

COURSE OUTLINE

1. GENERAL

SCHOOL	ENVIRONMENT, GEOGRAPHY AND APPLIED ECONOMICS		
ACADEMIC UNIT	DEPARTMENT of GEOGRAPHY		
LEVEL OF STUDIES	Undergraduate		
COURSE CODE	FE2600	SEMESTER	6, 7 & 8
COURSE TITLE	INTERNSHIP		
INDEPENDENT TEACHING ACTIVITIES	WEEKLY TEACHING HOURS		NUMBER OF CREDITS ALLOCATED (ECTS)
Internship at Host Organization	At least 20 hours (part-time) or from 21 hours up to 40 hours per week (full-time). The full-time internship lasts for two (2) months and the part-time lasts for four (4) months.		10
COURSE TYPE	Optional course, skills development		
PREREQUISITE COURSES	To apply for internship, eligible students are those who do not owe more than four (4) courses in the first two (2) years of study.		
LANGUAGE OF INSTRUCTION and EXAMINATIONS	GREEK		
IS THE COURSE OFFERED TO ERASMUS STUDENTS	NO		
COURSE WEBSITE (URL)	https://eclass.hua.gr/courses/GEO341/		

2. LEARNING OUTCOMES

Learning outcomes
<p>The Internship carried out by the students of Geography directly aims at:</p> <ul style="list-style-type: none"> (a) the practical application of the theoretical scientific knowledge acquired from the successful completion of the study program, (b) the familiarization with potential workplaces related to the physical, human and applied geography, (c.1) the incubation of specific skills of the Geography science, and, (c.2.) the development of necessary professional skills and abilities, which contribute to the transition from studies to professional life with the specialty of the Geographer. <p>After completing the "Internship" course, undergraduate students are familiar with:</p> <ul style="list-style-type: none"> - the range of potential career options presented to them for the future, - administrative procedures concerning work applications in general, and in particular with respect to the respective Host Organization, - working methods and behaviors in an environment where Higher Education qualifications are applied, - the observance of rules and instructions in an extra-academic environment, - learning to perform activities in a defined context under the guidance of an experienced worker, - the use of new equipment,

- new types of specializations and cutting-edge subjects of human, physical and applied Geography.

Moreover, the students, upon completion of the course:

- understand the importance of theoretical knowledge,
- already possess "tested" and perhaps supplemented theoretical knowledge,
- possess enriched knowledge based on specific needs and new knowledge in basic cognitive areas of the science of Geography,
- develop management and problem-solving skills, intergenerational cooperation, fostering initiative development,
- acquire professional conscience.

General competences

- Search for, analysis and synthesis of data and information, with the use of the necessary technologies
- Adapting to new situations
- Decision-making
- Team work
- Working in an interdisciplinary environment
- Working independently and Project planning and management
- Production of new research ideas
- Showing social, professional and ethical responsibility and sensitivity to gender issues
- Respect for difference and multiculturalism
- Criticism and self-criticism
- Promotion of free, creative and inductive thinking

3. SYLLABUS

The internship of the students of the Geography Department is carried out exclusively in person, namely at the working spaces of the potential Host Organizations of the Internship. The list of the Host Organizations is notified at the beginning of the academic year and includes: public services, legal entities under public law, local and regional public authorities, legal entities under private law and enterprises, including those of the Social and Solidarity Economy (NGO), independent authorities, International organizations, under the supervision of a Faculty member or a member of the Laboratory Teaching Staff.

The Internship includes a series of educational procedures with clear objectives and predetermined assessment strategies in order for the students to acquire work experience and skills in the subjects of physical, human or applied Geography, to practice the profession under supervision and to familiarize themselves with their future duties. The subject of the student intern's work is determined by the work supervisor at the Host Organization in collaboration with the academic supervisor.

4. TEACHING and LEARNING METHODS - EVALUATION

DELIVERY	<p>Face-to-face</p> <ul style="list-style-type: none"> ● The initial information about the Internship, the meeting with the academic supervisors, the filing of the administrative documents and the debriefing meeting with the academic supervisor takes place at the University. ● The Internship is conducted exclusively at the premises of the
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	Internship Host Organization, and if required by the (pre-agreed) activity content and program of the Internship, on-site study / data collection.	
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	YES, those indicated for the subject of the Internship at the Internship Host Organization.	
TEACHING METHODS	Activity	Semester workload
	Introductory information seminar by the Internship Committee of the Department, headed by the Internship Scientific Supervisor of the Department, and the Internship Office of the University.	1,5h
	(By the student, in cooperation and with the support (1) of the two co-instructors of the Internship course in the Department, and (2) with the academic supervisor of their Host Organization): - Application preparation: systematic study and processing of available information on potential Host Organizations with the aim of distinguishing those of greater preference by the student, with academic guidance and support, - Completion and submission of an application for participation - declaration in order of preference of the Host Organizations.	2-6h
	(By the students) Caring for and following up the application's process and placement in a specific Host Organization. If there appear to be reasons, after notification of temporary classification and placement, an objection to the Internship Objections Committee can be submitted. Watching the final ranking and placement table.	1h
	Seminar for the management of intern's personal file.	1h
	(By the student) Monitoring of his/her personal file, responding to the required administrative actions at the University and the Host Organization. Collection of deliverables.	1,5-3h
	(By the student) Compilation of an in-depth report of events during their internship at the Host Organization and Report/Completion of an evaluation Questionnaire of the Internship Program.	1,5h
	(By the student) Submission of administrative documents (deliverables) and debriefing meeting with the academic supervisor.	1h
	Conducting an Internship at the Host Organization under the supervision of a specially designated person ("work supervisor"). Elaboration of a jointly-agreed (between the academic and the work supervisor) program of work and activities. The need for additional study outside of working hours may arise).	Remaining hours

	Course total	250-300h
STUDENT PERFORMANCE EVALUATION	<p>Language of evaluation: Greek</p> <p>At the end of the Internship at the Host Organization, the intern/student is required to (a) collect specific administrative documents, (b) fill in some him/herself, according to clear instructions, and (c) deliver them, respectively, at the Internship Secretariat of the Department and the Internship Office of the University, within a reasonable time after the end of the Internship period (such as the Certificate of internship completion etc, see below).</p> <p>The final grade of the course results from the consideration made by the academic supervisor of:</p> <ul style="list-style-type: none"> • the internship activity report, by the intern student. • the student intern's performance report, by the work supervisor addressed to the academic supervisor. This report includes a proposed mark resulting from specific criteria on a numeric evaluation scale, the same for all the Host Organizations and announced from the presentation of course “internship”, at the start of the semester. • any additional information resulting from the debriefing meeting between the academic supervisor and the student/intern. 	