Internship Course

Bc.
SB100 / SB200

Mgr./Ing.
SA100 / SA200

Important Information and Schedule

(If you have not submitted your Internship Proposal, check the study materials of the registration course SB100Reg / SB200Reg / SA100Reg / SA200Reg)

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Note: Dates of the course registration/enrolment, start of teaching, exam periods, etc. can be found in the FI MU Term calendars for the current semester.

Internship Course Enrollment

- Apply for the SB100 / SB200 / SA100 / SA200 course enrollment permission/exception during the Course enrollment period.
- Once your internship proposal has been approved and you have obtained credits/colloquium for the registration course SB100Reg / SB200Reg / SA100Reg / SA200Reg, you will be given the permission to enroll in the internship course.

Acceptance Protocol

Submit no later than 14 days after starting the internship to these folders:
  - **Before the enrolment of internship course:** Study materials of <u>registration</u> course → Homework Vaults → Acceptance Protocols
  - **After the enrolment of internship course:** Study materials of <u>internship</u> course → Homework Vaults

- You can find a protocol template in the study materials of registration and internship courses.
- **Binding Internship Parameters:**
  - Weekly hours – a number of working hours in the office per week + home office per week.

- Regular working time in the office (days of the week, exact time, **minimum of 50% of the weekly hours**) and address where you can be reliably available at the worksite for an inspection. Only 1 change is allowed during the internship.
- Please, use only exact information – we do not accept terms like "approximately", "usually", "20 to 30 hours weekly", "somewhere between 8:00 AM and 18:00 PM", etc.
- Your telephone number in necessary for the purpose of a potential check-up at the worksite.
- **The guarantor should meet these requirements**
  - At least three years of working experience in the technical field counted from graduation.
  - University education – mention the title (at least B.Sc. for SB100/SB200 courses and at least M.Sc. for SA100/SA200 courses).
  - Guarantor's contact – e-mail and telephone number.

    - You and a company representative sign the Protocol.
    - The student shall keep the original of the Protocol for any potential check-up (for the duration of the semester).
    - We will contact you in case your Protocol needs some corrections.
- In the event of a change of your guarantor, upload a notification to the Homework Vault within 3 days from the change and also upload a new protocol signed by the new guarantor. Any delay may lead to shortening the hours you have worked after the guarantor change.

Interim Documents

Submit in the 4th week of the teaching period to the Homework Vault.

- **Interim report:**
  - Extent: 6 standard pages
  - State your name and učo.

- **Worksheet for the period up to now:**
  - In .xlsx format
  - State your name and učo.

- ○ Follow the rules stated in the template of the worksheet

- Use only templates/forms available in Study Materials in IS.
- The job descriptions, the days and the hours stated in the Worksheet must correspond with the information stated in the Acceptance Protocol.
- **The maximum allowable work time per one working day is 8 hours**. Weekends and bank holidays will not be counted, if indicated in the Worksheet.
- **Overtime** – tolerance of up to 10% above the weekly working hours stated in the Acceptance Protocol. (e.g.: You work 20 hours per week, 10% from 20 is 2 hours, therefore you can work up to 22 hours per week). It is not possible to exceed 40 h/week.
- If you are working on a **thesis** in the company, do not include the time spent on the thesis in the worksheet.
- **Feedback** will be in the IS Notebook until the 6th week of Teaching period.
- Any delay with submitting the interim documents may lead to shortening the hours you have worked after the deadline.

End of the Internship and Final Documents

1. **Inform us that you ended your internship by uploading a notification to the Vault.**
2. **Upload these 4 documents to the Homework Vault:**

Up to 3 days after finishing the internship:
- **Worksheet**
  - ○ For the entire internship duration - continue in the .xlsx

No later than 10 days before the end of examination period:
- **Final report**
  - ○ Continue with the Interim report (in PDF format)
  - ○ At least 10 standard pages.
- **Commented Video Presentation**
  - ○ In MP4 format
  - ○ Approximately 10 minutes of audio/video with comments on the presentation
  - ○ Describe your internship, projects, team, technologies, etc.

- **Protocol on Completion**
  - In PDF format
  - **The Protocol cannot be signed before the end of the internship.**
  - **State real start and end dates of the internship.**

Note: If you graduate at the end of the term, provide all of the documents with sufficient advance and inform the coordinator via e-mail address koordinace.stazi@fi.muni.cz

Internship Inspection

- The faculty reserves the right to conduct workplace (on-site) or online inspections on the student. In both cases, the student will be contacted on the student's telephone number he/she provides in the Acceptance Protocol.
- Inspection process – If we can't reach the student on a first attempt, we will wait for 5-10 minutes and try again. After a second unsuccessful attempt the student will receive a text message with a notification that the inspection was unsuccessful.
- Penalty for unsuccessful inspection:
  - **unsuccessful inspection before the enrolment** (see term calendar) – you will not be granted the enrolment.
  - **First unsuccessful inspection after the enrolment** – 40 hours will be deducted.
  - **Second unsuccessful inspection after the enrolment** – 80 hours will be deducted (therefore total of 120 hours).
  - **Third unsuccessful inspection after the enrolment** – 160 hours will be deducted (therefore total of 240 hours).

  Note: The hours will be deducted from the hours onsite.

Onsite absence and changes in the working hours

- **Onsite absence** – notify us in advance, on the day of the absence and before the start of the working hours at the latest. Upload a text document with a notification to the Homework Vault. State a date (or specific hours) and a reason of the absence (home

office/team building/business trip – meaning you are working or a vacation/sick leave – meaning you are not working).

- **Permanent change in working hours** – allowed once per the whole internship. Upload a notification to the Homework Vault. State the total weekly hours, days and times onsite and a date from which the change is valid.

Contact

- **Notebook** – feedback from the teacher or coordinator – **turn on your notifications!**
- **Coordinator's contact:**
  - koordinace.stazi@fi.muni.cz
  - office hours during a semester: Thursdays 1:00 – 3:00 PM, office A207

In case you have any suggestion, recommendation or objection to address a case of sexual harassment during your internship, you can contact the following contact persons:

For Faculty of Informatics:

doc. Ing. RNDr. Barbora Bühnová, Ph.D.

buhnova@fi.muni.cz

+420 549 494 494

Other contact persons in MU:

https://www.muni.cz/en/students/sexual-harassment/who-can-you-contact-at-mu-in-case-of-sexual-harassment

More information

What is sexual harassment?

What to do if you are a victim of sexual harassment?

What to do if you witness sexual harassment?

Protection of Rights