

## **METHODOLOGICAL GUIDELINES**

### **On implementation of internship within the study program “Digital Humanities”**

#### **The Aim of the Internship**

The aim of the internship is to practically develop the theoretical knowledge and skills acquired by the student in the interdisciplinary field of Digital Humanities.

According to the curriculum of an academic study program, students have to undergo internship at the Latvian companies and organizations. Thus, the training of qualified employees for the Latvian companies and organizations increases productivity and analytical skills of employees, which is the basis for the development of new products and technologies (innovation). During the period of internship, companies have the opportunity to evaluate the trainee as a potential employee.

Undergoing internship, the student shall develop practical skills related to the theoretical knowledge acquired within the study program, as well as collect the research data for the Master’s Thesis to be developed upon completion of the internship.

#### **Tasks of the Internship**

Tasks of the internship are formulated individually for each student. During the period of internship, the student shall develop understanding of the working practices at the institutions or companies whose professional activity is related to 1) the challenges associated with meaning representation deploying, adapting, emulating and developing technologies, network applications or models; 2) the practical application and approbation of technologies, applications or models; 3) rendition, processing and transfer of multimodal and intersemiotic information.

The performance of tasks is controlled by the Internship Supervisor at the company and the Internship Coordinator at the university. The tasks are formulated in the light of current developments in the selected interdisciplinary area. The subject is acquired independently, in regular consultations with the Internship Supervisor at the company and the Internship Coordinator at the university, and following the guidelines for the development of the Internship Report.

#### **Internship**

The curriculum of the academic Master study program RHMD0 envisions mandatory internship in the 3<sup>rd</sup> semester amounting to 4 CP. The task of the internship is to prepare students for the successful development of the Master’s Thesis. The development and viva of the RHMD0 thesis is scheduled for the 4<sup>th</sup> study semester.

During the internship, a student can collect and process the data to successfully develop a project. The student should learn the basic principles of project documentation design and development.

The volume of the internship (4CP) implies that students have to spend  $4 \times 32 = 128$  hours or approximately 3 full-time 40-hour working weeks at the internship place.

If the student is already working at a relevant company, the internship can be undergone at the same workplace. If a student has not been able to find internship opportunities, s/he should consult RTU Career Support and Services Department ([karjera.rtu.lv](http://karjera.rtu.lv)) about professional career development and internship opportunities. Master student internship is coordinated by prof. A. Zhiravecka.

## **1. Internship Report**

### **The internship report must contain:**

- an official statement from the company that the student had undergone internship in the period specified above;
- a performance review of the intern provided by the Internship Supervisor;
- short description and scope of the company providing internship;
- a description of the work procedures of the company;
- a description of the work performed by the intern.
- self-assessment of the internship and proposals to improve it.

Total volume of the Internship Report is up to 15 pages of Times New Roman text sized 12 at an interval of 1.5.

## **2. Assessment of the Internship**

The Internship Reports should be submitted by week 16 of the autumn semester of the academic year. Following the submission, the Internship Report should be presented before a commission appointed by the Dean of the Faculty M. Platonova, and a positive assessment should be obtained.