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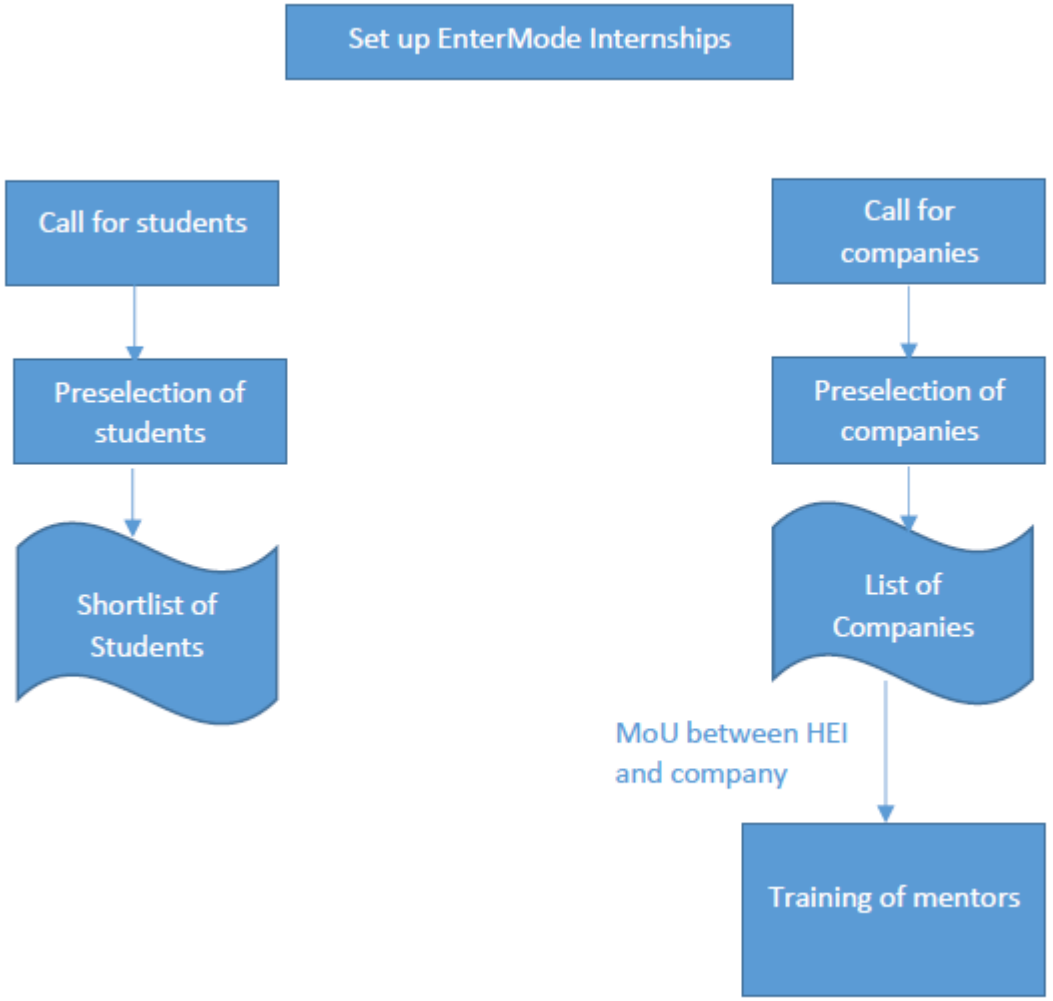
The EnterMode Internship Guide

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TECHNICKÁ UNIVERZITA V KOŠICIACH
EURASIAN NATIONAL UNIVERSITY
TORAIGHYROV UNIVERSITY
ATYRAU UNIVERSITY
TOSHKENT DAVLAT TRANSPORT UNIVERSITETI
Tashkent state transport university
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Preparation of EnterMode internships and involved parties



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LOGO OF BOTH PARTIES

MEMORANDUM OF UNDERSTANDING

between

NAME OF UNIVERSITY

City, Country

and

COMPANY NAME

City, Country

……..COMPANY NAME..(hereafter the receiving organisation)

and

……..UNIVERSITY NAME..(hereafter UNIVERSITY ACRONYM)

hereby establish a Memorandum of Understanding with regards to an Internship Program facilitating the receiving organisation acceptance of (UNIVERSITY ACRONYM) students as interns.

Part 1. Purpose

With a view to training high-level researcher and practitioners with the skills and knowledge necessary to solve today's global/regional/local challenges, (UNIVERSITY ACRONYM) has established and internship program with the receiving organisation that will further the individual student's education and develop the practical skills he or she will need for his/her future job. Special focus will be given to entrepreneurial learning and support the acquisition of related skills and competences, by the student that participate in the Internship Program.

Part 2. Period of Partnership

The period and itinerary of the internship to be engaged in by the student is to be agreed upon by all three parties (the receiving organisation, UNIVERSITY ACRONYM, the student) prior to the commencement of the internship.

Part 3. Content

The content of the Internship Program and the manner in which the student will be assigned is to be determined through consultation among all of three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 4. Assigning the internship mentor

The student's internship mentor at the receiving organisation is to be determined by consultation between (UNIVERSITY ACRONYM) and the receiving organisation.

Part 5. Conditions of internship

The internship mentor undertakes to report back to (UNIVERSITY ACRONYM) on the student´s progress over the course of the Internship Program. The structure of the report will be provided by the (UNIVERSITY ACRONYM). The student's faculty mentor at (UNIVERSITY ACRONYM) is to monitor the student's progress in terms of how the Internship Program fulfils his/her training goals. To this end, the faculty mentor undertakes to contact student regularly in order to observe the student's progress and visit him/her personally, if possible.

Part 6. Evaluation

The intern must submit an internship report to both the receiving organisation mentor and (UNIVERSITY ACRONYM) faculty mentor at the end of his/her internship period. The internship mentor and (UNIVERSITY ACRONYM) faculty mentor are to submit evaluative reports to (UNIVERSITY ACRONYM) based both on the internship report.

Part 7. Expenses

The matter of costs for running the internship is to be determined by consultation between the receiving organisation and (UNIVERSITY ACORONYM).

Part 8. Accidents met during the period of internship

While the student is obliged to take out appropriate student insurance, receiving organisation and (UNIVERSITY ACRONYM) agree to work together to resolve any problems pertaining to accidents met by the student during the term of his/her internship.

Part 9. Travel expanses

Payment of travel costs to and from the receiving organisation is, a matter of discretion, to be determined through consultation among the three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 10. Lodgings/accommodation during the internship period

The matter of leasing or loaning lodgings/accommodation to the student during the internship period is to be determined through consultation among the three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 11. Remuneration during the internship period

The matter of remuneration paid to the student during the period of internship is to be agreed upon by the three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 12. Code of conduct during the internship period and keeping confidentiality

The (COMPANY) will sign an Internship Agreement with the student in which the student declares that he/she undertakes to abide by any employment rules set out by the receiving organisation to facilitate the Internship program; agrees also to follow instructions and accept supervision throughout the internship period; agrees to keep strict confidentiality. On no ground is the student to disclose information obtained over the course of the Internship program which is deemed classified by the receiving organisation.

Part 13. Publication of results

The publication of research or other results gained by the student over the period of his/her research or other work is to take place only after consultation with (UNIVERSITY ACRONYM) and the receiving organisation.

Part 14. Period of validity of the Memorandum of Understanding

The Memorandum of Understanding is valid for five years, effective from the date that its signing is concluded by responsible persons of (UNIVERSITY ACRONYM) and the receiving organisation.

Part 15. Termination/renewal of the Memorandum of Understanding

A period of six months' notice is required in the case when either party (UNIVERSITY ACRONYM) or the receiving organisation wishes to terminate the agreement established in this Memorandum of Understanding. Any such wish must be expressed in writing. Any decision to renew the agreement must again be agreed upon by both parties, with both parties expressing their desire to continue at least six months prior to the expiration of the period covered by the current Memorandum of Understanding.

Part 16. Others

Additions or amendment to the provision fixed by this Memorandum of Understanding are possible at any time, subject to consultation and agreement between both parties.

Two copies of this Memorandum of Understanding are to be prepared, each to be signed by the two parties (UNIVERSIYT ACRONYM) and receiving organisation. One copy is to be retained by each party.

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For the NAME OF THE UNIVERSITY **For the NAME OF THE COMPANY**

_____ _____

NAME NAME

POSITION POSITION

Date: Date:

_____ _____

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Indicative agenda for a short training of company mentors for EnterMode

Topic	Indicative time
Welcome – presentation of participants	
Presentation of the Internship Model and the Trainer's guide to Companies	30’
Discussion - The Companies' view on the Model	60’
Challenge based learning	20’
Workshop: Setting up challenges	60’
Using the EnterMode for guidance and support	30’
Integrating the Online serious game	20’
Closure	10’

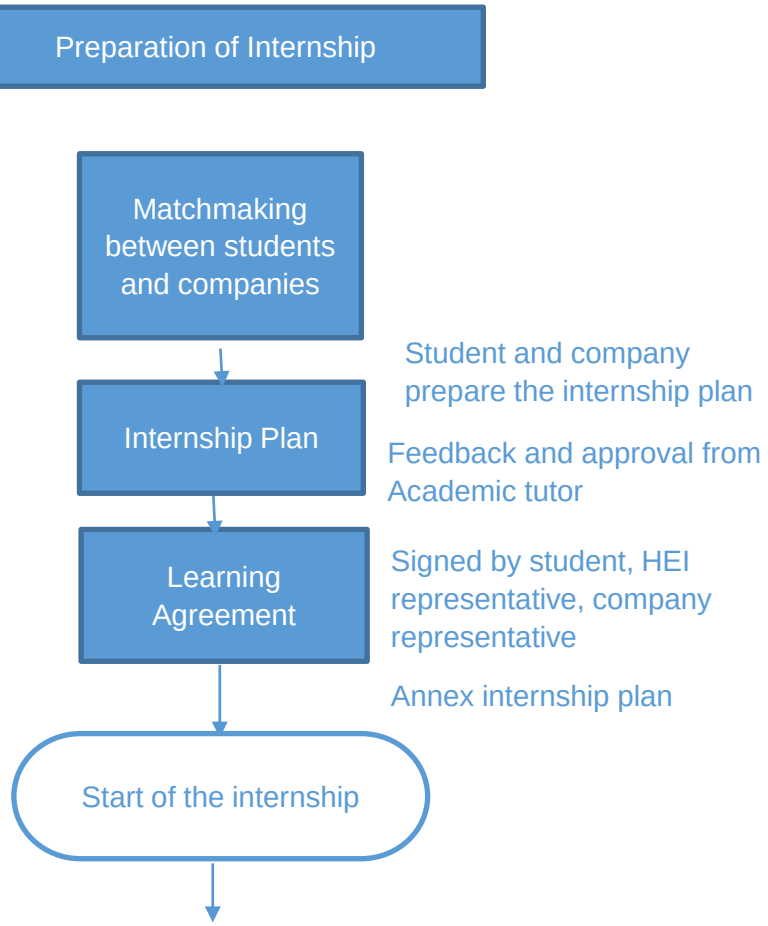
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Preparation phase – checklist for HEIs

Process	Check
Call of interest for companies	☐
Selection criteria for companies	☐
List of companies	☐
Call for interest for students	☐
Selection criteria for students	☐
List of students	☐
Call of interest for companies	☐
Selection criteria for companies	☐
List of companies	☐
MoU signed with ……. (company 1)	☐
MoU signed with ……. (company 2)	☐
Training of company mentors	☐

Before the internship

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Matching students with companies

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- After the final selection of students and companies that will host the internships, the HEI administration office will administrate the matching between them, following a procedure similar to the one for all internships. At this phase, the students may have a first contact with the companies, before they conclude to an agreement.
- The company may organise an in-depth interview prior to the internship, to introduce the company and intern. The company (mentor) and the student need to get familiar with each other, learn about their background, knowledge and previous experiences. During this interview main expectations will be expressed to create common focus and purposes along the internship. This will lead to personal and challenging goals for each intern during the internship.
- A company's mentor will be matched with the intern. This process is essential in order to create a confidential basis and foundation to build on and get most valuable and effective learning outcomes from the internship. The relationship between mentor and intern must be confidentially, where feedback can be expressed naturally without judging and prejudices.

Forming the internship plan

Steps to be followed by company mentors and students for the development of the internship plan are:

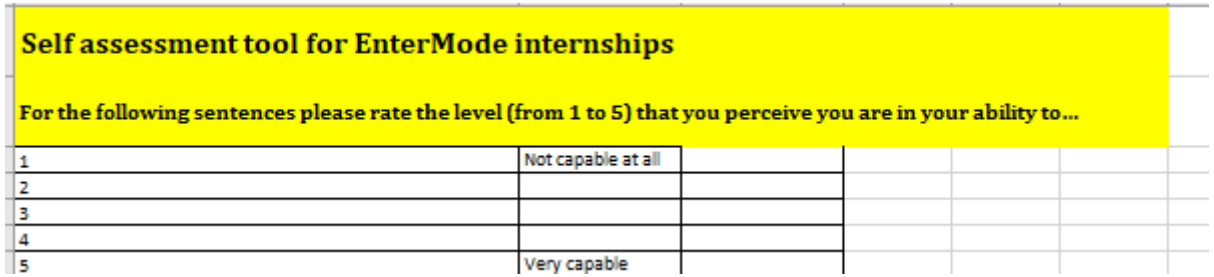
- Self-assessment
- Define challenge, connect challenge with a storyline,
- Define resources to be given to the student,
- Select competences which will be developed during the internship and define the learning outcomes,
- Fill in the Internship plan.

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Self assessment –adapted EPIC tool

The Entrepreneurial Potential and Innovation Competences (EPIC) course assessment tool was designed to help educators to measure the **effectiveness of their entrepreneurship courses**. It can be used to assess the skill and competence development of participants in different entrepreneurship courses, modules, summer schools, bootcamps or training.

The assessment works with a set of statements across five thematic areas with which course participants can assess their development: (1) entrepreneurial competences, (2) entrepreneurial intentions and attitudes, (3) enterprising behaviours, (4) entrepreneurial strategies and (5) educational effects.



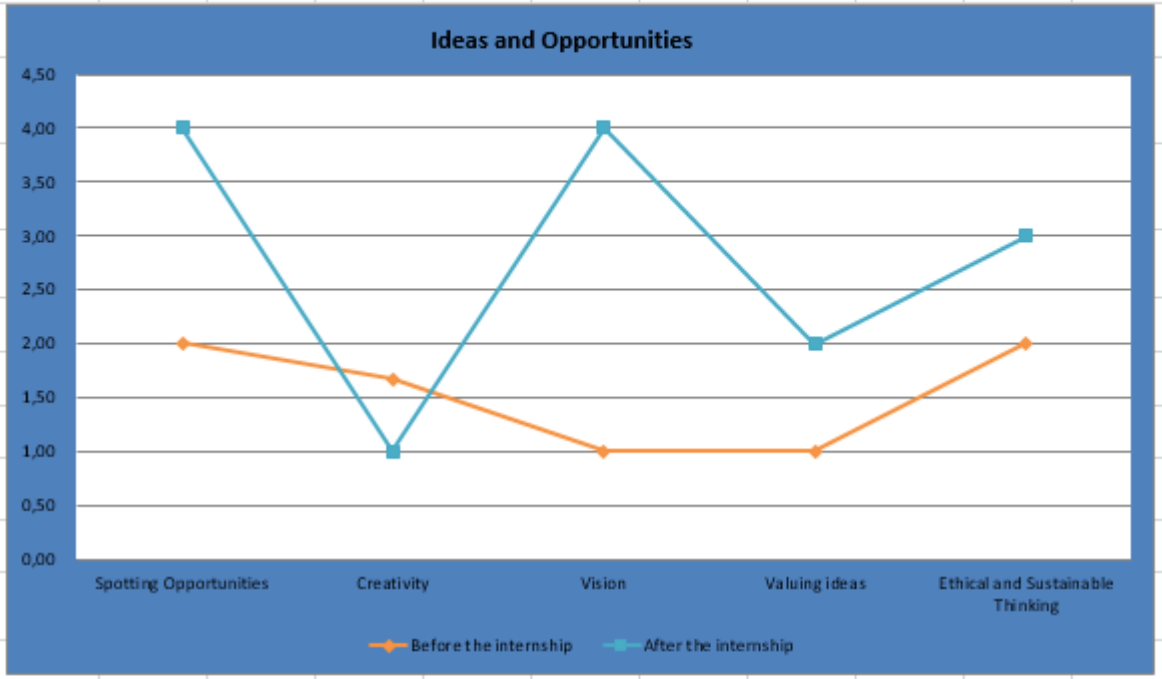
Self assessment tool for EnterMode internships

For the following sentences please rate the level (from 1 to 5) that you perceive you are in your ability to...

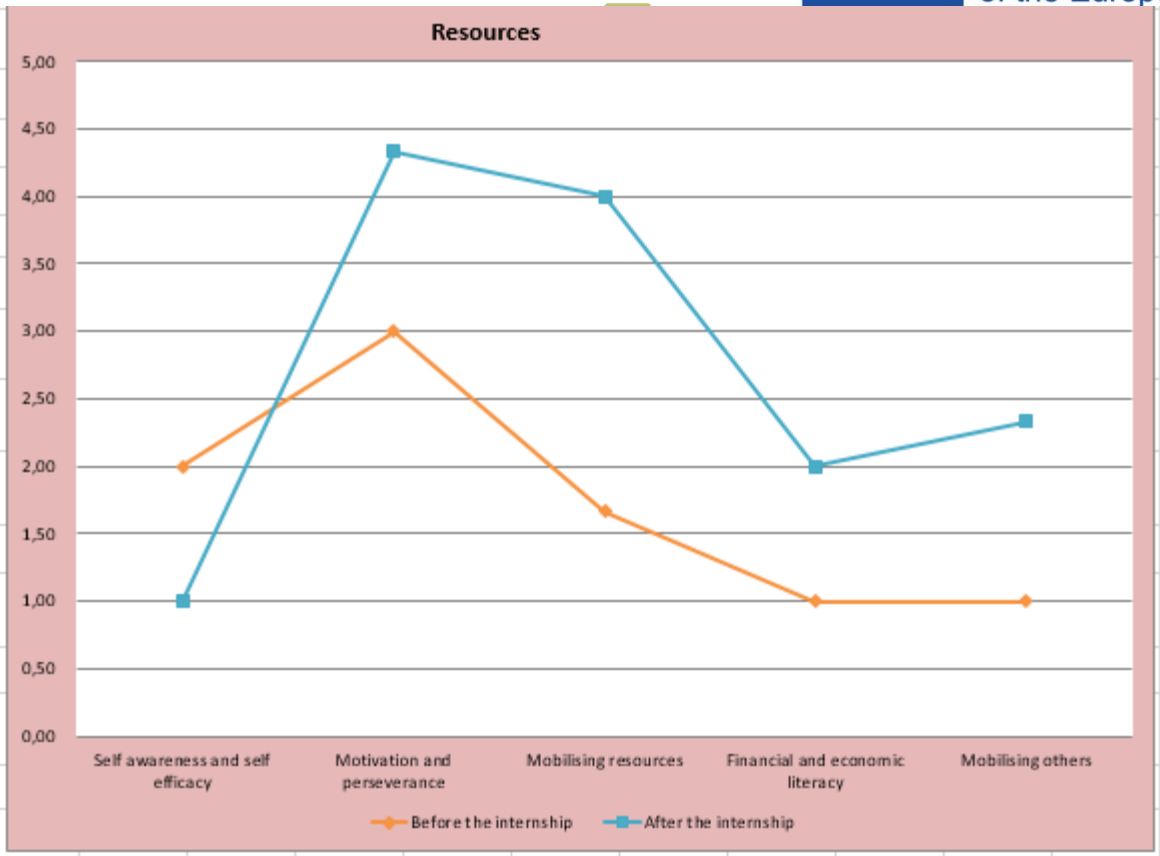
1	Not capable at all	
2		
3		
4		
5	Very capable	

heinnovate

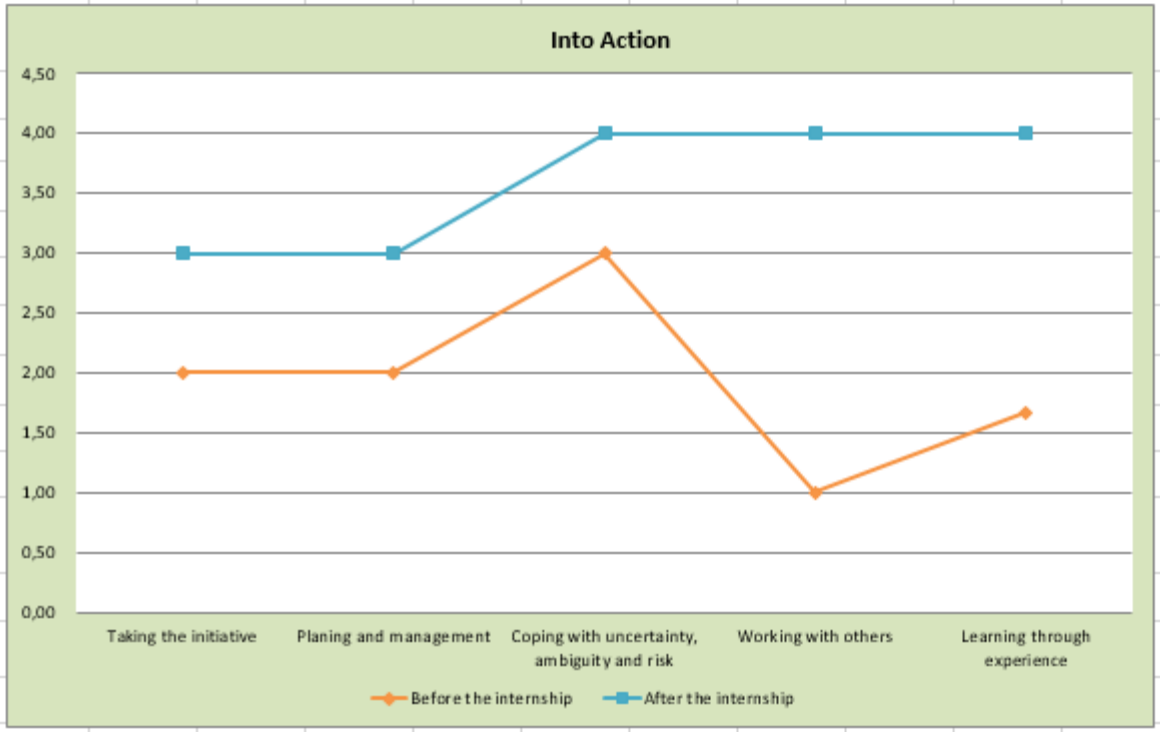
Ideas & Opportunities	Before the internship	After the internship
Spotting Opportunities	**2,00**	**4,00**
Identify opportunities for value creation within your field of expertise	1	3
Anticipate which opportunities will be of high-value	3	4
Select the most valuable opportunity when faced with multiple options	2	5
Creativity	**1,67**	**1,00**
Come up with innovative ideas	1	1
Come up with new and different solutions	2	1
Find new ways of doing things	2	1
Vision	**1,00**	**4,00**
Assess various ways in which your ideas can develop successfully	1	4
Visualise novel connections and relationships that will be important for the development of your ideas	1	4
Anticipate what you need to do in order to reach the goals you set	1	4
Valuing ideas	**1,00**	**2,00**
Identify the novel value in new ideas within your field of expertise	1	2
Assess which needs and requirements are necessary to solve the most important challenges within your field	1	2
Anticipate which new developments will be of importance within your field	1	2
Ethical and Sustainable Thinking	**2,00**	**3,00**
Assess the social and ecological impact of your ideas	1	2
Apply sustainability values to your own practice	1	2
Assess what is seen as "good sustainable practice" within your field of expertise	2	3



Resources	**Before the internship**	**After the internship**
Self awareness and self efficacy	**2,00**	**1,00**
Achieve goals that you set for yourself	1	1
Perform tasks that you are unfamiliar with	2	1
Succeed in endeavours that you set your mind to	3	1
Motivation and perseverance	**3,00**	**4,33**
Finish assignments that you have started, even if you are tired of them	2	4
Continue to work on tasks despite setbacks and failures	3	5
Immediately start working on assignments even if they are challenging	4	4
Mobilising resources	**1,67**	**4,00**
Actively network in order to increase your number of contacts	1	3
Find the right people to assist you on various tasks	2	4
Contact people you do not know when you need something	2	5
Financial and economic literacy	**1,00**	**2,00**
Estimate a budget for a new project	1	2
Control costs in projects	1	2
Read and interpret financial statements	1	2
Mobilising others	**1,00**	**2,33**
Make people enthusiastic about your ideas	1	2
Convey your ideas in an enthusiastic manner	1	2
Convince others to engage in your activities	1	3



Into Action	Before the internship	After the internship
Taking the initiative	**2,00**	**3,00**
Be the one who takes the initiative	2	3
Make difficult decisions	2	3
Quickly assess complex situations	2	3
Planing and management	**2,00**	**3,00**
Create a project plan	2	3
Structure tasks in a project	2	3
Set project goals	2	3
Coping with uncertainty, ambiguity and risk	**3,00**	**4,00**
Deal with uncertainty when implementing new activities	3	4
Work under stress and pressure	3	4
Deal with sudden changes and surprises	3	4
Working with others	**1,00**	**4,00**
Work with many different people	1	4
Actively participate in team work	1	4
Promote your ideas and opinions when working in a group	1	4
Learning through experience	**1,67**	**4,00**
Look for new opportunities to develop new knowledge and skills	2	3
Learn from challenging and difficult tasks	1	4
Select challenging work assignments that you can learn a lot from	2	5



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Definition of the challenge

- **The challenge** should both be relevant to the development of entrepreneurial skills of the students, but also relevant to the organisation where the internship will take place. The challenge should represent a real need of the company, a real problem and should also be broad enough in order to offer different ways of completion. A storyline can be written in order to engage the students and motivate them.
- To design challenge-based learning, information about the student's background, knowledge, previous experience etc. is required. For this reason, it is important to involve the student at the designing level, in order to understand his/her level of proficiency and concentrate on the skills, which need to be enhanced. Knowing the student's strong and weak points, will help mentors design specific actions, which will enhance student's entrepreneurial skills to the right level. Having all this information, will help with the assessment of the knowledge gained at the end of the internship.
- Of course, the content of the challenge is going to differ according to the different needs of the companies and what they expect from the students. The challenge also needs to be related to real everyday life of the company and encourage students to find solutions to real problems. It needs to be focused on specific goals and propose actions to achieve high quality results.
- The duration of the challenge as well as other parameters will be defined by the company mentors, by taking into account the duration of the internships, their specific vocation etc. Although the challenge is set by the company, it also has to match the vocation of the students and to be relevant to his/her studies.

Example of a challenge:

- Interns will have to design a new project proposal (research/educational/innovative), which will be submitted in the next call of proposals deadline.

Resources

Resources and support to student			
Office space and equipment		**Support**	
Office space	☒	**Access to company information**	☐
Computer	☒	**Participation in team meetings**	☐
Stationery	☒	**Mentoring**	☒
Network opportunities	☒	**Training**	☒
Telephone	☐		
Access to office equipment	☐		
Other (Please specify)		**Other (Please specify)**	publications, past proposals, new call for proposals, Budget examples and templates, financial tables, Presentation of basic rules of risk assessment methods

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Definition of competences and learning outcomes according EnterComp

- in order to define the level of the competence of a student, a self assessment has to be implemented, in order to assess prior knowledge and identify areas that need improvement.
- By assessing student's skills before the start of the internship, will help with the organisation of the internship plan and will also provide a baseline to assess his/her progress.

Competence area	Competence	Level	Learning outcome
Ideas and opportunities	Creativity	Foundation	The intern will be able to develop ideas that solve problems that are relevant to him/her and his/her surroundings

Finalisation of the internship plan

- The last step for the finalisation of the internship plan is the development of an action plan for the student.

Action	Related competence	Time
Interns will develop a list of innovative ideas that can be developed into Erasmus+ proposals	Creativity	Week 1
The intern will draw up a budget and justify its expenses	Financial and economic literacy	Week 3
The intern will identify potential risks of their idea and will write ways of avoiding them	Coping with uncertainty, ambiguity and risk	Week 2

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Example of internship plan according to the EnterMode model

Involved Parties
Company: Testing cubes Country: Italy Name of mentor: Amanda Ker Contact Information: ..... Name of student: John Smith HEI of student: University of Alambra
Challenge
The intern will design and implement a new social media campaign that will support the launching of our new product

Resources and support to student			
Office space and equipment		Support	
Office space	☒	Access to company information	☒
Computer	☒	Participation in team meetings	☐
Stationery	☒	Mentoring	☒
Network opportunities	☒	Training	☒
Telephone	☒		
Access to office equipment	☐		
Other (Please specify)		Other (Please specify)	Access to past campaigns, advertisements of the company, Financial data on last campaigns, impact on certain populations, Presentation of basic rules of risk assessment methods

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Competences			
Competence area	Competence	Level	Learning outcomes
Ideas and opportunities	Creativity	Foundation	The intern will be able to develop ideas that solve problems that are relevant to him/her and his/her surroundings
Resources	Financial and economic literacy	Intermediate	The intern will draw up a budget for a value creating activity
Into action	Coping with uncertainty, ambiguity and risk	Advanced	The intern can compare value-creating activities based on a risk assessment

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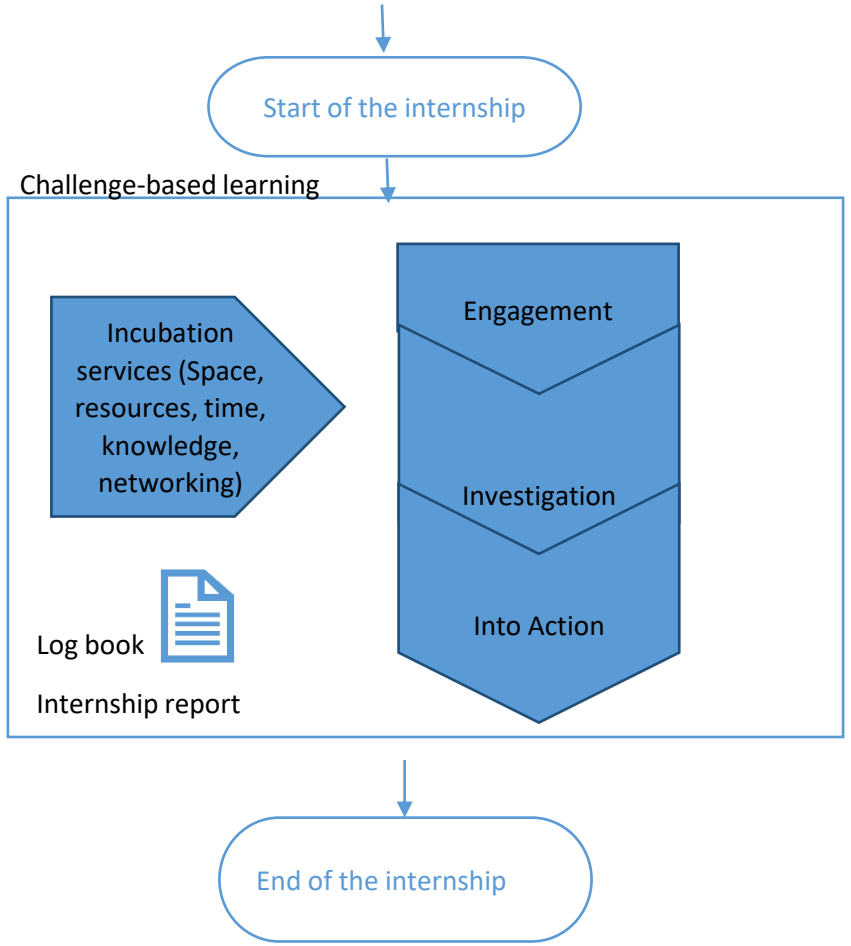
Action plan		
Action	Related competence	Time
The intern will develop a list of mottos for the social media campaign	Creativity	Week 1
The intern will make a list of different financial options regarding the campaign, in each social media chosen to host the campaign	Financial and economic literacy	Week 3
The intern will compare different options (costs, audience, duration etc) regarding a campain on a specific social media	Coping with uncertainty, ambiguity and risk	Week 4

Skills used by Interns and mentors before the internship

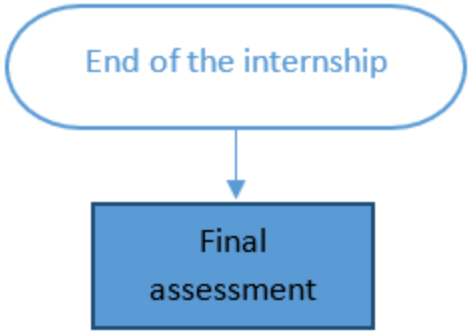
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Preparation activities	
Intern	In depth research & selection of company
	Introduction in procedures, job interviews and selection
	Create learning objectives
	Planning management
	Use different methods in sorting out personal goals
Mentor	(Job)interview procedures
	Development of interpersonal and communication skills
	Planning Management
	Improving sense of empathy
	Search for talents to strengthen company's internal/external processes
	Create learning objectives
	Strengthen mentoring skills
	Share expectations and make agreements

During the internship



After the internship



Self assessment

Feedback from mentor

Debrief

EXAMPLE OF ACTIVITIES

- See .doc file

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EXAMPLE OF INTERNSHIP PLAN

Involved Parties
Company: Testing cubes
Country: Italy
Name of mentor: Amanda Ker
Contact Information: amanda@testing.com , +39894545456
Name of student: John Smith
HEI of student: University of Alambra

Challenge
The intern will design and implement a new social media campaign that will support the launching of our new product

Resources and support to student			
Office space and equipment		Support	
Office space	☒	Access to company information	☒
Computer	☒	Participation in team meetings	☐
Stationery	☒	Mentoring	☒
Network opportunities	☒	Training	☒
Telephone	☒		
Access to office equipment	☐		
Other (Please specify)		Other (Please specify)	Access to past campaigns, advertisements of the company, Financial data on last campaigns, impact on certain populations, Presentation of basic rules of risk assessment methods

Competences			
Competence area	**Competence**	**Level**	**Learning outcomes**
Ideas and opportunities	Creativity	Foundation	The intern will be able to develop ideas that solve problems that are relevant to him/her and his/her surroundings
Resources	Financial and economic literacy	Intermediate	The intern will draw up a budget for a value creating activity
Into action	Coping with uncertainty, ambiguity and risk	Advanced	The intern can compare value-creating activities based on a risk assessment

Action plan		
Action	**Related competence**	**Time**
The intern will develop a list of mottos for the social media campaign	Creativity	Week 1
The intern will make a list of different financial options regarding the campaign, in each social media chosen to host the campaign	Financial and economic literacy	Week 3
The intern will compare different options (costs, audience, duration etc) regarding a campaign on a specific social media	Coping with uncertainty, ambiguity and risk	Week 4

Level of proficiency
Level of proficiency

BE PREPARED FOR ENTER.MODE INTERNSHIPS AT YOUR HEI

- Select ONE student:
  - field of study?
  - level of study? (BSc.,MSc., PhD)
  - level of proficiency?

Foundation	Intermediate	Advanced	Expert

- Select ONE company:
  - profile?
  - previous cooperation?
  - mentor?

- Define challenge
- Select three competences for further support durign the internship
- Select concrete actions for the development of these competences

- **15 minutes + 5 minutes for each HEI**

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EVALUATION AND MONITORING OF INTERNSHIP

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EURASIAN NATIONAL UNIVERSITY
TORAIGHYROV UNIVERSITY
ATYRAU UNIVERSITY
TOSHKENT DAVLAT TRANSPORT UNIVERSITETI
Tashkent state transport university
University of Applied Sciences BFI Vienna
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- Self-assessment questionnaire for student before/after internship
- Logbook prepared by intern
- Final report from internship prepared by mentor from company
- Report on evaluation of internships by each HEIs
- Evaluation questionnaire for expectation of the students before and after internship
- Evaluation questionnaire for expectation of the companies before and after internship
- Evaluation questionnaire for expectation of the HEIs before internship before and after internship

Self-assessment of intern before/after internship -1

- The self-assessment is based on the **Evaluation questionnaire** to be filled by student before preparation of internship plan according to the EnterMode model and after internship.

- The evaluation questionnaire helps to prepare the internship plan that should be developed in phase 1: Engagement preparation phase. This part includes *the main objectives of the internship, the description of the challenge and the selection of the competences from the EntreComp framework*, which the internship is going to focus on.

- Self-assessment questionnaire is based on EPIC: The Entrepreneurial Potential and Innovation Competences (EPIC) course assessment tool available at https://heinnovate.eu/en/epic/dashboard

Self-assessment of intern before/after internship -2

- **The questionnaire**:
  - prepared as Excel file,
  - consists of 45 statements,
  - student rates the level (from 1 to 5) that he/she perceive ability in different fields.
- The self-assessment questionnaires *before and after internship are identical*.
- They will help to evaluate progress in the Entrepreneurial Competences; Entrepreneurial Mindset & Enterprising Behaviours after completion of internship.
- The Self-assessment of student before/after internship will accompany the Logbook.

Logbook prepared by intern

- Logbook consists of three parts:

1) Information
2) Weekly summary (for 4 weeks)
3) Monthly analyses

The weekly summary will be prepared by the intern and signed by both intern and mentor from company (it will reduce mentor workload)

Monthly analyses will be used as Final report from internship prepared by intern.

- Self-assessment of intern before/after internship will be added as Annex.
- Logbook from internship is to be completed each week and should be submitted via email no later than one week after internship to university Academic tutor.

Logbook prepared by intern -1

I. INFORMATION

STUDENT NAME	
COMPANY NAME	
MENTOR NAME	
TOTAL INTERNSHIP DURATION IN WEEKS	

II. WEEKLY SUMMARY

WEEK 1		
Duration in hours:		
	Activities/Description of tasks completed	**Comments**
1		
2		
3		
4		
5		
6		
7		

Date:

Signature of Intern: _____

Signature of Mentor: _____

Final report prepared by company mentor

- After completion of internship company mentor will prepare Final report from internship which will be submitted to HEI Academic tutor.
- Final report from internship is to be completed after internship and should be submitted via email no later than one week after internship.

Final report from internship prepared by mentor from company

COMPANY:		
NAME OF THE INTERN:		
NAME OF THE MENTOR:		
Challenge assigned to the student (according to the internship plan):		
Action plan (according to the internship plan):		
Action	Related competence	Completed
Action 1		☒
Action 2		☐
Action 3		☐
...		☐
Description of the internship (please write a short paragraph):		
Impact of internship on company (please write a short paragraph):		
Main positive/negative aspects (please write a short paragraph):		
Comments/Recommendations (please write a short paragraph):		

Evaluation questionnaire for expectation of the students before and after internship

Expectations of students before/after internship

I expect that internship will: *(1.totally disagree -5.totally agree)*

	1	2	3	4	5
enable me to gain the skills required when seeking a job in today's competitive job market					
further develop my entrepreneurial competences and skills					
introduce me to the world of business					
get a snapshot of what it would be like working in a particular field					
provide a true picture of the day to day activities of a real job in its true form					
give me the necessary ECTS credits required to finish my study					
show me how the responsibilities are distributed among the employees					
teach me to be professional, responsible and accomplish the assigned tasks					
help me master my technical skills					
help me to build a network of contacts and professional connections					
enable me to experience company culture					
enable me to have a deep insight into my Interests					
give me a fast integration to the company by solving real challenge					
enable me to learn by doing how company operates by solving real challenge					
give me support from mentor through incubation					
give me access to resources of the company through incubation					
increase my self-esteem and confidence					
enable me to work alone and choose my own solutions to solve the challenge					

Evaluation questionnaire for expectation of the companies before and after internship

We expect that internship will: ***(1.totally disagree -5.totally agree)***

	1	2	3	4	5
help us to discover new (and hidden) talent					
reduce overall employee workload and minimize workflow interruption by easing the workload of our current employees					
provide the management practice for senior employees e.g. management personnel will learn personal skill development.					
close the skills gap					
bring fresh ideas/enhanced perspectives					
enable us to enhance networks with other companies and HEIs through the use of the Community of Practice					
foster skills in current employees by mentoring interns					
provide mentorship opportunities					
give back to the community					
increase visibility on college campuses by getting our brand in front of students (brand recognition)					
improve the overall work environment.					
enhance partnerships with local universities and colleges					

Evaluation questionnaire for expectation of the HEIs before internship before and after internship

We expect that internship will: *(1.totally disagree -5.totally agree)*	1	2	3	4	5
show us whether our students are technically and mentally prepared for the “real world”					
determine if EnterMode Model had an impact on development of student entrepreneurial competences and skills					
determine if our study programs had an impact on student skill development					
help to increase the reputation of HEI/study programme on a national or international level					
add value to HEI image and marketability					
support the growing relationships with employers					
impact HEI career development and enhancing the career services					
help us gain a better sense of current market trends and employers’ needs to improve upon curriculum and program content					
enhance the educational experience which HEI offer to students by preparing them for the global workforce via experiential education opportunities					
strengthen our partnerships with the university exchange partners and create study plus internship programs					
further develop student entrepreneurial Competences and skills					
help student to understand the world of business					
develop and enhance the university’s global presence					
Help us to collaborate with industry on dynamic programs to work together to prepare tomorrow’s global workforce					

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