

Approved at
ISEC NAS RA Scientific Council N 68
«2» July 2014
ISEC NAS RA Director
_____ A. Sargsyan

REGULATION
ON ORGANIZING INTERNSHIP
IN INTERNATIONAL SCIENTIFIC EDUCATIONAL CENTER
OF THE RA NATIONAL ACADEMY OF SCIENCES

Yerevan 2014

1. General Provisions

1.1 The current regulation defines the organization and implementation of internships for ISEC NAS RA students with a view to improve the efficiency quality of education.

1.2 Upon the completion of the internship, ISEC conducts an evaluation survey on the quality of the internship and results

1.3 Students' evaluation of internship results is one of the key components of ISEC internal QA system.

1.4 With the approval of the Scientific Council, the educational and methodological unit of ISEC proposes changes for supplements and amendments in the procedure of ISEC internship organization

1.5 The education and methodological unit is responsible for organizing the internship, while the internship supervisors are responsible for conducting the internship.

2. The Aim of Organizing the Internship

2.1 Scientific- pedagogical and research internships are an integral part of educational programs in the ISEC Master Degree programs. The internship aims at developing students' theoretical and practical skills, during which students acquire teaching and research skills, also practical experience.

2. 2 During the internship, students are directly involved in the educational process, practical work and practical research as a part of a Master's thesis.

3. Internship Organization

3.1 The education and methodological unit of ISEC, under the direct responsibility of internship supervisors and together with the Heads of departments, Master Program supervisors and coordinators organizes and implements the internship process.

3.2 The internship is conducted according to the syllabus.

3.3 The internship duration lasts at least two weeks.

3.4 **The scientific-educational internship** is organized in the educational institutions of RA Ministry of Education, Science, Culture and Sports. During the internship the students are directly involved in the lesson/learning process. Upon completion of the internship, students are awarded 3 credits accordingly.

3.5 **Scientific internship** is organized in the relevant industrial, scientific, departmental agencies, universities and other institutions. At the end of the internship, students are awarded 3 credits accordingly.

3.6 Agreements and contracts are made with the relevant departments, Heads of organizations and employers on the terms of organizing and conducting the internship.

4. Internship Effectiveness Evaluation

4.1 The survey on ISEC students' internship is carried out after the internship is completed.

4.2 ISEC students' survey is conducted using a questionnaire attached to the current regulation where the student indicates the answer that she/he considers most correct, adding additional comments if necessary.

5. Development and Archiving of Internship Evaluation Results

5.1 The results of the students' internship survey are developed by ISEC QA Department specialist.

5.2 Corrections made in the survey are not considered.

5.3 The results of the students' internship final evaluation are presented to the Head of the educational and methodological department.

5.4 Internship final evaluation results are archived in the ISEC QA Department.

Questionnaire
Internship Evaluation
(scientific-educational)

Dear Master student, this questionnaire aims at improving the quality of internship organized by ISEC. Your opinion and honest evaluation are appreciated. Please, read through all the questions and complete it.

Name/surname _____

Please rate («1» «2» «3» «4» «5»):

«1» – Do not agree at all

«5»– Completely agree

«3» – Do not have a clear opinion

Internship Quality Evaluation	1	2	3	4	5
I am satisfied with the internship					
The purpose of internship was clear to me					
The internship met my expectations					
I obtained enough knowledge during the internship					
I will be able to apply my knowledge in the future					
The internship was well organized and at a high quality level					
The learning materials were clear, accessible and contributed to a deeper assimilation of the material					
The delivery of the materials was at high level					
My active participation was encouraged					
The internship assignments were simple and useful					
The presenter conducted the course in a spontaneous and understandable manner					
I am satisfied with the duration of the internship					
The internship was useful in terms of professional development					

Was the internship effective for you? If yes, please specify in what ways particularly.

List three most valuable things you have learned during the internship period

What would you like to change in the internship course?

Other notes

Additional notes on the internship organization and rooms.

Thank you for your answers and participation.

Questionnaire Scientific Internship Evaluation

Dear Master student, this questionnaire aims at improving the quality of internship organized by ISEC. Your opinion and honest evaluation are appreciated. Please, read through all the questions and complete it.

Name/surname _____

Please rate («1» «2» «3» «4» «5»):

«1» – Do not agree at all

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