**INTERNSHIP – Bachelor of Arts in Development Studies (Minor Program)**

# Information Sheet

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All forms (agreement for internship, information sheets, and working hours record) are available on the homepage of MUAS (links: https://muas.edu.mm/ )under the Department of Development Studies internship office →MUAS- B.A. ASSC

***For a successful internship, you need to do:***

## *Before Internship*

To prepare for a successful internship, students should:

- Reflect on how to find a suitable place for an internship:
  - Connection to the Department of Development Studies
  - Career perspectives
  - Personal interests
  - Financial considerations
- Prepare three copies of the internship agreement:
  1. For the internship institution
  2. For the internship office
  3. Personal copy for reference

## *During Internship*

1. Keep a daily diary to make report writing easier later.
2. Inform your MUAS internship supervisor upon arrival.
3. Inform your internship supervisor when you finish the internship.
4. Complete the working hours form signed by the internship institution.
5. Take both forms with you to your place of internship!

## *After Internship*

- Submit a written internship report (academic format, no plagiarism).
- Obtain an evaluation from the internship institution.

# TIPS FOR PREPARING A REPORT OF PRACTICAL TRAINING

## A) Guidelines for reports

1. Keeping a daily diary is recommended
2. The report should be written in academic-scholarly form
   - Description of the institution/facility
   - name, sponsor, place
   - material, financial, legal foundations
   - philosophical and ideological view/orientation
   - social service and social educational goals of the facility
   - addressees (supervisors) of the institution
   - methods and operating procedures of the facility
3. Compilation of the systemic connections with other facilities, agencies, and Organizations.
4. Description of the activities during the practical training
   - duties and functions that were undertaken
   - orientation to the setting of goals and to the training plan
   - level of independence
5. Reflection on the experiences
   - with regard to professional dealings with supervisors
   - everyday work processes/routines
   - unforeseen, critical situations
   - in organizational processes of the institution
   - what is thematically or in terms of content still open or unresolved?
   - concerning teamwork
   - with respect to identification with the profession
   - how did it work out, using the resources of the practical training guide?
   - your own personal evaluation of the practical training
   - Overview: Where do the strengths lie? What was successful for me?
     - Where do the weaknesses lie? What do I still want to work on?
     - What is important for the future?
     - Planning, setting priorities for further training/education

## B) How to Prepare for the Presentation in the Internship Colloquium

1. Presentation Format
   - Your presentation should be a PowerPoint.

- The presentation should be in English.
- Speak and present in English during the colloquium.

2. Coordination with Supervisor
   - Inform your internship supervisor when you are ready to present.
   - Confirm with them how much time you have for your presentation.
3. Content and Style
   - Apply general recommendations for presentations and speaking skills (as learned in the Introductory Module).
   - Make the presentation interesting for your audience, mainly for other students preparing for internships.
   - Focus on connections between your internship experiences and your ASSC studies (content, concepts, theories, skills).
4. Use of Photos and Visuals
   - Incorporate photos or visuals throughout the presentation, not only at the end.
   - Ensure visuals serve a purpose (support learning points or show real examples), not just to show you were somewhere.

**Wishing you a successful and inspiring learning experience!**

# Internship Agreement

**Between** Myanmar Union Adventist Seminary (MUAS), Department of Development Studies, Mosokwin Road, Myaungmya, Myanmar

**and**

_____

***Name of the Internship Institution***

As Training Body

It is agreed upon that

_____

***Name of the Intern (student)***

Will be provided a place for practical training from _____ to _____ 20_____

at the following institution _____

*Name of the Institution*

*with a professional guide* _____

*Name of the guide*

_____

*Qualification*

**Category of Internship:** (……..) Practical semester (8 weeks / 320 hours)

The Intern will be required to complete _____ hours of work per week at the Internship Institution and be responsible under supervision for certain duties in the field of international social work and social management, development cooperation and disaster mitigation.

The Training Body agrees to guarantee qualified supervision for the Trainee(Intern) from its own employees. The main Supervisor must have a professional degree. If the main Supervisor has no professional degree he/she must contact and consult the head Department of ASSC, Myanmar Union Adventist Seminary College.

## INTERNSHIP – Bachelor of Arts in Development Studies (Minor Program)

The actual input of the Intern into the Training Body is to be decided according to the existing conditions of the Internship Institution keeping in mind the aims of the internship. For further explanation, given below is an excerpt from the guidelines for practical courses of Myanmar Union Adventist Seminary.

The guidelines for the practical courses are based on principles of Myanmar Union Adventist Seminary which intend to develop a wholesome human being with reference to his physical, mental and spiritual faculties. According to this understanding, not only academic but also personal and social responsibilities are to be promoted in the course of study. The students should acquire knowledge and abilities to assume tasks and responsibilities in society. For this a clear conception of ethical, psychological, legal, methodological and social scientific issues are essential which are to be seen in their interdisciplinary relevance. Theoretical knowledge should be continuously related to practical situations in order to develop competence in the application of methods and the ability to decide on an action plan.

The responsibilities of the Training Body include:

- A complete introduction to the institution/ development project/disaster mitigation activities (management-system, rules of the institution, fields of responsibility, educational concepts, methods and aims, duties and rights of the intern in cooperation with the Training Body).

- Consultations on possibilities of involving the Intern in the Internship Institution considering his/her knowledge, abilities and special interests. A working plan should be developed for the Intern in cooperation with the Training Body.

- Regular discussions with qualified personnel from the Training Body during which questions can be answered and problems resolved.

- Permitting the Intern´s participation in committees.

- Permission for the Intern to inspect records and administration.

- Reference to literature which promotes the understanding of the practical orientation in social work and social education conducted by the Internship Institution.

- The intermediate and final evaluation of the Intern by the Supervisor is to be given as appropriate.

Internship Institution/Training Body _____

_____

Place Date Name, Position & Signature

**Department of Development Studies**
Department of Development Studies Myanmar Union Adventist Seminary (MUAS)

| Place | Date | Name, Position & Signature |
|---|---|---|

By his/her signature, the Intern is obliged to fulfill the conditions in this agreement. The Intern commits himself/herself to follow the technical instructions of the Supervisor. The Intern acknowledges the content of this agreement as binding.

**Intern (Student name)**

| Place | Date | Signature |
|---|---|---|

# Evaluation Guidelines

The internship institution should provide a **performance record/evaluation** including:

1. Address of internship location:

   _____

   _____

   _____

2. Name and employment designation of the instructor/supervisor

   _____

   _____

   _____

3. Name of the student trainee _____

4. Precise details about the starting and ending points of the practical training, including absences if applicable

   _____

   _____

   _____

5. A short description of the area of service:

   _____

_____

_____

6. Types, content, and responsibilities of the work activities performed by the trainee

7. Essential outcomes of learning information about the manner of learning

8. Evaluation
   8.1. Problems – and overcoming them for example, regarding:
   - Discrepancy between willingness to learn and ability to learn,
   - Tension between theory and practice,
   - Mastering of new situations,
   - Preparation for the practical training,
   - Conditions for learning and working,
   - Dealings with clients, coworkers, and institutions.

   8.2. Professional Conduct:
   - Observation, personal contact, empathy and boundary-setting abilities,
   - Resilience/ability to cope with stress,
   - Willingness and ability for cooperation and teamwork,
   - Managerial and organizational abilities,
   - Recognition of problems, critical thinking ability.

   8.3. Special abilities, knowledge of the student trainee

   8.4. Special Occurrences

9. Name, signatures, and date

- Practical training supervisor(s)

- Student trainee (for his/her acknowledgement)

## I. PRACTICAL TRAINING - RECORD OF TRAINING HOURS

Student Intern .....
Course of Study .....
Job Training Site .....
Internship Supervisor .....

Month…….

| Date | Su | Mo | Tu | We | Th | Fr | Total |
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Month…….

| Date | Su | Mo | Tu | We | Th | Fr | Total |
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Month ……..

| Date | Su | Mo | Tu | We | Th | Fr | Total |
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Signature of Intern & Date ……..

Signature of Internship Supervisor & Date ……

## II. PRACTICAL TRAINING - RECORD OF TRAVEL (KILOMETERS)

Intern name ……..

Month …….

| **Date** | **Place** | **Purpose of Travel** | **Kilometers** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | **Total of Kilometers** | |
| | | **Corresponds to:** | |

Signature of Intern ……

Name & Signature of Practical Training Supervisor ……..

Name & Signature of Practical Trainee office……