

**GUIDE FOR STUDENTS - INDEX**

- Introduction
  - ✓ Introduction and recommendations
  - ✓ What is an internship?
  - ✓ Academic tutor and company tutor: who they are and what they do
  
- Introductory step of internship
  - ✓ Formative plan
  - ✓ Soft skills: what they are and why they are useful\*
  - ✓ Self-assessment\*
  - ✓ Know the company
  - ✓ Presentation of the candidate
  - ✓ Goal setting\*
  
- Working step of internship
  - ✓ Intermediate self-assessment
  - ✓ A social space for sharing your progress\*
  
- After the internship
  - ✓ Final self-assessment
  - ✓ Future goals and prospective
  
- Attachments \*Tools provided

## INTRODUCTION

### **Introduction – Recommendations**

Welcome to the TWL project. The Wine Lab, aims to create a knowledge alliance between Universities in Agriculture, Oenology and related fields, and small wineries located in disadvantaged areas, to stimulate knowledge flow, share problems and solutions, and jointly generate innovation in the wine sector. The Wine Lab creates the basis for a dialogue between research, business and regional communities, based upon clustering and networking, and aimed at providing learning opportunities applying action and experiential research and learning, and at exploiting knowledge on regional bases towards new methods and approaches in policy planning.

Are you about to undertake an internship? The TWL project can help you.

Would you like to know some tips and have some advice on how best to deal with the period that will see you in contact with work environment? Would you like to know how to make this experience really profitable, transforming it into a real period of personal and professional growth?

So keep going with the reading, because the aims of this project are suitable for you.

This guide will follow you on your journey: you will start from the basics and you will easily understand what is and how the university internship works, which actors are involved, how to deal with it from a practical point of view and what you will have to expect from it in terms of experience and skills to be acquired.

First of all, remember that internship period is a way to deepen what you have learned in the University courses that will give you a first opportunity to put into practice the skills acquired.

But above all this will be a moment that will give you the opportunity to develop your "transversal skills" or soft skills; skills that will always be useful (for this reason they are also called "life skills") and that will allow you to understand among other things, how behave in an organizational context, which formal and informal codes you will have to respect and how you will relate effectively with colleagues or managers.

In addition, this little handbook will try to help you in a practical way to build effectively through self-reflection and self-assessment, information about you also in relation to the actual professional activities that you would like to undertake in the future.

In this way you can make a first self-assessment of yourself dropped into the real world of work, rather than in an idealized world of theoretical and abstract concepts.

Are you ready to start?

Enjoy the reading.

## **What is an internship?**

The internship is a period of training and work orientation that aims to help you to define your professional project. The internship allows you to orient yourself to the choice of your future job through the practical experience of a specific profession and a specific work context. Through this knowledge you can understand if a certain type of work is in line with your attitudes, aspirations and expectations. It is therefore a test that will allow you to calibrate and define your professional choices and that will allow you to grow even on a personal level.

In particular, as a graduate student you can better understand what awaits you in the future. Moreover, for the companies that will host you it could be an added value as a bearer of new and innovative ideas useful to grow the reality where you will do your internship.

The internship is an experience that will allow you to acquire a technical-professional, instrumental, organizational, behavioural and personal training.

But remember that the final result depends on your direct involvement and the approach with which you will face this experience. The advice is to challenge yourself and capitalize every moment even which one might seem to you to be less useful.

## **Academic tutor and company tutor: who they are and what they do**

In your path you will be joined by two key figures, the tutors. Specifically, the academic tutor and the company tutor. The academic tutor is usually a teacher who performs both guarantee and assistance tasks. He defines the subject of the internship by evaluating it and making changes if necessary. With him you will go to share a training plan that will be an integral part of your university path and work training. It should also guarantee assistance throughout the duration of the internship. The academic tutor will also have the task of intervening in case anomalies occur in the normal course of your experience in the company. In this regard, we invite you to discuss with him if problems arise or if you have doubts during your period within the company.

The company tutor, however, represents the reference within the organization that will host you during the internship. At the beginning of your experience, you will have the task of introducing you to the new job, making it easier for you to enter the company and fostering relationships with the staff you will need to interact with. It is the person to whom you can ask specific questions about the activity to be performed.

Sometimes in small companies it can be the owner himself to play this role.

The tutor is therefore an important figure for the success of your internship as he represents your academic and business reference point.

## **INTRODUCTORY STEP OF INTERNSHIP**

### **Formative plan**

As anticipated in the introduction the tutor will accompany you in the drafting of your individual training plan. This is an important phase as the final goals and the various steps of your training are set during the period you will spend in the company.

The TWL project also aims to strengthen the training plan that you will share with your academic tutor. In fact, you will be joined by a series of objectives that will be useful for personal development and which will give your profile an edge regardless of the sector in which you will actually put into practice your professionalism.

In the preliminary phase you will also need to fill in the necessary documentation for the formal start of the internship so that all the bureaucratic aspects are fulfilled.

## **Soft skills: what they are and why they are useful**

Why are soft skills important? Because in your experience of training as well as knowing how to do it is very important to know how to be!

During your training period you will understand that the development of your professional competence will be as important as the care and growth of your life skills.

Now, knowing how to do is not enough anymore! In the contemporary world it is necessary to possess a series of personal qualities that go beyond technical skills. It is therefore a concept that encompasses all aspects of a person's life and for this the Soft skills can be described as personal characteristics, attitude in the workplace and the relational modalities that distinguish you as an individual and through which you will relate to work environments. It is important to develop this type of skills especially in the phases of job search when it is essential to make understand their uniqueness as well as the technical and specialist skills possessed. During the training period, therefore, you will have to highlight your ability to learn, manage information, achieve objectives, plan, plan and organize, demonstrating a certain autonomy. Equally important will be flexibility, adaptability and the ability to communicate, negotiate, solve problems and work in groups.

The video\* offered to you, will explain in a simple and effective way what they are and how you can make the most of your Soft skills.

## **Self-assessment**

The opportunities that TWL makes available to you refer in particular to your personal development. For this reason, next to the classic training plan that you will outline with your academic tutor, you will have at your disposal a toolkit that will help you to make a self-assessment throughout the training course, to monitor your growth and evaluate a possible implementation of your skills transverse.

The recommended self-assessment forms have to be used in three different moments: in the preliminary phase, in the operational phase and after the internship. Addressing these three steps, the self-assessment will allow you to evaluate your strengths and weaknesses, plan short-term goals and focus on the long-term ones that you can define in detail at the end of your experience in the company.

Here's how it works:

It's all very simple and intuitive, click on the following link <http://sa.elene4work.eu/selfassessment.php> \* and dedicate about 30 minutes to your first self-assessment at the end of which you will highlight your strengths and weaknesses and you can decide on which areas to focus your personal growth work. This operation is repeated a second time in the operational phase of the internship and a third time at its conclusion. Each time a final document will be produced in PDF, it will summarize your current skills and it can be a useful tool to read your evolution path in reference to soft skills.



## **Know the company**

The internship is a formative moment that can be compared to a real work experience. In your student career sooner or later it comes the time when you begin to think about the conclusion of your cycle of studies, so that not to remain totally inexperienced in the face of interactions with the outside world, the internship can help you.

It is certainly important to get informed and prepared for the meeting with the company as a preliminary knowledge of the reality in which you operate could be fundamental for determining your personal and work goals. Demonstrating knowledge of the "land" where it will operate will also facilitate the entry into reality itself.

You can collect information through different channels (Internet, acquaintances, friends and family, universities, direct experience). Once you have gathered all the useful information (company dimension, organization chart, internal organization, policy, statute and regulation, prevailing activity, communication and marketing policies, policies towards personnel) try to evaluate how much your individual development program can be influenced by these variables related to the company dimension.

Also in this case a comparison with your European counterparts, in the Facebook group, can be fundamental for focusing on your goals.

## **Presentation of the candidate**

Another strategic moment is your presentation in the company. The impression you will make during the first few days of your activity is very important, for this reason you must first take care of your presentation which should not be totally improvised.

Follow these simple examples that can facilitate your entry into the company through an effective presentation <https://www.thebalance.com/how-to-introduce-yourself-at-a-new-job-2059773> \*

## **Goal setting**

During the internship it is necessary to clearly understand the progress of one's own path and set goals. You have tested in the previous phase the self-assessment tools that will help you, together with the training plan defined with your academic tutor and the knowledge of the company, to define and centre the results that you have set as a goal of the internship.

It could happen that the activities you will have to complete do not fully meet your expectations and do not match your goals. In this case it will be necessary to redefine the expectations and to confront the academic tutor.

Follow the “personal itinerary definition card” \*to focus on the objectives to be achieved.

## **WORKING STEP OF INTERNSHIP**

### **Intermediate Self-assessment**

You are now halfway through your internship. At this moment you are introduced into the company's environment, you know your tasks, your colleagues and you have had the opportunity to verify in detail which skills you will use further.

It's time to remake your self-assessment to see if there has been any progress or change and if you need to reevaluate your goals by taking into account the results you can get in the second part of your experience.

To complete the intermediate self-assessment follow the criteria that we have indicated on page 8 and save the PDF with the results.

### **A social space for sharing your progress\***

To make this experience more stimulating, we suggest to share your thoughts and ideas with your European colleagues who are experiencing a period of internship like yours. To do this, TWL has decided to turn the classic individual personal journal into a social and exchange moment at a European level thanks to the use of a Facebook group that will allow you not only to:

- ✓ clarify questions,
- ✓ plan learning steps,
- ✓ reflect on content or learning situations,
- ✓ write down questions that you want to pursue later,
- ✓ evaluate you own activities,
- ✓ keep a record of ideas, wishes and even disappointments.

But also to share photos, moods, contents of your training that will become a useful tool for comparison for your European colleagues, but not only, will also allow you to share your improvements and successes.

To facilitate and grow the comparison TWL will provide a moderator who, during your internship period, will contact you and stimulate the group discussion. Furthermore, the moderator will motivate to share all information among the students engaged in the company.

## **AFTER THE INTERNSHIP**

### **Final self-assessment**

Once you have finished your internship you will have to repeat the self-assessment, understand if there has been any progress and if your starting objectives have been achieved.

Furthermore, at the end of this path you would be able to give an overall evaluation of the experience and to make an analysis of the potentialities and criticalities that have emerged.

Among the questions that you could ask during the ending of this experience we suggest the following demands:

- Which was my attitude towards the company?
- Could there be future job prospects?
- Would this experience be useful in other fields?
- Have I grown at the level of soft and hard skills?
- Which are my next goals?

Starting from this series of questions you can begin to make a final assessment of the experience by helping yourself with the self-assessment tool that you find on page 8 and making a comparison with your previous results. This will help you to complete the final “Summary of Knowledge Acquired” sheet\*. You can also compare your experience with that of your other European colleagues through the Facebook group.

## **Future goals and prospective**

If at the end of your internship evaluation the overall judgment is positive and your goals have been achieved or partially achieved you are on your way to future employability. Otherwise no fear: it is possible that that work area or company structure does not fit with you and therefore you will need to focus your job search to another sector, type of company or task within the same.

In conclusion, focusing on your personal project could therefore be the most important consequence of a well-trained internship, even more than the eventual job offer at the end of the training path, which can represent a favourable contingency, but often limited over time.

## **Attachments\*Tools provided**

- A. Video Soft Skills
- B. Link self-assessment test - <http://sa.elene4work.eu/selfassessment.php>
- C. Link recommendations for an effective presentation - <https://www.thebalance.com/how-to-introduce-yourself-at-a-new-job-2059773>
- D. Personal Itinerary Definition Card
- E. Final Summary of Knowledge Acquired Sheet



**Personal itinerary definition card to realize the internship objectives  
(to be completed following the results of the PDF self-assessment)**

Description of the activities to be carried out (see training plan)

---

---

The strengths and resources I have (knowledge, skills, resources)

---

---

Weaknesses (knowledge, skills, resources)

---

---

The point to develop, what I want to improve

---

---

The resources and skills I should acquire

---

---

Possible difficulties in implementing the project

---

---

Plan to face the difficulties

---

---

## Summary of Knowledge Acquired in Formal, Non Formal and Informal Contexts

### ANALYSIS OF THE ACTIVITY 'OF INTERNSHIP PERFORMED

Company: \_\_\_\_\_

Company characteristics:

---



---



---

Characteristics of the activity carried out:

---



---



---

Types of skills required by the activity carried:

- technical/operational:

---



---

- transversal (relational):

---



---

What knowledge did you use in carrying out the activity?

---

---

---

What technologies, tools, machines have you used?

---

---

---

What personal characteristics could you reveal?

---

---

---

Comparing to your university course matched to the activities carried out in the company, how do you think the academic curriculum can or should be modified to be more connected to the labour market?

---

---

---

---

---

## SELF-ASSESSMENT

**Which characteristics/skills do you think reflect your personality? Here some examples useful to inspire you:**

accomodating	accurate	acute	adaptable	analytical
anticipatory	calm	careful	clever	collaborative
communicative	concrete	confident	conscientious	correct
creative	critic	curious	decision maker	demanding
diplomatic	dreamer	dynamic	efficient	enterprising
enthusiast	fair	flexible	inclusive	independent
ingenious	innovative	intelligent	mediator	meticulous
open to opportunities	optimistic	original	patient	rapid
ready for change	reliable	rewarding	sincere	sophisticated
stimulant	strong	trustworthy	versatile	vigorous

**Compared to the characteristics identified above, list below the most 10 important for you (starting with the most important)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

## **RECOGNITION OF SKILLS**

**Below are some of the resources usually considered most important in the professional field:**

AUTONOMY

FLEXIBILITY

LISTENING ABILITY

COMPETITIVENESS

ADAPTABILITY

COMMITMENT

CRITICAL SENSE

CREATIVITY

KNOW HOW TO WORK IN THE GROUP

PRECISION / CARE OF DETAILS

RELIABILITY

LANGUAGE SKILLS

TECHNOLOGICAL SKILLS

INITIATIVE

DYNAMICITY

TRAINING

RELATIONAL SKILLS

ORIENTATION TO THE RESULT

RESPONSIBILITY

ORGANIZATION SKILLS

NEGOTIATION SKILLS

REACHING THE OBJECTIVES

AVAILABILITY TO LEARN

**COMPARISON AMONG THE MOST IMPORTANT WORKING RESOURCES AND  
THOSE YOU OWN NOW**

**Identify 5 resources that you consider the most important for the job**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Now identify the 5 resources that you think you own**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**COMMENTS**

---

---

---

---

## SUMMARY FINAL SHEET

**By reading again what has emerged so far and reflecting on the analysis of the activity of internship performed, summarize your skills, your values and your personal abilities.**

The professional skills that I have

---

---

---

---

---

The most important personal characteristics that I have

---

---

---

---

---

My main personal skills

---

---

---

---

---