

INTERNSHIP PROGRAM

After SEMESTER 2

Head of Career Center: Petya Petrova - petya.petrova@vumk.eu

Internship duration: 3 or 4 Months

Evaluation plan:

Item	Weighting
Introduction to Summer internship If Introduction to Summer internship is not mandatory – 15 % will be assigned to the Report	15 % The evaluation will be based on completion of 80% of the induction programme
Short Essay on WHAT DID I LEARN FROM MY INTERNSHIP EXPERIENCE? – up to 500 words + a minimum of 3 photos taken in the intern`s work environment Deadline: the first week of the 3rd month of the student`s internship	15% Evaluator: Head of Career Center The evaluation will be based on submitted/not submitted essay and photos
Evaluation Form filled and signed by the student`s mentor at the workplace. The student is responsible to print it out and submit it to the employer. Deadline: should be submitted along with the 2 nd Semester Report	20% Evaluator: Lecturer
Report /check the curriculum drafted by Student Affairs Department/	50% (65% for groups with no Introduction) Evaluator: Lecturer
Total	100 %

STEPS PRECEDING THE INTERNSHIP PROGRAM:

**Students who are employed and do not seek Summer internship coordinated by the University may continue their employment and not follow the steps of the University`s Internship program listed below. However, you still need to complete the assessment criteria in any case and pass the Summer internship subject in order to get a diploma.*

A group presentation will be held in Dobrich and Varna campuses. (Attendance is strongly recommended even if the student works. We do believe that information provided on that presentation would be useful for you. Students will receive an invitation email from Student affairs department at your campus).

Students will be introduced to the rules and regulations, as well as become familiar with the documents required for the Program. The following items will be discussed in our session: how to write a CV – general rules, how to present yourself in the social networks, email etiquette, rules for presenting yourself on an interview, etc.

Step 1 – Meeting of the Career Center Coordinator with the student.

Before the meeting: The student shall send his/her CV to petya.petrova@vumk.eu

Once the student`s CV is finally approved by the Career Center, the student shall write to petya.petrova@vumk.eu to make an appointment.

On the meeting: familiarize the students with different options for an internship, countries, companies, etc.

After the meeting: Student Package – Internship Program Steps; Evaluation Form; Clearance Form and Statement of Understanding, Important Presentations – will be e-mailed to all students.

Deadline: 6 weeks after the beginning of Semester 1

Step 2 - Interview process, matching and sending Final Offer Letters to students. Signing the Offer Letter by the student and his/her legal guardian.

The admitted students/participants to the Internship Program and their legal guardians should sign the Final Offer Letter sent by the Career Center within the specified period therein. If the Final Offer Letter is not signed by the legal guardian, the student should write in his/her own handwriting that his/her parents are aware of all the needed details and agree with it.

For example: *I (student's full name) fully understand all the terms and conditions of the internship agreement, and hereby declare that my parents are fully aware of my internship details as well, and they agreed to it. (Signature)*

Deadline: Mid-April

Step 3 – Signing a tripartite Agreement/Contract between the student, the school and the employer.

Once the Agreement/Contract is signed, THE STUDENT IS NOT ALLOWED to change his/ her decision, unless they do it for valid reasons.

Deadline: End of April

Step 4 – Applying for a visa, if needed

The Career Center shall assist students in document preparation, but it is students' responsibility to submit the correct documents on time.

Deadline: End of April – Beginning of May

Step 5 – The student shall buy a flight ticket ONLY after the visa is granted and provide the coordinator with THE FLIGHT DETAILS.

Step 6 – The student shall provide the coordinator with HIS/HER PHONE NUMBER – IT IS OBLIGATORY TO HAVE ONE DURING YOUR TRAVEL AND STAY THERE.

Step 7 – The student shall inform the CC coordinator about his/her arrival.

Internship Program STARTs

STEPS DURING THE INTERNSHIP PROGRAM:

Step 8 - Documents students need to submit:

The student needs to send a short essay and 3-4 photos from his/her work environment.

Deadline: It should be submitted the first week of the 3rd month of the student's internship to petya.petrova@vumk.eu

The Student is responsible to print out the Evaluation Form and hand it over to the employer to fill and sign at the end of his/her internship.

Deadline: Right before the end of student's internship.

STEPS AFTER THE INTERNSHIP PROGRAM:

Step 9 - Internship Reports

For more information on how to write your Internship Report, check the Module book on the DEC system.

Deadline: Check the curriculum for your Program.

TO SUMMARIZE:

1. You will be hired as an intern, not as an employee, which supposes different payment. The main purpose and the design of the internship is to gain experience, not to earn money.
2. Once you sign an Agreement/Contract with the employer – you are NOT allowed to cancel it unless you have valid reasons.
3. Before your departure you should provide the Career center with filled and signed Clearance form.
4. You need to have a cell phone to use while in Bulgaria and during your travel and stay in your internship destination. Please make sure to provide the Career Center with your phone number. It is very important to be able to stay in touch.
5. It is recommended not to involve your parents, relatives, co-students or friends in OUR communication. It is important to speak to Career center in person, directly.
6. The Career Center is ONLY RESPONSIBLE till the moment of signing the Agreement/Contract with the employer – if you need any help you can always contact Petya Petrova, the Head of the Department at petya.petrova@vumk.eu . We will do our best to help, but please read carefully the Statement of Understanding, which you will sign before your departure, and before contacting the Head of the Department regarding any enquiries. If you occur any problems Please speak to your Supervisor or Manager at work first, and only if the problem is not solved, then contact the Career Center for further assistance.
7. It is recommended for your best collaboration with Career Center to follow the above-mentioned steps, attend classes, and behave well, as well as it is required to have a good command of English to go on internship.
8. It is very important for second year students to pass all exams from their first and second year of studies by the end of September. Students who have not achieved the required criteria, will not be enrolled on the relevant Cardiff Met Programme. Please contact the Student Affairs office for more details.
9. For more information please read carefully the Internship Guidelines for VUM students booklet, which is in the package you received.