

GUIDELINES OF INTERNSHIP ACTIVITIES

MASTER'S DEGREE "INTERNATIONAL TOURISM AND DESTINATION MANAGEMENT"

CLASS LM-49

DEPARTMENT OF EDUCATION, CULTURAL HERITAGE AND TOURISM

ATTACHMENT B

Art. 1

Subject

1. The current Attachment governs the didactic organization of internship activities provided for in the study plan of the Study Course in International Tourism and Destination Management (class LM-49) of the Department of Education, Cultural Heritage and Tourism of the University of Macerata; in compliance with current regulations, the University Statute, the University Didactic Regulations and the Didactic Regulations of the Department and the Study Course.

Art. 2

Definitions

1. Internship activities are practical-theoretical, and professionalizing activities, characterized by cross teachings, are provided for in the study plan.
2. The Unified Council of Degrees in Cultural Heritage and Tourism (Classes L1 and L15/ LM49/ LM89) provide organization, coordination and promotion of such activities in collaboration with the structures and administrative offices of the Department and of the University, in compliance with attributions and functions established by the current Statute and Regulations.

Art. 3

Didactic-organizational Director and academic didactic tutor

1. Internship activities carried out by students are coordinated and monitored by professors of the Unified Class Council (classes L-1 and L-15/ LM-49/ LM-89) as academic didactic tutors for the internship.
2. For each Study Course, the Unified Class Council (L-1 and L-15/ LM-49/ LM-89) nominates a didactic-organizational Director.
3. The didactic-organizational Director carries out functions of supervision and departmental coordination with central offices, monitoring relations with bodies and businesses regarding internships, and in compliance with current regulations.
4. The didactic-organizational Director is responsible for evaluating requests for recognition and partial attribution of ECTS, as established in the following art. 8.
5. In conformity with the full arrangement of internship activities during the educational path, the didactic-organizational Director holds meetings of orientation for students. Equally, he/she creates and maintains contacts with hosting bodies and businesses.

6. At least once a year, the didactic-organizational Director of the Study Course presents a suitable report to the Unified Class Council L-1 and L-15/ LM-49/ LM-89.

Art. 4

Annuality and ECTS

1. The annuality of the course in which the internship takes place and the corresponding ECTS are indicated in the study plan included in Attachment 1 of the current didactic Regulations of the Course.
2. Each ECTS corresponds to 25 hours of practical activities carried out on the premises of the hosting body.
3. The implemetation of a student's internship activities must respect the arrangement provided for in the study plan under paragraph 1.

Art. 5

Activation and documentation procedures

1. The performance of internship activities must be consistent with the educational objectives of the Study Course; and the external body, where activities take place, must have signed an agreement with the University of Macerata.
2. The student drafts an 'Educational Project' and its contents, in collaboration with the academic didactic tutor for the internship and with the company tutor of the hosting body. The company tutor, following the procedure available on the Department website, will post the Educational Project in all its parts. The project is sent to the University office manager for internships, which provides for activation after the final approval of the didactic academic tutor. He/she verifies that the contents and objectives indicated in the project are in keeping with the goals of the student's Study Course.
3. The student must contact, in due course, the academic tutor for the internship in order to draft, post and approve the educational project. For this reason, it is preferred that internship activities are included in the student thesis project and that the academic tutor is also the thesis supervisor.
4. The drafting, updating and diffusion of the list of agreed-upon bodies or businesses is handled by the University office responsible for internships.
5. If student intends to carry out the internship at a non-agreed upon body, the body must follow the procedures necessary for the arrangement of an agreement, following the modalities referred to on the University website.
6. The internship can start only after the communication from the University office responsible for internships.
7. All administrative procedures are handled by the University office manager for internships.

Art. 6

Supervision and final documentation

1. During the internship, the academic didactic tutor supervises the activities carried out by the student using methods that are considered most appropriate. At the end of the internship, the didactic tutor holds an interview with the intern to discuss about activities and jobs

performed, learned or enhanced professional aspects, received assistance and helpfulness, educational experience, any observations or proposals to improve the management activity of the internship, a potential research hypothesis aimed at the enhancement of productive areas or activities of the workplace, and any other relevant issues.

2. At the end of the internship the student must submit:
 - a) a form stating his/her attendance record (to be filled out by the hosting workplace);
 - b) an evaluation questionnaire from the hosting body about the activities carried out by the student and available on the Department website;
 - c) a final evaluation questionnaire from the intern that is available on the Department website.
3. All the above-mentioned documentation must be submitted to the academic didactic tutor for the internship no later than 30 days from the date on which the internship was concluded.
4. If the student does not respect all the final obligations indicated in the proceeding paragraphs, he/she must repeat the internship by the end of the current academic year.

Art. 7

Final evaluation and verbalization

1. The internship is considered valid when the hosting body affirms that the intern attended at least 80% of the total proposed hours.
2. The academic didactic tutor for the internship expresses a judgement of suitability, based on the final interview and the documentation produced by the student, and provides for the verbalization of the evaluations of suitability, assigning the number of ECTS established in the study plan.

Art. 8

Total or partial recognition of ECTS

1. Students who have carried out or are carrying out work activities that correspond to the expected objectives of the internship can ask for recognition or partial attribution of ECTS, by sending to the didactic-organizational Director an appropriate application form – together with proper documentation - available in the section dedicated to internship activities on the Department website.
2. Students who have participated in professional activities coordinated by the course instructors, responsible for such activities, can obtain a recognition of ECTS to the extent established by the Unified Class Council (classes L-1 and L-15/ LM-49/ LM-89). The request for recognition must be made through the presentation of a suitable report to the didactic-organizational Director, approved by the responsible instructor, and containing a description of activities performed and a complete list of involved students and the respective tasks they have performed.
3. Recognition, referred to in paragraphs 1 and 2, is based on the following criteria:
 - a) consistency with the educational objectives of the Study Course;
 - b) conformity with the compulsory schedules of the study plan;

- c) features, reputation, solidity and reliability of the body, the organization or the business where the internship takes place;
 - d) adequacy of the documentation presented, which must include a statement from the body, the organization or the business where the internship takes place. It must be duly signed by the legal Representative, on official letterhead paper, and it must include all social data (registered office, telephone numbers, fiscal code, VAT identification number – or any other official reference – along with the tax stamp).
4. Work activities of which recognition or partial ECTS attribution is requested must preferably refer to the academic year in which the internship to be validated is expected. The duration of such activities must be - at least in part – simultaneous with the student's years of enrollment.
 5. It is possible to proceed with the recognition of partial ECTS attribution for the internship, after an appropriate application and a demonstrated certification submitted by the interested student, by virtue of activities he/she has carried out during civil or military service, on condition that the service is consistent with the educational objectives of the student's Study Course and in compliance with the nature of the activity of the internship. The duration of such activities must be - at least in part – simultaneous with the student's years of enrollment.
 6. It is possible to proceed with the recognition or partial ECTS attribution for the internship, after an appropriate application and a demonstrated certification submitted by the interested student, by virtue of volunteer activity, as long as it is consistent with the educational objectives of the student's Study Course and in compliance with the nature of the activity of the internship. The duration of such activities must be - at least in part – simultaneous with the student's years of enrollment.
 7. Students who have participated in scientific, cultural or educational initiatives can apply for partial ECTS attribution for the internship up to a maximum of 2 ECTS (equal to the recognition of 50 hours at the hosting workplace). For the attribution the following documentation must be submitted:
 - a) A document attesting participation, on official letterhead paper, including number of hours and an attachment concerning the programme of the initiative.
 - b) A report written by the student concerning the principle content of the project, along with any material distributed during the internship, and including considerations about participation and topics covered.

The application and related certification must be sent to the didactic organizational Director no later than 30 days from the date of the initiative for which recognition and partial ECTS attribution is requested.

Art. 9

Transitory and final norms

The current Regulations are an integral part of the didactic Regulations of the Study Course in Cultural Heritage and Tourism (classes L-1 and L-15) – Attachment B.

As regards what is not explicitly provided for in the present Attachment, reference is made to the current Regulations and norms related to internships in the University Statute, the University regulations and the didactic regulations of the Department's Study Courses.