



MESPOM
Masters in
Environmental
Sciences, Policy
and Management

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MESPOM Internship Guidelines

Approved at the Department Meeting on January 17, 2018

1 MESPOM internships in the academic context

A professional or academic internship is a mandatory element of MESPOM study program. It aims to develop students' professional skills and connect them to networks relevant to their future careers.

An internship is registered and evaluated as an academic course at Central European University with a value of 4 ECTS (2 CEU) credits, which is equivalent to about 100-120 hours (2-3 weeks) of student's workload.

Internships are normally undertaken between the first week of July and the 3rd week of August between the first and the second academic year, but earlier completion of internships can be arranged on request if it does not disrupt student's studies.

2 Internship hosts

Internships can be hosted by a range of organizations.

- **MESPOM Associate Partners** (Annex 1) have already expressed formal interest in hosting MESPOM internships;
- **MESPOM Partner Universities** can host *research assistantships* which qualify as internships;
- **Other organizations** identified by students or faculty can also host internships if they are approved by the Internship coordinator and sign an internship agreement with CEU.

Internship hosts are committed to host MESPOM students only according to their interests and capacities and thus an internship place of the host organization of student's first choice cannot be guaranteed. In choosing internship hosts, students should take into account time, logistics and financial considerations associated with a particular internship.

3 Internship coordinator and faculty mentors

Central European University appoints a faculty member as the MESPOM **internships coordinator**. The name of the coordinator is listed in the MESPOM and CEU DESP Masters Handbooks. The coordinator is the first point of contact for MESPOM students and their hosts regarding the internships.

For the academic year 2017-2018, Prof. Aleh Cherp acts as the MESPOM internships coordinator.

Each student is assigned a **faculty mentor**, usually with expertise in the relevant area, who supports him/her through the process of planning and conducting the internships as well as evaluates their reports. Faculty mentors are normally resident CEU faculty members, but can be also from other MESPOM Consortium partner universities. In case of research assistantships, the person supervising the assistantship is also the faculty mentor. Faculty mentors are expected to maintain contact with students and, as necessary, hosts during the internships.

4 Process and timeline

The timeline for internships is detailed in the table below. It can be modified (moved forward) for individual students with an approval of the internship coordinator. In each such case, a modified timeline should contain all the stages of the process. The September 1st deadline for the final internship report should be observed in all cases.

November-February	CEU provides the students the up-to-date list of potential internship hosts and opportunities. Students identify potential hosts, topic, faculty mentors and other arrangements for their internships. At this point students are encouraged to make contact with CEU faculty to indicate their potential interests. Contacts with MESPOM APs should be through the designated contact points.
March 1st	Proposed internship hosts, topics and faculty mentors are submitted
mid-March	The internship coordinator approves the hosts, the topics and the mentors
March-April	Students develop internship plans with hosts and faculty mentors
mid-April	Internship plans are approved by the internship coordinator. A plan contains: <ul style="list-style-type: none">- Name of student, host (including specific contact person), and faculty mentor- Summary of internship tasks and deliverables- Period of internship and other arrangements (e.g. physical presence requirements)
May 1st	Internship agreement is signed between CEU and the hosts (not applicable in case of research assistantships)
July-August	Internship plans implemented.
September 1	Submission of internship reports to faculty mentors and the internship coordinator (see section 5).
October 1	Internship hosts submit a feedback. The mentors and the coordinator evaluate the internship. The grade is entered in INFOSYS

5 Reporting, evaluation and assessment

All students submit internship reports to their faculty mentors and the internship coordinator. The reports are max 2000 words and include description of internship activities and learning reflections with internship deliverables attached (if feasible, e.g. in light of confidentiality considerations). More detailed internship report templates will be developed by the internship coordinator.

The internships are assessed by:

- faculty mentors, with input from the internship coordinator as necessary (for the purpose of grading),
- by the students and
- by the internship hosts

The assessment of internships by **faculty** is on a pass/fail basis and uses the internship reports and interaction with students during planning and implementing internships. The following criteria will be considered in awarding the grade:

- the internship plan was submitted on time and of satisfactory quality;
- the internship was conducted in accordance with the plan (including deliverables);
- the internship report was submitted and is at least of a satisfactory quality;
- the internship host evaluated the internship as satisfactory.

The assessment of internships by **students** include their reflection in the internship reports in addition to normal student feedback mechanisms at CEU.

The assessment of internships by **hosts** include brief reports in September – October according to a reporting template provided by CEU.

In case an internship receives the **Fail** grade, CEU imposes an alternative learning activity to fulfill equivalent 4 ECTS requirements.