TWL – WP2 Mobility

GUIDE FOR TUTORS

INTRODUCTION

Recommendations for use

Welcome to the TWL project, The Wine Lab, which aim is to create a knowledge alliance between Universities 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.

Students selected to participate in the internship of the TWL project, in addition to the classical activities provided by the university curriculum, are involved in further experimentation that will allow them to develop "transversal skills" or soft skills, that will always be useful and will help them to understand, among other things, how to behave in an organizational context, which are the formal and informal codes to respect and how they will relate effectively with colleagues or superiors.

This short vademecum will support your activity as academic tutor in following young people in this experience, which requires, compared to the classic university internship, a further effort to all the actors involved (students, tutors and companies).

Students have available an agile guide, that you will find attached, which explains them, step by step, all the activities that will take place and which you will supervise also in view of the actual professional activities that the learners could undertake in the future.

On the following page, you will find the guidelines for carrying out your university tutor activity as part of the TWL project. Enjoy the reading.

ACADEMIC TUTOR GUIDELINES

Preliminary stage of the internship

In the preliminary stage of the internship, you will accompany the students in the drafting of their individual training plan, this step is very important to place the final objectives and the various steps of the student's training during the period that they will spend in the company.

The TWL project also aims to strengthen and deepen the academic training plan. This will be joined by a series of additional objectives that will be useful for the personal development of students individually and that will give their profile something extra, regardless of the sector in which they will actually put into practice their professionalism.

1. To facilitate your activity here is a check list: supervise the compilation of the necessary documentation to start the internship to have all the bureaucratic aspects fulfilled;
2. Make available the TWL video tutorial that explains, in a simple and effective way, what soft skills are and how they can best exploit them;
3. Provide and illustrate the self-assessment forms available at the link http://sa.elene4work.eu/selfassessment.php with the purpose of verifying through the PDF generated their:
   a. First self-assessment that will summarize their skills
   b. Second self-assessment during the operational phase of the internship
   c. Last self-assessment at the end of the internship;
4. Briefly explain the aims of the TWL social group for the sharing of progress during the internship, underlining the importance of the tool as a moment of comparison with other European colleagues;
5. Check the TWL individual development plan by sharing the personal itinerary definition card;
6. Verify that the candidate prepares a presentation before entering the company;
7. Supervise the summary of knowledge final result of all the activities of the internship implemented;
8. At the end, discuss the summary final sheet individually (which is part of the summary of knowledge) which highlights the most important personal skills and characteristics of the participants.

To keep track of the various meetings with the students here the list of the tools available that we kindly ask you to complete:

1. Placements_interviews_register;
2. Interns_register.

Annexes

- Soft skills video
- Link to the self-assessment test - http://sa.elene4work.eu/selfassessment.php
- TWL_Placements_interviews_register
- TWL_WP2_Interns_register
- Guidelines for students with related attachments

TWL - The Wine Lab - Placements Interview Register

Student Surname	Student Name	Date of the interview	Reference person at the university	Preferred field of work/position	Opportunities/outcomes	Signature

TWL placements interview AT   TWL placements interview GR   TWL placements interview HU   **TWL placements interview IT**

Provided as online file in Google Drive – The Wine Lab WP2 folder

TWL - The Wine Lab - Interns Register

Student Surname	Student name	Hosting company	Topic of the intership	Internship period		Pre-internship	During the internship	End of the internship	Tutor/reference person at the university	Tutor/reference person at the company
				From	To	Has the student carried out the test/watched the video?	Has the student participated the online activities in FB?	Has the student provided the final self-reflection document?		

TWL - Interns register GR | TWL - Interns register HU | **TWL - Interns register IT**

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