



**BACHELOR'S STUDY PROGRAMME
"INFORMATION MANAGEMENT"**

PRINCIPLES AND PROCEDURES FOR STUDENT INTERNSHIP PLACEMENT

I. General terms

1. The Regulations on Internship of the Bachelor Study Programme "Information Management" (hereinafter, the Programme) define the course of internship and the evaluation procedure for those studying in the Programme.
2. The Placement Regulations have been prepared in accordance with the following regulatory enactments:
 - 2.1. Regulation on the National Academic Education Standard (Regulations of the Cabinet of Ministers No. 240 as of 13.05.2014.)
 - 2.2. Regulations of the University of Latvia (hereinafter - UL) on study programmes and further education programmes UL Senate Decision No 102 as of 24.04.2017);
 - 2.3. Principles and procedures for UL student placement (UL Order No.1/417 as of 25.11.2019).

II. Aim and objectives of the placement

3. The aim of the internship is to develop and improve students' skills according to the thematic areas of the study programme: information resource management, information service management and information management in organisations.
4. Placement objectives.
 - 4.1. The general objectives of the internship are to provide students with knowledge of the principles of the institution's work, to build and develop students' skills to participate in the institution's work processes, to organise their professional development, to work individually and in a team, to

develop students' critical and creative thinking, to develop their understanding of professional ethics.

- 4.2. The specific objectives of the internship and the knowledge, skills and competencies of the students are defined in detail in the relevant internship course descriptions.

III. Internship placement organization

5. The duration, load and stages of the traineeship depend on the individual internship placement:
 - 5.1. The academic internship in Information Resource Management is an 80-hour (3 working weeks) internship, in the volume of 2 CP, with the following stages:
 - 5.1.1.familiarising with the specific activities and information resources of the host institution;
 - 5.1.2.participation in inventory planning, appraisal and accessioning;
 - 5.1.3.working to process and organise resources for use
 - 5.1.4.working with the institution's integrated information systems
 - 5.1.5.contributing to the creation of the institution's website;
 - 5.1.6.documenting, evaluating and presenting the experience gained through the internship.
 - 5.2. The academic internship in Information Services Management is an 80-hour (3 working weeks) internship, 2 CP. Its stages are:
 - 5.2.1.familiarising with the specifics of the host institution;
 - 5.2.2.participation in user/customer information services;
 - 5.2.3.consulting/training of users/customers;
 - 5.2.4.documenting, evaluating and presenting the experience gained through the internship.
 - 5.3. Academic Internship in Information Management in Organisations is an internship of 160 hours (4 working weeks), 4 CP. Its stages are:
 - 5.3.1.internship in document management;
 - 5.3.2.preparation of an internship report in document management;
 - 5.3.3.defence for the internship report in document management;
 - 5.3.4.internship in archive management;
 - 5.3.5.preparation of an internship report in archive management;
 - 5.3.6.defence for the internship report in archives management.
 - 5.4. The internship is organised in an institution appropriate to the internship tasks - an internship site may be offered by the Department of Information and Library Studies or the internship site is chosen by the Student and agreed with the UL placement supervisor. The UL placement supervisor prepares the necessary documentation for the internship (internship tasks, cover letter addressed to the institution) one week before the commencement of the internship.

5.5. In accordance with the Law on Higher Education Institutions (Sections 59.2 (Studies Outside Study Programmes) and 59.3 (Recognising the Knowledge, Skills, and Competences Acquired Outside Formal Education or Obtained by Professional Experience) and Cabinet of Ministers Regulation No.505 of 14.08.2018), a Student may request the assessment and assimilation of knowledge, skills and competences acquired through professional experience with the outcomes of the internship. The procedure of evaluation and equalisation is determined by the "Regulations on Evaluation and Recognition of Study Results Achieved in Previous Education or Professional Experience at the University of Latvia" (Approved by the Decision No 201 of the UL Senate on 26.03.2012).

6. The Student's placement is supervised by:

6.1. UL Placement Supervisor, whose responsibilities include:

6.1.1. to agree with the Site placement supervisor on the Student's individual placement tasks;

6.1.2. to prepare and issue the individual placement tasks;

6.1.3. to prepare and issue to the Student a cover letter addressed to the Institution;

6.1.4. to supervise the Student's internship at the Institution;

6.1.5. to work with the parties involved to resolve conflicts over the internship if any;

6.1.6. to inform the Student about the placement documentation forms, how to fill them in and where to locate them, whether they are available with the placement study courses or e-courses;

6.1.7. to advise, evaluate and sign the Student's placement report, organise and participate in the defence and evaluation of the placement.

6.2. The Site Placement Supervisor, an authorised employee with practical experience in the field at the host organization, whose responsibilities include the following tasks:

6.2.1. to instruct the Student on the rules of internal order, safety at work in the Institution and to monitor their observance;

6.2.2. to instruct the Student on the rules of personal data protection and acquaint them with the regulations adopted by the Institution relating to the protection of personal data;

6.2.3. to provide the Student with access to the information at the disposal of the host organization which is necessary for the performance of the placement tasks;

6.2.4. to indicate in writing to the Student what information provided to them is to be considered confidential information;

6.2.5. to notify the UL immediately should the Student fail to attend the host organization, has broken the regulations on labour safety of the host organization or does not fulfil the placement supervisor's orders or the orders of the administration of the host organization;

6.2.6. at the end of the internship, to read and sign the Student's internship report, and prepare a review of the Student's work performed during the internship.

IV. Student placement implementation

7. Before the commencement of the internship, the Student gets acquainted with the UL placement supervisor and receives individual assignments and information about the duration of the internship, internship working hours, internship evaluation criteria, conditions for reporting absences, and conflict resolution.
8. During the internship, the Student gets acquainted with the Site placement supervisor, the organisation and structure of the Institution, the rules of work safety, data protection at the Institution, the student performs individual tasks, consults the Site placement supervisor and the UL placement supervisor on the performance of tasks.
9. Completion and defence of the internship:
 - 9.1. the Student prepares and submits to the UL placement supervisor 10 working days before the internship defence:
 - 9.1.1. an internship report (Annex 1);
 - 9.1.2. a reference from the Site placement supervisor (Annex 2),
 - 9.2. The UL placement supervisor introduces the student to the internship defence process, organises it, and gives the final evaluation.

V. Placement assessment

10. The completion of the internship is assessed on a 10-point scale, based on the following criteria:
 - 10.1.1. amount and quality of the knowledge gained;
 - 10.1.2. skills acquired;
 - 10.1.3. acquired competence in line with the planned learning outcomes.
11. The assessment of the internship consists of the assessment of the internship report, the assessment provided by the Site placement supervisor, and the assessment of the final examination - the internship defence.
12. The final score is calculated using the following formula:
 - 12.1. the assessment of the internship report (Annex 1) accounts for 40% of the final grade;
 - 12.2. the assessment provided by the supervisor (Annex 2) accounts for 50% of the final grade;
 - 12.3. internship defence - presentation (up to 7 min.) where the Student presents the work prepared during the internship to the internship defence board (consisting of the UL placement supervisor and the Programme Director) and answers the questions of the board - 10%.

VI. Final provisions

13. The Regulations come into force in spring semester of 2020.



**Bachelor's study programme
"Information Management"**

INTERNSHIP REPORT

| | |
|--|--|
| Student's name, surname | |
| Name of the internship | |
| Placement/internship site | |
| Site placement supervisor (at the host institution) | |
| Duration of the internship | |
| Work and tasks during the internship (<i>Brief description of the institution, an overview of functional responsibilities, and specific tasks. May be supplemented with illustrative material (photographs, graphs, tables).</i>) | |
| | |
| Self-assessment of skills to engage in work processes (<i>maximum 300 words</i>) | |
| | |
| Self-assessment of professional skills (<i>maximum 500 words</i>) | |
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| Self-assessment – strengths in professional training (<i>maximum 100 words</i>) | |
| | |

Self-assessment – weaknesses in professional training (*maximum 100 words*)

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Placement site evaluation (*maximum 100 words*)

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Recommendations for improving professional training at the UL (*maximum 100 words*)

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Other suggestions, comments, notes, etc.

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| |
|--|

Date

Signature

Enclosed: Reference issued by the Site placement supervisor on Student performance

Site placement supervisor's reference on

_____ *Student's name, surname*

performance

Placement site:

Placement supervisor:

Contact details (email):

Duration of internship:

Evaluation of the tasks performed during the internship (broken down by type of work or individual tasks assigned during the internship)

| | Task | Poor | Almost satisfactory | Satisfactory | Good | Very good | With distinction |
|---|-------------|------|---------------------|--------------|------|-----------|------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |

Assessment of the intern's professional performance:

| | | Poor | Almost satisfactory | Satisfactory | Good | Very good | With distinction |
|---|-------------------------|------|---------------------|--------------|------|-----------|------------------|
| 1 | Knowledge of the sector | | | | | | |
| 2 | Meeting deadlines | | | | | | |

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| 3 | Quality of the work submitted | | | | | | |
| 4 | Willingness to get involved, motivation | | | | | | |
| 5 | Interpersonal skills | | | | | | |
| 6 | Professional skills at the start of internship | | | | | | |
| 7 | Professional development during the internship | | | | | | |

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|--|
| Intern's strengths: |
| |
| Intern's weaknesses: |
| |
| Recommendations for the Intern's future professional development: |
| |
| Intern's rating on¹ a 10 point grading scale: |

Date

Signature

¹ with distinction (10) - knowledge, skills and competence beyond the requirements of the internship tasks, demonstrating the ability to carry out independent research and a deep understanding of field related issues;

excellent (9) - knowledge, skills and competence fully meet the requirements of the internship tasks, students demonstrate the ability to apply the acquired knowledge independently;

very good (8) - the requirements of the internship tasks are fully met, but there are some issues where the understanding is not deep enough to apply the knowledge independently to solve more complex problems;

good (7) - the requirements of the internship tasks are generally met, but sometimes the student fails to use the acquired knowledge independently;

almost good (6) - the requirements of the internship tasks are met, but with insufficient depth of understanding of the issue and inability to apply the knowledge acquired;

satisfactory (5) - overall mastery of internship tasks, but insufficient knowledge of some issues and inability to apply the knowledge acquired;

almost satisfactory (4) - overall mastery of internship tasks, but insufficient understanding of some key concepts, significant difficulties in applying acquired knowledge in practice;

poor (3) – the knowledge is superficial and incomplete; the student is unable to use it in specific situations;

very poor (2) - only superficial knowledge of some issues, part of the internship tasks not covered;

very, very poor (1) - no understanding of the basic problems of the subject, almost no knowledge of the tasks to be performed during the traineeship