



Internships in LAGIC

Department of Language and
Communication Studies
University of Jyväskylä

Our meetings

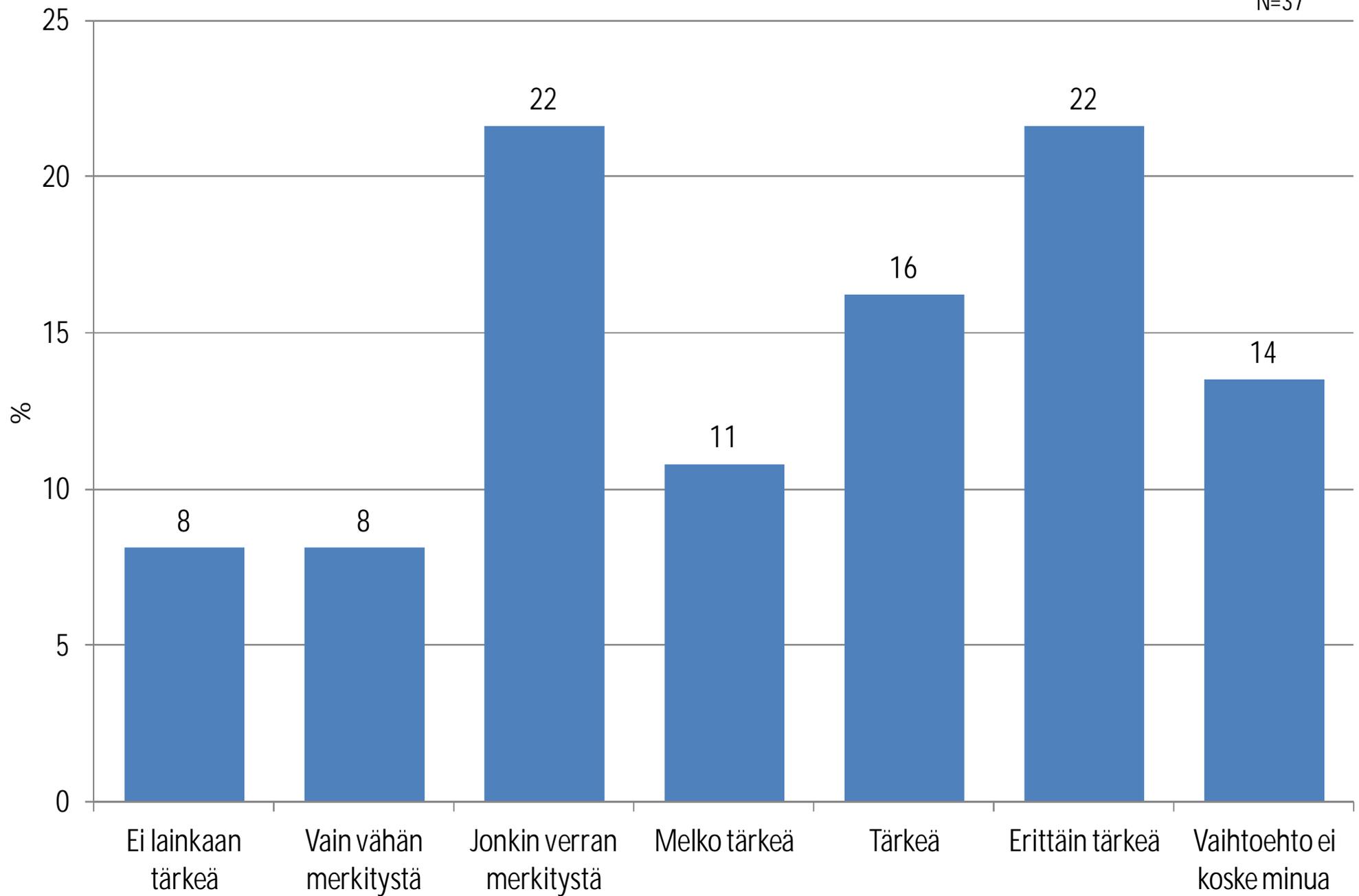
- 16.1. Introduction to internships
- 23.1. How to recognize and market one's expertise
- 30.1. Previous students tell about their internship experiences and what they learned
- 3.2. LAGIC alumni event

Why are internships and projects so important?

- reinforcing learning, giving a chance to apply what is learned, experiential learning at its best...
- launching a career
- socializing interns into work or a career/broadening career knowledge
- making transitions between studies and jobs/careers

Harjoittelun vaikutus työllistymiseen valmistumisen jälkeen

N=37



Internship in a nutshell

- Information openly available in Koppa:
<https://koppa.jyu.fi/avoimet/viesti/intercultural-communication>
- Minimum duration is 2 months
- 10 ECTS
- paid/unpaid
- "intercultural" working environment (or intercultural/international communication required)
- communication-related tasks
- The placement needs to be accepted by the staff in charge of the internship
 - Note: Ofc you may discuss these matters with any teacher!
- Ideal timing: the summer between the active study years, or sometime during the second year

Thinking about internships

- Gaining insight into the social dynamics of working life in general – at any job!
- Flexibility is needed – from simplistic to complex tasks during the internship
- What does the term *intern* mean? A first year student? Bachelors? Almost ready MAs with previous work experience? -> expectation management towards the workplace
- The meaning of having a good supervisor at work cannot be overstated

Steps for a successful internship

- Find an internship place
 - The Dept.'s financial support:
<https://www.jyu.fi/hytk/fi/laitokset/kivi/en/studies/guidelines/internship/support>
 - The University's financial support for internships outside of Finland:
<https://www.jyu.fi/en/study/internship/travel-grants> (also Erasmus+ funding!)
- Negotiate your tasks and responsibilities
- Make sure that you have at least one dedicated person who is responsible for your internship at the workplace
- Register the information online: <https://webapps.jyu.fi/thsl/> (this might change in the near future!)
- Write a learning contract: <https://koppa.jyu.fi/avoimet/viesti/intercultural-communication/internship-papers>
- Be an intern
- Reflect on your internship experience by writing a report (link above)
- Profit!

Finding an internship placement

- Career services provided by the university: https://www.jyu.fi/en/study/working-life-skills?set_language=en
- www.facebook.com/tyoelamapalvelut
- They can help in tuning your CV. Please contact them!
- Jobteaser-service: www.jyu.fi/jobteaser (Also works later on for alumnis)
- Aarresaari (national <http://aarresaari.net>), Aarresaari is filtered by our university, IDS-list has some placements

More information also at:

- www.jyu.fi/tytti

More useful links for finding an internship/job

- Local employment office: <https://paikat.te-palvelut.fi/tpt/>
- Commercial services, such as:
 - <http://www.monster.com/>
 - https://tyopaikat.oikotie.fi/en/haku?sort_by=publication_time
- Associations, such as:
 - AIESEC – an international student network
<https://www.aiesec.fi/>
- Social Networking sites such as LinkedIn

Previous internship places

- Governmental organisations: ministries, embassies
 - International organisations
 - Private small and medium sized enterprises
 - NGO's, volunteer work
 - Municipalities
 - Education and research institutes
 - Projects
- in Finland or abroad
- Browse https://toissa.fi/en_US/home-en-us for inspiration and information

Electronic internship agreement

- Some internships require a "contract" that is done via an electronic system of the university
 - Note! An actually legal contract can only be made between you and your employer
- This agreement is between the intern, the employer, and the university of Jyväskylä
 - Does not require monetary involvement
- <https://webapps.jyu.fi/thsl/>



The Learning Contract

Learning contract

- An individual development plan designed for the internship/work period
- Covers 4 areas:
 1. Learning about the target culture
 2. Learning about the organisation
 3. Learning about one's task/assignment
 4. Learning about one's area of specialisation

Of each area the participant determines their learning objectives, methods and assessment criteria

Framework of Learning Contract



	1. Wider Objective	2. Immediate Objective	3. Learning Methods	4. Assessment Criteria
A. Culture				
B. Organisation				
C. Task / Assignment				
D. Area of Specialisation				

Learning contract – Why?

Learning Contract is designed to:

- Enhance experiential, intentional learning
- Support (intercultural) adjustment
- Promote professional development
- Transfer doing into learning

Learning contract – How?

- LC is designed and negotiated with an appointed staff member before starting the internship
- A final version can be produced during the first period of the internship
- After the plan has been accepted, the participant can start implementing his/her plan
- At the end of the process the development and achievement of the stated objectives are verified in the form of report and/or portfolio

The structure of the learning contract

A. Learning about the culture and intercultural interaction

- Learning about the local culture, its way of acting and behaving and developing one's own intercultural interaction. The learning objective rises from your own development needs and objectives. So, this learning area consists of two learning objectives: 1) cultural learning and 2) developing your own intercultural interaction

B. Learning about the organisation

- Learning related to the organisation you work for. You should determine a more specific learning objective (e.g. related to the organisational communication, certain projects taking place, etc.). This more specific objective should rise from your personal and/or professional interests.
- You can include general information about the organisation, e.g. an illustration of the organisational structure (to get the idea of the organisation as whole), brief descriptions of the mission/objectives, history, current situation and future prospects of the organisation.
- The actual personal learning objective which you choose for yourself can be conducted with the methods you determine yourself.

C. Learning about the task/duties

- This objective rises from your job description. The aim is to develop the kind of know-how that is needed in conducting your job (e.g. project planning, reporting techniques, negotiation practices, networking, etc.) You may wish to develop skills that you don't yet have, but need in your job, and that are useful in the future, or you can further develop already existing skills.

D. Learning about one's area of specialization

- This learning objective rises from either the major field of your studies, e.g. related to your thesis (building the theoretical background, collecting data), or from your future professional objectives (=> building professional specialization/expertise).
- Thus, the objective is to specialize into a specific theme that is relevant either in the light of your studies or your professional future.

Personal adjustment and growth

- In addition to the actual LC-objectives we wish you to pay attention to your cultural and organizational adjustment process and personal growth. Thus, it would be important to actively participate in the activities of the local culture and to participate in active social networking.
- Keeping a diary or a blog and taking pictures are excellent documentation techniques.

In all the four areas of learning described before, you should determine:

- 1. The wider learning objective
 - What do you intend to learn? (the theme/area of learning)
- 2. A more specific/focused learning objective?
 - Which specific aspects within the theme you will focus on?
- 3. Learning methods
 - How are you going to reach your objectives? (the methods you will use)
- 4. Assessment criteria/methods
 - Against which criteria will you reflect your learning? How will you prove in the end of the process that you have reached your objectives?

Internship & Career Development - assignment

"Planning my internship/project/academic expertise"

- Describe your plan at the moment.
- Where? What? When?
- What are the next steps to be taken?
- What kind of practical issues are there? (e.g. How to finance the internship?)
- Area of specialization: links to your thesis and/or future career?
- Lay out your plan in a 1 page document.
- Send the document via e-mail to Marko by 16.1.