

Vademecum for internship: deadlines for the academic year 2019/2020

INTERNSHIP STARTING PROCEDURE

In order to start the internship, the student must present the following documentation:

1. internship application (to be download from the website

<http://www.agrariamedicinaveterinaria.unipd.it/modulistica-italia>)

2. training project in two original copies (from the website

<http://www.agrariamedicinaveterinaria.unipd.it/modulistica-italia>)

3. certificate of passing the general training course on safety in the workplace

(see Starting the internship: instructions for students enrolled in curricular internship -

<https://elearning.unipd.it/serviziosicurezza/course/index.php?categoryid=2>)

The forms must be delivered to the Internship and Career Service at the Agripolis office

strictly within the following dates:

Tuesday 10/09/2019

Thursday 14/11/2019

Thursday 09/01/2020

Thursday 12/03/2020

Thursday 14/05/2020

Thursday 25/06/2020

Tuesday 08/09/2020

After these deadlines, the Internship and Career Service will send all the documentation and the Internship diaries to the Internship Commission which will check the training projects, taking also into account the cv of the trainees. Internship diaries are nominative and shall be picked up by the student at the Internship and Career Service at the Agripolis office before the internship starts. Students can start the internship 20 days after the deadline.

INTERNSHIP ENDING PROCEDURE

Once the internship is concluded, STUDENTS shall, within the following dates:

Thursday 24/10/2019

Tuesday 07/01/2020

Thursday 27/02/2020

Thursday 04/06/2020

Thursday 02/07/2020

Tuesday 01/09/2020

Thursday 22/10/2020

a) Enter the final report on the activity carried out (corrected by the tutor) in WORD format on the platform Moodle.

(see <https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=465>)

Select the his/her Study Course; identify the useful delivery period of the report; access "Insert report".

After the authorization in Moodle of the University Tutor and of the Stage and Career Service the report will be examined by the Internship Commission of the degree course. The student can modify his own report ONLY within the delivery deadline.

To check the status of the assessment, the student shall access "Examine assessment" where any comments from the Internship Commission will also be reported;

b) Deliver the Diary, stamped and signed for each month of presence by the Company Tutor, to the Internship and Career Service at the Agripolis office for each month of presence by the Company Tutor;

c) Subscribe at the Uniweb list on the following dates:

Thursday 07/11/2019

Friday 17/01/2020

Tuesday 10/03/2020

Monday 15/06/2020

Friday 17/07/2020

Thursday 10/09/2020

Thursday 05/11/2020

The list usually opens a month before.

THE UNIVERSITY TUTOR shall within the following dates:

Thursday 31/10/2019

Friday 10/01/2020

Tuesday 03/03/2020

Monday 08/06/2020

Friday 10/07/2020

Thursday 03/09/2020

Thursday 29/10/2020

a) Check the final report on the activity carried out on the Moodle platform.

(see <https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=465>)

Access the "Reserved area-Evaluator register"; enable "Activate modification"; in the "Tutor" section

Express the authorization on the relationship by selecting the appropriate field in the drop-down menu.

THE STAGE AND CAREER SERVICE shall within the following dates:

Thursday 31/10/2019

Friday 10/01/2020

Tuesday 03/03/2020

Monday 08/06/2020

Friday 10/07/2020

Thursday 03/09/2020

Thursday 29/10/2020

a) Check the correctness of the documentation presented by the trainee by expressing on the platform

Moodle the authorization.

(see <https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=465>)

Access the "Reserved area-Evaluator register"; enable "Activate modification"; in the "Office" section

express your authorization on the relationship by selecting the appropriate field in the drop-down menu.

THE INTERNSHIP COMMISSION must within the following dates:

Thursday 07/11/2019

Friday 17/11/2020

Tuesday 10/03/2020

Monday 15/06/2020

Friday 17/07/2020

Thursday 10/09/2020

Thursday 05/11/2020

a) Examine and evaluate the final report on the Moodle platform.

(see <https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=465>)

After acknowledging the approval by the University Tutor and the Internship and Career Service, the Commission expresses its opinion on the final traineeship report indicating any corrections to the student by inserting a feedback: access the "Reserved area-Evaluator register"; enable "Activate modification"; in the "Commission" (or "Internal notes") section select the function "Change grade" and fulfill the feedback field;

b) Report its opinion in terms of approval in Uniweb within the three following working days.