

CPS PROGRAM HANDBOOK

ANNEX 1

EXPERIENTIAL LEARNING

All CPS students must spend their second-year spring term pursuing an experiential learning module. Experiential learning enables students to be immersed in an organization or project outside their regular university coursework and learn how contemporary work and collaborative projects are organized. Students will have opportunities to pursue internships, civic engagement partnerships, or research assistantships with institutions such as NGO's, museums, businesses, international organizations, social or political movements, community groups, or with individual academic researchers.

The spring term Experiential Learning module is made up of two distinct parts:

1. **The Experiential Learning Project:** a practical component in which students individually pursue a project related to their academic or career interests, and
2. **The Experiential Learning Seminar:** a seminar in which students will be expected to share and reflect on their experience completing the project. The seminar will be held during spring term every Wednesday from 16:00 – 18:00 in hybrid mode (24 April to 25 May inclusive).

Both components of Experiential Learning will be graded on a Pass/Fail basis.

All students are required to take part in the Career Services Office Experiential Learning workshops held in November.

In June, all students will present their final projects in poster format at a fair open to all members of the CEU community on the CEU campus. Students not in Vienna at the time maybe submit a poster and video instead. Preparations for the posters will take place during the Experiential Learning Seminar.

There are three experiential learning tracks:

The Civic Engagement Track

- This track provides students with the opportunity to propose and realize a civic engagement project addressing local community needs with the help of local organizations.
- Students taking this track must take the "Issues in Civic Engagement" course in the winter term.
- The civic engagement project will be completed in Vienna (in exceptional cases, another location will be considered) with a local organization in the spring term.

The Internship Track

- This track provides student with first-hand experience with applied work in an institution of their choosing and following approval by the CPS program.
- Students taking this track will complete the internship in a country of their choosing. The internship needs to be completed in 5 to 10 weeks starting from the beginning of CEU spring term.

The Research Track

- This track provides students with the opportunity to participate in the research of a CEU faculty member in Vienna or a Democracy Institute research affiliate in Budapest.
- Students taking this track may stay in Vienna or, if agreed with the faculty advisor, work from another country. The project should be completed by mid-June.

Further details of each track can be found in the following pages of this document:

Civic Engagement Track: page 4

Internship Track: page 6

Research Track: page 9

CIVIC ENGAGEMENT TRACK

The Experiential Learning/Civic Engagement Track provides students with the opportunity to propose and realize a civic engagement project addressing the needs of the local community with the help of local organizations. Students taking this track must enroll to the “Issues in Civic Engagement” course in the winter term of Year 2. As part of this course, students will prepare a proposal for a local civic engagement project. This proposal forms the basis of their Experiential Learning project which they will complete in a team during spring term. The project will be completed in Vienna (in exceptional cases, another location will be considered) with a local organization in the spring term.

Outline of information:

- Civic engagement project location
- Project duration
- Timeline
- Assessment
- Paperwork
- List of organizations

CIVIC ENGAGEMENT PROJECT LOCATION

Students will be required to work with a Vienna-based organization. In exceptional cases, work will be allowed with an organization outside of Austria. Students need to contact the “Issues in Civic Engagement” instructor as they formulate their Experiential Learning project in the winter term and get approval for a project outside Austria.

PROJECT DURATION

The project proposal part of the Experiential Learning project will be completed during the Winter Semester (January-March) and the project implementation phase will take place during the Spring Semester (April-June).

TIMELINE

15 February: Project teams are formed

10 March: Project teams choose a partner organization

1 April: Project teams submit the Experiential Learning Project proposal

11 April: Project teams start working with partners organizations on their project

30 May: End of projects

ASSESSMENT

Students will receive a letter grade for the “Issues in Civic Engagement course,” based on the following criteria:

- Participation: 10%
- Response papers: 10%
- Mid-term paper: 10%
- Final paper: 20%

- Experiential Learning Project Presentation: 20%
- Experiential Learning Project Proposal: 30%

Assessment for the Experiential Learning project will be on a pass/fail basis. Students will be jointly evaluated by their host organization and the course director.

PAPERWORK

During “Issues in Civic Engagement,” potential partner organizations will present their organizations’ work. As students form teams during the course, they will also decide which organization to work with. Teams will inform the course instructor on their choice of organization during the semester and submit a project proposal by the end of the course. The project proposal will include:

- Executive summary of the project
- Needs Assessment
- Project Description
- Organization Description
- Project Assessment Plan

As they work on implementing their project proposal during the Spring Semester, teams will submit biweekly project status reports to the course director.

LIST OF ORGANIZATIONS

In the past, students were able to propose projects for the following organizations. We expect the list to grow by the time classes start in January:

- Attac
- Global2000
- Greenpeace Austria
- RomaBlog
- OSF/OSUN
- Science Center
- Teaching for Austria

INTERNSHIP TRACK

The Internship Track provides students with first-hand experience with applied work in an institution of their choosing and following approval by the CPS program. Through internships in businesses, NGO's, international organizations, and cultural institutions, amongst other organizations, students learn how contemporary work is organized, the skills and educational credentials necessary to excel in their sector of interest, and how to work in collaborative environments.

Outline of information:

- Guidelines on internships
- Internship location
 - Internships in Austria
 - Internships in other countries
- Internship duration
- Paid vs. unpaid internships
- Securing an internship
- Timeline
- Assessment
- Paperwork

GUIDELINES ON INTERNSHIPS

Students can choose to intern with any organization as long as the project relates to their CPS studies. The internship should be clearly defined with a specific project/s and clear goals, tasks, timelines, and deliverables. Internships may not be for family members.

INTERNSHIP LOCATION

Students may complete their internship anywhere in the world.

Internships in Austria

Students wishing to intern in Austria should note the limitations for third-country nationals (please see section on **Internship Duration**). Third-country nationals will also have to provide documentation to the employer to show that they are required to do an internship for their studies. The Academic Advisor will provide this for each student.

Internships in Other Countries

Visa requirements

Students choosing to do an internship in another country where a short-term visa/residence permit is needed will be responsible for making the necessary arrangements on their own in coordination with the host organization.

Insurance requirement

It is compulsory for the student to have valid health, liability, and accident insurance for the time period of the internship for their country of stay. If this country is not Austria, the student is responsible for

arranging this on their own. Students should be aware of the health insurance requirements in their country of stay during their internship.

Liability insurance covers damages, whether work-related or not, at work or not, caused by the student. Different countries may have different liability insurance arrangements when it comes to students engaged in internships/learning mobility. It is the responsibility of the student to check with the host organization to ascertain whether there is liability insurance to cover at least workplace damages, and if not take care of arranging one.

Accident insurance covers damages resulting from workplace accidents. Employees have coverage for such occurrences in many countries, however transnational interns may not be covered by an accident insurance. Thus, it is the student's responsibility to check if they are covered for accidents at the host organization. If the host organization does not provide this insurance, the student should take care of arranging it.

Remote internships

Students may also opt to do their internship remotely. A remote internship means an internship arrangement where the student conducts the internship in home office, with their own computer/laptop, excluding an onsite presence on the premises of the host organization. All on-site internships should have back-up plans in place in case the pandemic situation prohibits completion of the internship in person.

INTERNSHIP DURATION

A total of 200 hours need to be completed for the internship. The hours need to be completed between 5 to 10 weeks starting from the beginning of the CEU Spring Term. Third-country nationals choosing to complete their internship in Austria can work a maximum of 20 hours a week (even for unpaid internships) and would therefore have to spend 10 weeks at their internship.

PAID VS. UNPAID INTERNSHIPS

Internships may be either paid or unpaid, as agreed upon with the host organization.

SECURING AN INTERNSHIP

The responsibility of securing an internship rests with the student. The Career Services Office offers guidance and support in the internship search process.

TIMELINE

November

- CSO Experiential Learning Workshop Series

November & December

- Following the workshops, students can sign up for individual consultations with CSO.
- Students start outreach.

January & February

- Students secure internships and submit paperwork (Template of Responsibilities, motivation letter) to the Academic Advisor for approval.

28 February

- Deadline for securing internship.

April

- Start of internship.

ASSESSMENT

Assessment for the internship is on a pass/fail basis. Students are evaluated by a designated internship supervisor at the organization where they complete the project. Intern supervisors at the host organization will submit a final assessment form to the Academic Advisor.

PAPERWORK

Before the internship

The student and internship host organization must submit the application document, the ***Template of Responsibilities***. In order to complete this document students should work together with the host organization to create an internship description which will highlight all projects that will be completed by the intern, as well as deliverables and goals for the internship and the students' professional future. This document should be printed and signed by the student and the student's supervisor at the host organization. The document should then be emailed to the Academic Advisor.

In the document, students should also indicate whether the internship is originally planned to take place remotely or onsite. In case of internships taking place on site, the document should indicate a brief plan outlining how the internship would be continued in case of the need to shift to online operation due to restrictions on mobility. The document should be named "Template_of_Responsibilities_Firstname_Lastname."

One-page motivation letter

- Reasons for choosing the specific host organization. Brief description of planned primary responsibilities during the internship.
- Narrative on how the internship aligns with their BA studies.
- In case the internship is remote or has a remote component: a brief reflection on how the student plans to deal with interning remotely. In case of an onsite internship: a plan on how the student plans to deal with transitioning to a remote setting in case the circumstances require that.

After the internship

Once the student has completed the internship, the supervisor at the host organization will have to submit the ***Intern Evaluation Form*** within a week of the internship completion, confirming that the intern met the goals set at the beginning and successfully completed the internship.

RESEARCH TRACK

The Experiential Learning Project Research Track provides students with the opportunity to participate in the research of a CEU faculty member or a Democracy Institute research affiliate in Budapest. Students will learn about how academic research is done in practice, actively engaging in the academic research process.

Outline of information:

- Research project location
- Project duration
- Timeline
- Assessment
- Paperwork

RESEARCH PROJECT LOCATION

Students may agree upon the location of their research work with their faculty advisor.

PROJECT DURATION

A total of 200 hours need to be completed for the project. The hours need to be completed by mid-June. The project duration will be agreed on individually with the faculty supervisor.

TIMELINE

January

- Research projects options advertised online.

15 February

- Students submit an application form with top 3 choices (in order of preference), CV, and a short motivation statement (up to 400 words) explaining why they have chosen these research projects and how their choices contribute to their chosen major.
- Program Director matches students to research projects.

15 March

- Students informed of final decisions.

April

- Students submit the Template of Responsibilities to the Academic Advisor on 14 April.
- Students start research project.

ASSESSMENT

Assessment for the research project will be on a pass/fail basis. Students are evaluated by their research faculty supervisor who will submit a final assessment form to the Academic Advisor.

PAPERWORK

Students will have to submit the **Research Application Form** to the CPS Program Director. In the form they will indicate their top 3 research project choices and a short statement explaining why they have chosen these projects.

Once they have been matched to a project, students will work with their faculty supervisor to fill out the **Template of Responsibilities** outlining the details of the research they will work on.

After the research time has been completed, the faculty supervisor must submit the **Student Evaluation Form** within a week, confirming that the student met the goals outlined in the Template of Responsibilities.