is formatted according to the methodological instructions of VU BS bachelor's theses, from page 17.
  - **November 17th** - report in PDF form is sent to VU BS internship supervisor and study coordinator Aistė Prialgauskaitė.
  - **December 1st-5th** is defended to the VU BS internship supervisor.
  - **Assessment of the internship** -
    - 70% (assessed in decimal system) - internship report, its content, results and compliance with requirements; initiative of the student in preparing the report; application of knowledge gained during studies.

30 % (assessed in a decimal system) - defense of internship - fluency, logic, high-quality presentation of report content and answers to questions are important.

**Internship is not evaluated if the student did not participate in internship defense.**