

Guideline for implementation and development of ASEM Work Placement Pilot Project

The matrix below is partly based on findings and recommendations of H.J. HOBBS (Nuffic) '*Kwaliteit van Internationale stages*' (2009).

1st Adaptation by workshop at final meeting of 'Reconfirm' (European Transfer of Innovation project) www.reconfirm.eu/en

2nd Adaptation in framework of ASEM Work Placement Pilot Project (*marked in yellow*) during 2nd Expert Meeting, Belgium, Ghent University, 24-25 Sept. 2015.

Belgium, Ghent University, IRO Dept., Patricia Bursens, Oct. 2015.

Actors:

(I) = Intern

(SO) = Sending organisation; HEI or ASEM national coordinating body

(RO) = Receiving organisation / company

Other abbreviations:

UBN = University Business Network

HEI= Higher Education Institution

	Preparatory phase			Work placement			On return
	Looking for work placement	Work placement found	Targeted practical preparation	Start of internship	During internship	End of internship	Dissemination
INTERN	<p>Introspection: interests, skills, competencies to be acquired in relation to individual professional ambitions.</p> <p>CV writing, personal statements, motivation letter, ...</p> <p>Internship period?</p> <p>Search for information on: -internship programmes -regulations on institutional level regarding internships In case of mandatory internship: credit recognition regulations Check out in your HEI</p> <p>Active search for internship Via UBN, internet, own network, (spontaneous) applications, etc. Check out on ASEM website for ASEM internship application procedure & deadlines; own country ASEM contact</p>	<p>Skype interview with RO; matching of expectations!</p> <p>Search for approval of SO Formalization of intentions: = start of the administrative process & practical arrangements</p> <p>- contracts; training agreement; formalization of intentions & responsibilities Follow internal procedures for drafting the training agreement.</p> <p>- ASEM internship: use ASEM training agreement; to be signed by intern</p>	<p>Preparation related to aim and 'content' of the internship: -administrative preparation -language preparation -intercultural preparation: get informed about local 'working culture' (do's & don'ts)</p> <p>Travel preparation</p> <ul style="list-style-type: none"> - visa - tickets - health / vaccination <p>Insurances: -travel insurance; (offered by SO if still a student) -accidents insurance (offered by SO if still a student / otherwise by RO?) -third party liability insurance Check out on ASEM website!</p> <p>Get informed on assessment criteria in case of mandatory internship Check out in your HEI</p> <p>Ask RO for support in finding accommodation</p>	<p>Before Day 1: travel to destination</p> <p>Signing accommodation contract & moving into accommodation</p> <p>Getting acquainted to new environment and RO; intercultural aspects</p> <p>Investing in dialogue with local mentor</p> <p>In case of problems: contact SO or local ASEM contact</p>	<p>Intermediate evaluation</p>	<p>Final evaluation</p> <p>Evaluation of own internship experience</p> <p>Formal report as required by SO</p> <p>prepare for ASEM report</p>	<p>Final administrative steps</p> <p>Sharing experiences with peers, & new candidates -by taking part in information sessions for new candidates - blogs</p> <p>Report to ASEM: use ASEM template on website + send report to your local ASEM contact within deadline</p>

SENDING ORG.	<p>Offering accessible information & support Transparency about possibilities for credit recognition Getting students started</p> <p>Enhancing student awareness of value of international professional experience; impact on employability</p> <p>Active involvement in HEI-business networks / UBN; active search for participating companies in the ASEM WP pilot project; direct contact with companies</p> <p>ASEM: National coordinating body: availability of country webpage, including ASEM WP procedure, UBN; local ASEM contacts</p>	<p>Importance of standardized training agreements; incl. written engagements for guidance & support by RO / own work place for intern /schedule / tasks / acquisition of skills - checklist & recommendations for mentors in RO and SO</p> <p>Transparency about assessment criteria</p> <p>ASEM training agreement to be signed by HEI</p>	<p>Pre-departure information (information sessions)</p> <p>Information & briefings about practical matters; checklist for outgoing intern (visa, insurance, health, travel arrangements, ...)</p> <p>Information on institutional internal internship monitoring procedures.</p> <p>In case of mandatory internship: inform student on assessment criteria</p> <p>Checklist & recommendations for company mentors</p>	<p>Contact with intern shortly after arrival (email, skype,); Check if all goes well</p> <p>(If necessary contact with local mentor / problem solving)</p> <p>Availability ASEM contacts</p>	<p>Regular contact; optimum 1x/month in case of long internship periods (Email-skype-videoconference, ...)</p>	<p>Internal (standardized) protocol for assessment of interns on institutional level</p> <p>Assessment: by SO and/or RO</p> <p>Determine deadline for receipt ASEM report filled out by intern</p>	<p>Unlocking experiences by offering personal feedback moments communication channels & opportunities to share / forum</p> <p>enhancing awareness on individual level, of value of international professional experience; impact on employability</p> <p>Keeping in touch with RO; expansion of UBN</p> <p>Ask RO for feedback on ASEM internship experience</p> <p>Send intern's report to local ASEM contact</p> <p>Check out if company wants new intern</p>
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RECEIVING ORG. (RO)	<p>Job description Release internship offer in UBN network</p> <p>Check recommendations from SO & ASEM website; ASEM contacts</p>	<p>Skype interview with intern: final selection & matching of expectations! Finetuning of tasks, schedule, etc.</p> <p>Signing of training agreement: =formal engagement for follow up & support of the intern by the mentor</p> <p>ASEM training agreement to be signed by company</p>	<p>Support in search for accommodation</p> <ul style="list-style-type: none"> - information about local working culture - brief intern on do's and don'ts in the work place, confidentiality policy etc. <p>Mentor => important role Check recommendations from SO & on ASEM website</p>	<p>Importance of a good start: warm welcome / guidance & support by RO during very first days =>impact on good relationship & communication mentor-intern Facilitate acculturation of new intern.</p> <p>In case of problems: contact with SO or (local?) ASEM contact</p>	<p>Mentor: regular feedback to intern on professional performance; personal contact + feedback to SO</p>	<p>Importance of (constructive) final dialogue mentor – intern alongside written evaluation</p>	
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