



Project placement

Inspiration sheet for supervision before the internship begins

Using the inspiration sheet for questions the teacher may ask the student in their capacity of supervisor:

- The inspiration sheet is intended to encourage the student to consider the reflection questions below, which the supervisor presents and discusses with the student.
- The reflection sheet is the first of three handouts – one to be used before the internship begins, one during the internship and one after/towards the end of the internship.

1. Reflection questions **before** the internship begins:

Formulate four to six concrete objectives that you have set for yourself at this moment regarding your internship.

- You may start by writing: I would like to get experience in, become better at, become particularly good at etc.
- Save the objectives so that during your internship you can consider if you are working towards the objectives you have set up.

Discuss the aligning of expectations between you and your internship host organisation:

- Once you have established contact with an internship host organisation, it is a good idea to have a meeting (either in person or on the phone) to discuss the framework of your internship. Suggestions for topics you may discuss:
 - The student's objectives and wishes and those of the internship host organisation
 - Definition and specification of tasks
 - The duration of the internship – start and end dates
 - Time frame for the student's work with concrete tasks
 - Academic learning objectives for the project placement
 - Practical issues, e.g. keys and office space
 - Any legal issues such as confidentiality as regards the solution of certain work tasks.

Think about these points before the meeting (also before the supervision meeting) – and write down a few key points so that you are well prepared for discussing the issues.

