



Approved:	Resolution of the Academic Council of Tbilisi Humanitarian Teaching University LLC N02- 2020	16.01.2020
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## **Instruction for the Performance of |Professional (Educational and Industrial) Practice**

### **Article 1. Description of the Practice**

Due to the specifics of the course, practice is a mandatory component and an integral part of the program. It is oriented towards the development of the student's professional skills. It allows the student to test the competencies (knowledge and skills) acquired in the academic environment in real life. Practice is a statement of the student's expectations of what he should know, understand and/or be able to demonstrate after completing his studies. Professional competencies, which are planned to be achieved within the framework of professional practice, are generally a dynamic combination of knowledge, understanding, skills and abilities.

Practice is important for all three stakeholders: the student, the university and employers. Due to the format of professional practice, educational practice is carried out at a facility/clinic on the basis of the university, while industrial practice is carried out outside the university, with which the university has contractual relations and has concluded contracts. The object of practice (organization receiving practice) or its structural unit is relevant to the field.

### **Article 2. Organization of the Internship**

The internship is led by the internship supervisor (a representative of the relevant faculty of the University), who is responsible for implementing the internship syllabus; the industrial professional internship facility allocates a mentor who is responsible for supervising the student at the internship facility and is connected to the university by an appropriate contract or other written document.

The process of implementing professional internship includes the following stages: preparatory meeting, informing the student by the internship supervisor; familiarization with the place of industrial internship by the mentor; involvement in the work process and keeping daily records; supervision of the student by the mentor; consulting the student by the internship supervisor, keeping a practice diary, preparing a practice report, interim assessment of the internship by the internship supervisor and mentor; public defense of the internship report (final assessment) before a special sectoral commission /see Art. 6/.

### **Article 3. Internship Syllabus**

The internship syllabus form should be developed by the Quality Assurance Service of Tbilisi Humanitarian University. The internship syllabus shall include the following mandatory information: course title, course code, course status, internship object, ECTS credit, course format, internship supervisor/mentor, internship objectives, prerequisites for studying the course, activities/content to be carried out during the internship, internship outcomes (specific and general competencies), teaching and learning methods, internship evaluation criteria, etc.

### **Article 4. Internship Diary**

The student must keep a daily record of his/her activities, which will help him/her in preparing an internship report or project. The diary must include at least the following information:

- Date,
- Division/department/unit of the enterprise/institution/organization;
- Function performed,
- Comment.

In addition to recording the achievement of the learning outcomes planned under the internship program, it is also possible to keep a competency development diary.

### **Competency Development Diary**

Sectoral and general competencies	Examples
Communication skills (linguistic skills)	
Working in a group	
Ability to use information and communication technologies, etc.	

## Article 5. Internship Report

### Instructions for Compiling an Internship Report

- Title Page;
- Higher Education Institution;
- Name of the Enterprise/Institution/Organization Carrying Out the Internship;
- Date of Start and End of the Internship;
- Name and Surname of the Student;
- Name and Surname of the Internship Supervisor;
- Resume;
- One-Page Summary of the Internship Report;
- Table of Contents;
- Description of the Enterprise/Institution/Organization

This part of the report should reflect the following information:

- Full name, address and brief history of the enterprise/institution/organization;
- Organizational and legal form of the enterprise/institution/organization, form of ownership, field of operation; Products and/or services produced and main customers; Management structure (scheme) of the enterprise/institution/organization, regulation of safety and ethical norms;

The analysis of the activities carried out during the internship is the main part of the report. It should reflect the activities carried out and the ways to achieve the learning outcomes set in this process. The following questions should be answered:

- What types of functions did you perform during the internship?
- What skills, planned/or unplanned by the internship program, did you acquire and/or develop during the internship?
- To what extent did the activities carried out by you during the internship correspond to the sectoral and transferable competencies you had previously developed?

In this case, the student can convey the news that he/she learned during the internship: answers the question - what kind of impact will the internship have on your future career plans?

- Conclusions;

Includes the main conclusions drawn from the practice and general observations on the subject of the practice

- Appendix;
- Graphs, tables, pictures, etc.

## **Article 6. Organization of the Public Defense /Final Exam/ of the Internship Report**

1. Special sectoral commissions are established for the public defense of the internship report, which are approved by the Faculty Council upon the proposal of the Dean of the Faculty. The commission must consist of at least 3 members. The chairman of the commission is the Dean of the Faculty or the head of the educational program, and the members of the commission: the head of the internship and a representative of the internship facility (mentor). A final protocol must be drawn up on the course and results of the public defense of the internship report and an examination report must be filled out.
2. The internship report can be submitted for repeated public defense in the same semester, in accordance with the rules established by the legislation of Georgia, based on the student's grade of 41-50 points /FX failed/ - with an interval of at least 5 days.

## **Article 7. Assessment of the Practice**

The assessment of practice is carried out in two stages: in the form of intermediate and final assessments.

Intermediate assessment - maximum 70 points

Final assessment - maximum 30 points

1. The intermediate assessment of practice includes 2 stages and components:

1.1 Activity during practical classes;

1.2 Keeping a practice diary.

### **1.1 Activity during practical classes means:**

Student's attendance /participation in practical classes during which the student's activity in relative field is checked. The level of knowledge and performance of the practical work/activity to be performed, the degree of activity, the level of effective use of time management for the work to be performed, the speed of decision-making, the adequacy of questions and answers asked on the object, the ability to connect the acquired theoretical knowledge with practical experience, communication skills, the ability to reason logically and consistently. The student is assessed weekly.

### **1.2. Keeping a practice diary involves:**

Describing and recording the practical work performed by the student. During the diary, the quality of correct and complete completion of the given task is checked, whether the student was able to determine the correct way to complete the task, whether the student demonstrated

the ability to fully use the acquired knowledge and practical skills, and the ability to consider and reason about information related to the task.

The distribution of points for intermediate assessments and the number of study weeks varies depending on the specifics of the educational program, the number of credits and contact hours and is specified in the relevant practice syllabus.

2. Final assessment of the internship /exam/ (maximum 30 points), demonstrates the competencies acquired during the internship and includes the public defense of the internship report and consists of the following components:

2.1. Evaluation of the internship report - maximum 15 points;

2.2. Presentation of the internship report - maximum 15 points.

a) The assessment of the internship report consists of 4 components:

1. Format and summary that reflects the goals and results of the internship – maximum 4 points:

1.1. The internship report is formatted correctly and the conclusions in the summary directly reflect the goals and results of the internship – 4 points;

1.2. The internship report is formatted correctly in terms of content and the conclusions in the summary partially reflect the goals and results of the internship – 3-2 points;

1.3. Most of the internship report is not formatted correctly and the conclusions in the summary do not reflect the goals and results of the internship – 1 point.

1.4. The internship report does not have a summary, most of it is not formatted – 0 points.

2. Description of the object of practice, which creates a clear idea of the object of practice – maximum 4 points:

2.1. The description of the object of practice is accurately conveyed and creates a clear idea of the object of practice – 4 points;

2.2. The description of the object of practice is partially conveyed and creates only an approximate idea of the object of practice – 3-2 points;

2.3. The description of the object of practice is presented schematically, in 1-2 phrases, which does not create any idea of the object of practice – 1 point.

2.4. The student was unable to describe the object of practice – 0 points.

3. Analysis of the activities carried out during the practice process (to what extent does the practical activity correspond to the goals of professional practice, to what extent will it develop professional competencies) – maximum 4 points:

3.1. Analysis of the activities carried out during the practice process corresponds to the goals of practice and will fully develop professional competencies – 4 points;

3.2. Analysis of the activities carried out during the practice process partially corresponds to the goals of practice and will partially develop professional competencies – 3-2 points;

3.3. Analysis of the activities carried out during the practice process minimally corresponds to the goals of practice, will not develop professional competencies – 1 point.

3.4. Analysis of the activities carried out during the practice process is not presented – 0 points.

4. Conclusions and recommendations – 3 points:

4.1. The practice report clearly states the conclusions and correctly presents the recommendations -3 points;

4.2. The practice report partially states the conclusions and presents the recommendations -2 points;

4.3. The practice report contains several conclusions and recommendations -1 point.

4.4. The practice report does not include conclusions and recommendations -0 points.

**b) The presentation of the practice report consists of the following 5 components:**

1. Introduction: maximum 3 points

3 points - effective, non-standard, captures the attention of the audience;

2 points - interestingly presented;

1 point - does not try to interest the audience;

0 points - boring and uninteresting.

2. Argumentation: maximum 3 points

3 points - arguments are numerous and convincing, supported by factual material;

2 points - arguments are present but lack factual support;

1 point - arguments are few and unconvincing;

0 points - arguments are incorrectly presented or there are no arguments.

3. Conclusions: maximum 3 points

3 points - logical and complete, well-formed and organized;

2 points - logical and well-formed;

1 point - conclusions are incorrect and illogical;

0 points - incorrect conclusions have been made or none have been made.

4. Contact with the audience: maximum 3 points

3 points - has communication skills, responds adequately to the audience's reaction;

2 points - feels the audience and generally establishes contact;

1 point - periodically tries to make contact;

0 points - cannot establish contact, speaks incoherently.

5. Use of visuals: maximum 3 points

3 points - uses the latest technologies;

2 points - uses only diagrams and tables;

1 point - uses sparingly;

0 points - uses incorrectly/does not use.

#### **Article 8. Disclaimer**

These instructions are common to all programs of Tbilisi Humanitarian Teaching University, unless a specific educational program provides for different requirements.

## Final Assessment Report of Professional practice

\_\_\_\_\_ Faculty

\_\_\_\_\_ Bachelor's Program

N	Student's first name, last name	Evaluation components		
		Midterm evaluation Maximum 70 points;	Final grade: Maximum 30 points;	Final evaluation
1				
2				
3				
4				
5				
6				
7				

Chairman of the Commission \_\_\_\_\_

Commission Members:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_