

EXTRACURRICULAR INTERNSHIP GUIDELINES

Date. September 2020

Introduction

Students from all ESDi university degrees may complete and strengthen their training by carrying out extracurricular internships, completely voluntarily (internships not included in the curriculum).

These internships are protected by an Educational Cooperation Agreement with the company or entity in which the internship will be conducted, and monitored by ESDi. Even though the internships won't be graded, they will be included in the European Diploma Supplement (EDS).

Period of realization

These will take place during the period of realization of the enrolled studies, understood as academic years.

The duration of the internship shall not surpass a maximum of 50% of the effort time put in by the student during the academic year, that is, for an academic year of 60ECTS, a maximum of 750 hours shall be allowed.

The student shall conduct an extracurricular internship as long as he/she is enrolled in an academic class. In the event that the amount of credits is lower or higher than 60 credits, a proportional calculus of the maximum number of hours to be done by the student shall be carried out.

General conditions to conduct a professional internship

- The student shall be enrolled in a university degree (bachelor or master) or enrolled in non-official university programs.
- The internship can be conducted throughout the entire academic year. The total number of hours will be calculated depending on the credits that the student is enrolled in.
- The tasks in which the student takes part shall contribute to his/her training. For this reason, the internship shall directly be related with the student's education.
- Working hours shall not overlap the student's university schedule: the student shall be able to perform his/her academic obligations and representational requirements.
- The student shall not have any kind of personal relationship with the company or institution in which the internship is conducted.

Conditions and incompatibilities of the receiving organizations

- The companies or institutions taking part in the internship program shall be legally established and its activity shall be related to the design itinerary that the student is studying.
- The receiving organization shall name a tutor to take full responsibility for the student's training inside the company, as well as the evaluation of his/her stay, facilitating the established reports mentioned in the agreement signed with the University.

Assignment of the academic internships

Professional Career – Academic Secretary conducts, at the start of the academic year, an informative session in which the functioning of the internships is explained.

Students will find the available offers through the platform JobTeaser.

Students can solve their doubts and ask their questions through practiques@esdi.edu.es

Offers made by the receiving organization

The companies or institutions interested in offering an internship to ESDi Design Degree will publish their offers (after the acceptance of Professional Careers) in the JobTeaser platform, with enough advance and explaining in detail all information regarding the training program that the organization offers, as well as the tasks that the student will carry out. The organizations shall select among the received CVs, and they keep the right to turn to prior candidate selection interviews. If the organization selects a student, they will communicate the decision to both the student and ESDi. The student shall receive the news of his/her selection (via e-mail or phone) through the receiving organization. If the selected student agrees, the procedures for the signature of the agreement will be conducted. If the student rejects the offer, the student shall express this decision by writing a document, therefore leaving evidence that he/she knew about the offer.

Receiving organization requested by the student

The student can directly request to ESDi's internship service in which company or institution he/she wants to conduct the internships, however it is indispensable that the student maintains no personal or working relationship with the organization. The student shall report the conducted paperwork with the receiving organization. And, the internship responsible shall evaluate if the agreement can be conducted with said organization provided that all requisites are met.

Management and processing of the agreement

The internship shall be protected with the signature of an educational cooperation Agreement agreed between the student, the University and the receiving organization. The administrative process of the educational cooperation Agreement is made by the University.

The student is given the internship agreement which will regulate his/her stay in the receiving organization. The agreement shall be signed by the three parties, that is, the receiving organization, the student and the university.

The student will be the one to send out the three corresponding copies, which will include two signatures, before the start of the internship. Following, the management Associate of the center will sign said copies, and the Internship Responsible will formally register the agreement and return to the student a copy for him and a copy that the student shall hand in to the receiving organization.

Academic coordinators

ESDi's Academic Director will allocate an academic tutor to monitor the extracurricular internship.

The academic tutor is in charge of advising and helping the student through all questions that may arise during the realization of the internship, as well as discussing with the internship tutor of the receiving organization all important aspects that may be of use when evaluating the activities carried out. At the same time, the tutor shall report and manage all eventual problems or difficulties that may arise during the development of the internship.

The academic tutor shall preferably be an ESDi teacher linked to the specific itinerary that the student is taking.

Evaluation of the internship

Once the internship is over, the tutor of the receiving company shall fill out a form/survey evaluating the tasks carried out by the student, taking into account attitude, aptitude, work and results. The form/survey shall be shared by ESDi along with a final certificate of completion that the tutor shall also fill out.

The student, on the other hand, shall fill out a form/survey evaluating the tasks carried out during the internship. The form/survey shall be shared by ESDi.

It is the student's responsibility that both forms/surveys are filled in (both the student's and the tutor's). The evaluation of the extracurricular internship is not graded as it isn't included in the curriculum, but it will be stated if the internship has been completed with success or not.

During the internship, the student undertakes to:

It is essential that the student swears responsibility, professionalism and reliability throughout the conduction of the internship, both for the institution that the student represents and for the future internships of other fellow students.

During the conduction of the internship the student shall follow the instructions of the tutor assigned to him/her by the receiving organization, and any problems that may arise shall be solved with said tutor or with the academic tutor assigned by the University.

The student shall be aware that:

- Working hours and internship Schedule shall be in concordance with the information established in the signed agreement.
- All information shared with the student during the conduction of the internship shall be confidential.
- The student is expected to be strictly punctual.
- In the event that the student wants to terminate the agreement, the student shall notify both the receiving organization and ESDi at least 15 calendar days prior.

The following situations shall be deemed very serious:

- Trying to change company or entity once the formal acceptance of the internship has been conducted.
- Unjustified absence or frequent late arrivals to work during the conduction of the internship.
- Low efficiency and negative attitude in the development of the tasks carried out during the internship.
- Unjustified creation of problems or conflicts that may lead to a termination of the cooperation agreement by the receiving organization.
- Each case shall be studied individually.
- It is mandatory for the student to keep its personal data

updated (in the event that the personal data of the Student has changed from that in the academic record), and provide said data to the general academic secretary, the academic tutor and the internship tutor. The student shall also give specific contact data of the place in which the internship is conducted.

The student shall also report the internship events that may arise during the conduction of the internship that may entail a change on the initial cooperation agreement conditions.