

Internship manual
Institute of Estonian and General Linguistics
December 2022

There are **two formats** for an internship: do your **internship in one organization and in one part**, or complete an **internship portfolio** during the entire study period, i.e. do **several shorter internships in various organizations**.

I. Internship in one organization, in one part.

1. **Register** for the course "Estonian and Finno-Ugric Linguistics Internship". You can start the internship at any time, including in the middle of the semester or in the summer. To do this, write to the lecturer, Ann Siiman (ann.siiman@ut.ee).
2. You will be added to the **Moodle course**, where you will find three internship documents and seminar times (you will have to attend at least one out of three seminars).
3. Choose an internship related to your specialty and find a supervisor from the organization. The internship is generally unpaid, but it may also be paid, in agreement with the organization.
4. Fill in and sign the **pre-internship agreement document** together with the supervisor from the organization.
5. **Maintain the internship diary during your internship** and add up the completed hours of your traineeship (1 h = 60 min). Include participation in seminars, paperwork, correspondence, etc. (3 ECTS = **78 h**).
6. Fill in and sign the **internship report** together with the supervisor from the organization.

Upload all three documents to the assignment tool on Moodle (upload the link to your internship diary on Moodle as soon as you start filling it in).

II. Internship portfolio, over the course of your study period at several organizations:

1. Write Ann Siiman (ann.siiman@ut.ee) and let her know that you'd like to start filling in the internship portfolio. **You will not have to register** for the subject "Estonian and Finno-Ugric Linguistics Internship" on ÕIS if you're planning to do your internship over several semesters.
2. You will be added to the internship **Moodle course**, where you will find the internship portfolio document and seminar times. You will need to attend at least one out of three seminars per semester.
3. Choose an internship and find a supervisor from the organization. The traineeship is generally unpaid, but it can be paid in agreement with the organization. **You can try different types of internship**, e.g. a bit of school training (teaching and/or observation), language editing and others. Examples of internship activities include, but are not limited to: organizing language events (for example KeeleKohting), teaching assistantship, assisting with projects or events at the university or elsewhere, participating in linguistic experiments, transcribing, visiting schools and other ways of popularizing linguistics. Ask your lecturer to find out if your chosen activity is eligible.
4. **Fill in the internship portfolio during your time at the internships** and add up the completed hours of your internship (1 h = 60 min). Include participation in seminars, paperwork, correspondence, etc. (3 ECTS = 78 h).

5. When you have completed **78 hours of internships**, write Ann Siiman (ann.siiman@ut.ee).
6. You will be registered on the subject "Estonian and Finno-Ugric Linguistics Internship" and receive 3 ECTS.