

Internship guidelines

The Faculty of Agricultural, Food and Environmental Sciences deliberated that the final exam for students enrolled in undergraduate courses must be realised through an "internship report".

SUBJECTS: the Catholic University has set up a Stage and Placement Service which is proposed as an administrative reference for the management of the internship activation procedure and is available to all the Faculties to provide information services, clarifications or suggestions on the subject. The reference subjects for the internship are:

- **Referent Professor for Tutoring and Internships:** appointed by the Faculty Council at the request of the Rector, has the task of coordinating and general monitoring of the Faculty's internship activities. Every year, based on the reports presented by the Heads of the sector internships (Institutes), he presents in the Faculty Council a report of the internship activities carried out.
- **Stage Officers:** professors appointed by the Faculty Council, with the functions of supervision, coordination, promotion and monitoring of the good performance of the internship activities of its sector of reference. Every year they also have the task of drafting a report on the internship activity carried out, to be delivered to the *Referent Professor for Tutoring and Internships*. A list of Stage Officers is reported in the table at the end of this document.
- **Student intern:** asks to be able to do the internship in a well-defined sector of activity; can propose the host organization and **carry out the internship either in Italy or abroad**.
- **University Stage Tutor (internship tutor):** has the function to connect the University Tutor Professor with the student, the host organization and the Stage and Placement Service and ensures the coordination of all the phases of the experience.
- **Host organization:** it may be a farm, an industrial or commercial or service company, as well as a public authority. It may be an own company or where the student works like employee. **It can be based in Italy or abroad**. The host signs with the University a standard convention for internship activities. The host identifies among its members a **Company Tutor**, who is responsible for the internship.
- **University Tutor Professor:** is entrusted with the task of organizing the single internship regarding the didactic plan (managing of contacts with the host organizations, the drafting of the training project, verification of the activity performed by the trainee and correction of the final report).

INTERNSHIP CATEGORY: CURRICULAR INTERNSHIP MANDATORY

The internship experience allows the student to obtain CFU according to the following specificities:

Degree course in Agricultural Sciences and Technologies

- 10 credits (minimum 250 hours of internship);

Degree course in Food Science and Technology

- 7 credits (minimum 175 hours of internship)

Degree in Food Production Management

- 6 credits (minimum 150 hours of internship)

PROCEDURE:

- 1) Students, starting from the 2nd year of the course, take part in the selections for the assignment of an internship:
 - a. by attending the **meetings for professional orientation**, which are obligatory and preparatory for the internship. The meetings take place during the first and the second semester of every current academic year. The calendar will be communicated with an express notice;
 - b. by duly filling out the **internship application form**, providing also CV and the transcript of the records following the instructions provided by the *University Stage Tutor* via explicit communication or periodic meetings
- 2) The internship application form, available on Blackboard, must be filled out **by 1st April or the following 1st October**
- 3) University Stage Tutor

Cremona campus:

Dr. Giulia Spinelli

e-mail: tutori.agrariastage-cr@unicatt.it

Piacenza campus:

Degree course in Agricultural Sciences and Technologies

Degree course in Food Science and Technology

Dr. Erica Lo Nigro

e-mail: tutori.agrariastage-pc@unicatt.it

Degree course in Food Production Management

Dr. Giulia Spinelli

e-mail: giulia.spinelli@unicatt.it

- 4) the *University Stage Tutor*, after each deadline, sends the applications received to the *Referent Professor for Tutoring and Internships*, which will share them among the *Stage Officers* of the department for which the student has expressed a preference;
- 5) the *Stage Officer* verifies the consistency of the qualifications earned, then - after hearing from the student and faculty professors in his or her department - assigns the student to a *University Tutor Professor* and notify the *University Stage Tutor* of the assignment via email;
- 6) the *University Stage Tutor*, after having examined the pairings between the student and the professor, taking advantage of the database and other information tools provided by the Stage and Placement Service, coordinates and collaborates with the *Stage Officers* and *University Tutor Professors* for carrying out the activities, in particular:
 - contact the intern, if the student does not attend to plan the internship;
 - defines with the *Stage Officers* the operating procedures for contacting the available host organizations to avoid overlapping requests to individual companies, making redistributions of interns to different areas if necessary;
 - collaborates with the *Stage Officers* and the *University Tutor Professor* in the identification, when necessary, of new host organizations and the gathering of the information necessary to draft the agreement;
 - assists the *University Tutor Professor* in the drafting of the **formative plan** (internship objectives, activities, phases, duration, commitment of the company tutor) in agreement with the host and the student. In the activity program it is necessary to specify the number of credits foreseen in the degree course and any additional credits required to extend the internship experience;
- 7) the *University Stage Tutor*, after having matched the student with the hosting reality and the *University Tutor Professor*, provides for the activation of the internship through the Stage and Placement (ST&P) Portal and for the transmission to the student of the **internship agenda, which must be completed during the internship activities and countersigned by the Company Tutor**;
- 8) the internship period can't normally coincide with other official activities such as work, whether full-time dependent, or class hours;
- 9) the student is obliged to draw up a report about the internship done, with the help of the *University Tutor Professor*, to be used as a final exam;
- 10) the student updates the *University Stage Tutor* and the *University Tutor Professor* on the progress of the internship experience at least every 15 days, so that compliance with the formative plan can be verified;
- 11) within one week after the end of the internship, the student submits the internship agenda duly completed and countersigned by the *Company Tutor* to the *University Stage Tutor*;
- 12) No later than 30 days prior to the scheduled graduation date, the student has to submit a completed version of the internship report by e-mail to the *University Tutor Professor* and the *University Stage Tutor*. The uploading of the final version of the internship report on the Università Cattolica website, that must be done no later than 10 days before the expected graduation date, and the delivery of internship agenda to the *University Stage Tutor* are essential requirements for the assignment of the internship CFU;
- 13) the *Company Tutor* has to provide an evaluation of the student's work by filling out the internship assessment questionnaire for the host organization on the Stage and Placement Portal; it is appropriate that the *Company Tutor* also express an opinion on the final report;

- 14) the *University Tutor Professor* has to provide an overall assessment about the student's completion of the internship activity, the associated acquisition of educational credits, and the student's performance, by filling out the appropriate certificate (Attachment 8);
- 15) the *University Tutor Professor* provides Attachment 8 to the *University Stage Tutor*;
- 16) curricular internships with CFUs, once completed and once all relevant requirements (as outlined in the degree program's internship regulations) have been met, must be recorded in the same way as profit exams, with regular enrolment to the exam session on the established dates. Detailed directions on the internship verbalization procedure will be provided to the student by the *University Stage Tutor* via email;
- 17) the final examination grade takes into account the judgments mentioned above and assesses expository skills. Any further internship experiences, even organized with the help of the University itself, carried out in addition to the compulsory internship regulated above, or in any case an internship that is considerably more demanding than the mandatory hours, can be counted, up to a maximum of 3 credits and in any case for a total of internship credits not exceeding 12, in the student's academic curriculum at the discretion of the *University Tutor Professor*, after consultation with the *Referent Professor for Tutoring and Internships*, by deducting credits from the freely elective credits. In order to benefit from this possibility, the student must indicate the total number of CFUs he/she wants to assign to the traineeship when preparing the study plan (in accordance with the deadlines);
- 18) subject to the provisions of the paragraph defining *Host Organization*, the student may carry out part of the internship in laboratories of the Faculty, observing the following conditions:
 - that the time is used for analysis and/or evaluations related to the company internship;
 - that the time does not exceed 20% of the total internship time.In any case, the *University Tutor Professor* will be responsible for this choice and will have to certify on the internship agenda the hours spent in the University facilities;
- 19) students who have joined an Erasmus or Overseas international mobility program can obtain the recognition of the experiences carried out according to the following procedures:
 - the Erasmus / Overseas student taking one or more exams abroad may replace the internship by agreeing with the *University Tutor Professor* on an appropriate laboratory and/or seminar activity aimed at writing the final report for graduation;
 - the Erasmus / Overseas student who, although not taking courses abroad, follows a research project with a foreign tutor and produces a report approved by the *University Tutor Professor* will get this experience recognized as an internship and will submit this report at the time of the graduation session;
 - the Erasmus / Overseas student who takes one or more exams abroad and also follows a research project with a foreign tutor, producing a report approved by the *University Tutor Professor* will get this experience recognized as an internship and will submit this report at the time of the graduation session;
- 20) the student worker can apply for recognition of professional experience in the workplace as an internship activity. When applying, the student must attach a declaration issued by the employer on the type of contract, containing a detailed description of the activities carried out and the responsibilities assumed by the student. For the work activity to be assessed as an internship it is necessary that:
 - it is carried out, also in the case of apprenticeship contracts, for a total number of hours corresponding at least to the number of hours required for the award of CFUs (1 CFU = 25 hours of engagement);
 - it is in progress during the period in which the internship could take place;
 - the student presents a specific project agreed with the *University Tutor Professor* in the case of self-employment;
 - the tasks of the work contract are appropriate and compatible with the content of the Degree Course.
 - the application is subject to unquestionable evaluation by the Faculty's Didactic Commission;
- 21) for master's degree students, internships or other extra-university work and/or training experiences, consistent with the university path chosen by the student, may be recognized as part of the university credits "at the student's choice" provided by the curricula of the Master's Degrees activated by this Faculty, up to a maximum of 6 (six) CFUs. The equivalence of 1 CFU = 25 hours of engagement is always maintained. Before starting internships or other work and / or training experiences, the student has to agree on the activity to be carried out with a reference teacher and has to provide the same teacher with a detailed written report on the activity carried out. The opinion of admissibility and the relative judgment of adequacy of the type of experience have to be made in advance by the Faculty's Didactic Commission. The final evaluation will be approved by the Faculty Council on a proposal of the reference teacher.

Referent professor for internship activities: Prof. FRIONI TOMMASO

Lecturer in charge of internship	Department	Area of interest
Linda ARATA	Agricultural and Food Economics	Agri-food economics
Vincenzo TABAGLIO	Sustainable Crop Production (DI.PRO.VE.S)	Agronomy
Paola BATTILANI	Sustainable Crop Production (DI.PRO.VE.S)	Plant Pathology
Matteo BUSCONI	Sustainable Crop Production (DI.PRO.VE.S)	Plant Genetics
Matteo GATTI	Sustainable Crop Production (DI.PRO.VE.S)	Fruits and Viticulture
Emanuele MAZZONI	Sustainable Crop Production (DI.PRO.VE.S)	Entomology
Fiorenzo PICCIOLI CAPPELLI	Animal, Nutrition and Food Sciences (DiANA)	Animal Science
Antonio GALLO	Animal, Nutrition and Food Sciences (DiANA)	Food Science and Nutrition
Gian Maria BEONE	Department for Sustainable Food Process (DiSTAS)	Agricultural and Environmental Chemistry
Fabrizio CAPPA	Department for Sustainable Food Process (DiSTAS)	Microbiology
Milena LAMBRI	Department for Sustainable Food Process (DiSTAS)	Oenology and Food Engineering