

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 hybrid mode. You will be informed of the timing of the course as soon as possible.

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

- Students are encouraged to take part in the Career Services Office workshops: 'Career Exploration', 'CV/Resume Writing', and 'Seeking Opportunities' which will be offered during the fall term.

At the start of the following academic year, all students will have the opportunity to 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 students 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 10

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 Term (January-March) and the project implementation phase will take place during the Spring Term (April-June).

TIMELINE

December/January: Students decide to participate in the Civic Engagement Track

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 of 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
- CV

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 do an internship 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 CPS Program Coordinator 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 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 needs 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. For the 2022-23 Academic Year hours should be completed between April 3 and June 9, 2023. 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

Fall term 2022

- Attend Career Services Office workshops: 'Career Exploration', 'CV/Resume Writing', and 'Applying for Jobs and Internship'

November & December

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

January & February

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

28 February

- Final deadline to submit all internship track-related paperwork

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 CPS Program Coordinator.

PAPERWORK

Before the internship

The student and internship host organization must submit the application document, the **Template of Responsibilities** (see document repository at end of annex). 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 CPS Program Coordinator.

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 the 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*** (see document repository at end of annex) within a week of the internship completion, confirming that the intern met the goals set at the beginning and successfully completed the internship. This should be sent directly to the CPS Program Coordinator, the final deadline for Academic Year 2022-23 is June 16, 2023.

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 supervisor.

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, however it should not start more than two weeks prior to the start of Spring Term and should end no later than two weeks after the end of spring term. For the Academic Year 2022-23, the 200 hours should take place between March 20 and June 30.

TIMELINE

Start of February

- Research projects options advertised online.

7 March

- Students submit an application form with the 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 and supervisors informed of final decisions.

April

- Students submit the Template of Responsibilities to the CPS Program Coordinator by start of BA Spring Term teaching.
- Students start research projects.

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** and their CV to the CPS Program Director. In the form they will indicate their top 3 research project choices and include 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** (see document repository at end of annex) outlining the details of the research they will work on. The Template of Responsibilities is due before the start of the research period, at the latest on the first day of BA Spring Term instruction – April 17 in Academic Year 2022-23.

After the research time has been completed, the faculty supervisor must submit the **Student Evaluation Form** (see document repository at end of annex) within a week, confirming that the student met the goals outlined in the Template of Responsibilities. The final deadline for the evaluation form is June 30, 2023, in Academic Year 2022-23.

TEMPLATE OF RESPONSIBILITIES

The student and the host organization must demonstrate the following:

- There is a clear internship plan and there are clear internship deliverables to be completed by the student during the period of the internship.
- The intern will receive training and all required information / resources / data required to complete the deliverables outlined in the internship plan can be accessed by the student;
- In case of a remote or hybrid internship, there is a plan for the remote supervision of the student, including regular meetings and check-ins; in case of an on-site internship a plan is outlined for a potential transitioning to a remote setting due to pandemic related circumstances;
- Attention is demonstrated towards including the intern in relevant trainings, regular mentorship/supervision meetings and other meetings or activities geared towards inclusion in the host organization.

Student	
Last name	
First name	

Host Organization - Organization where additional practical experience shall be gained	
Name of Organization	
Department	
Country	
Address	
Website	

INTERNSHIP DETAILS

Intern and Host Organization

This information should be provided based on joint discussion between the intern and the Host Organization. Intern and Host Organization should agree together on the overall internship description including responsibilities and deliverables, corresponding skill-development, task and timeline. Please take as much space as required to complete each section.

Planned period of the internship	from		to	
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Detailed duties and responsibilities of the intern during the internship

Clearly demonstrate the duties, responsibilities, tasks and deliverables that will constitute the internship.

Learning objectives

List the learning objectives connected with the internship and to outline the knowledge, skills, and competencies the student will gain through this experience.

Supervision and remote/on-site guidance plan

Outline the plan for intern supervision and mentoring by the Host Organization with respect to the chosen remote or on-site setting, including regular meetings and check-ins and expectations for communication between student and supervisor. In case of an on-site internship, also outline a plan for a potential transitioning to a remote setting due to pandemic related circumstances.

Please also share the plan for ensuring that all information, resources and data required to complete the internship deliverables are accessible by the student.

HOST ORGANIZATION

Information to be provided by the Host Organization.

The intern will receive financial support for his/her internship: Yes No

With the signing of this document:

The Host Organization undertakes to ensure that the intern receives the appropriate support and supervision to complete the internship, as well as any relevant data and information that will be required by the intern, as specified above. The Inter Supervisor also agrees to complete an assessment of the intern at the end of the internship.

The student

Signature _____

Date: _____

The Host Organization

Responsible person's name _____

Responsible person's signature _____

Date _____

CEU BA in Culture, Politics and Society

Experiential Learning

Internship Assessment Form

Submission deadline:
1 week after final day of internship

IMPORTANT: Please complete this intern evaluation form in order to provide an assessment for the CEU BA student who interned with your organization. In order to support the student's professional growth, we will share a copy of this document with him/her. Therefore, if possible, we encourage you to discuss your feedback personally with the intern before submitting it. To submit the form, please send it electronically to the CPS Program Coordinator, Lydia Bolton (boltonl@ceu.edu). This form is required for BA CPS students doing an internship for their Experiential Learning project.

I. GENERAL INFORMATION

Intern Name:	
Internship Organization:	
Internship Organization Address:	
Name and Title of Intern Supervisor:	
Contact Information for Intern Supervisor (Email/Phone):	
Dates of the Internship (from-to):	
Duration of Internship (indicate as applicable):	_____ work days _____ work hours
Brief Summary of Intern's Duties:	

II. INTERN EVALUATION

Please assess the intern in terms of the competencies listed below (as applicable).

1. Did the student complete the required 200 hours at your organization? Yes/No

2. Did the student complete the duties, responsibilities, tasks, and deliverables as outlined in the initial Template of Responsibilities? Please elaborate on the intern's abilities.

3. Did the intern gain the knowledge, skills and competencies outlined in the Template of Responsibilities? Please feel free to elaborate on what and how they learned.

4. Did the intern bring their own knowledge and experience to the site? If so, please describe.

5. Was the intern willing to listen and learn from mistakes (if applicable)?

6. Did the intern show a capacity to solve problems?

7. Please use the space below for additional comments on the intern's competencies and/or performance or on other aspects of the internship; advice/recommendations for the intern's continued professional growth are appreciated.

8. Recommendation for internship grade: Pass/Fail

Signature

Date

TEMPLATE OF RESPONSIBILITIES

The student and faculty member must demonstrate the following:

- There is a clear research plan and clear deliverables to be completed by the student.
- The student will receive training and all required information / resources / data required to complete the deliverables outlined in the research plan which can be accessed anytime by the student.
- In the case of remote or hybrid research, a plan will be developed for the remote supervision of the student, including regular meetings and check-ins. In the case of on-site research, a plan will be developed for the potential transition to a remote setting due to pandemic related circumstances.
- Students will be provided with the necessary training to complete the project and will meet regularly with their mentors/supervisors for the duration of the project.

Student	
Last name	
First name	

Faculty	
Faculty Research Leader's Name	
Faculty's Home Department/Unit	

RESEARCH PROJECT DETAILS

This information should be provided based on joint discussion between the student and the faculty member. The student and faculty member should agree together on the overall description including responsibilities and deliverables, corresponding skill-development, task, and timeline. Please take as much space as required to complete each section.

Planned period of research ¹	from		to
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Planned location of research	
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¹ Please note, 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 between the faculty supervisor and student.

Detailed duties and responsibilities of the student

Clearly outline the duties, responsibilities, tasks, and deliverables expected of the student.

Learning objectives

List the learning objectives connected with the research and outline the knowledge, skills, and competencies the students are expected to gain through this experience.

Supervision and remote/on-site guidance plan

Outline the plan for student supervision and mentoring. Indicate whether the research will be conducted remotely or on-site, provide the schedule for regular meetings and check-ins, and delineate the expectations for communication between student and supervisor. In the case of on-site research, outline a plan for the potential transition to a remote setting due to pandemic related circumstances.

In addition, provide the plan for ensuring that all information, resources, and data required to complete the research deliverables are accessible by the student.

With the signing of this document:

The faculty member undertakes to ensure that the student receives the appropriate support and supervision to complete the research, as well as any relevant data and information that will be required as specified above. The faculty member also agrees to complete an assessment of the student at the end of the project.

The student

Signature _____

Date: _____

Faculty

Name _____

Signature _____

Date _____

CEU BA in Culture, Politics and Society

Experiential Learning

Research Assessment Form

Submission deadline:
1 week after final day of research project

IMPORTANT: Please complete this evaluation form in order to provide an assessment for the CEU BA student who assisted your research. In order to support the student's growth, we will share a copy of this document with him/her. Therefore, if possible, we encourage you to discuss your feedback personally with the student before submitting it. To submit the form, please send it electronically to the CPS Program Coordinator, Lydia Bolton (boltonl@ceu.edu). This form is required of BA CPS students participating in CEU research for their Experiential Learning project.

I. GENERAL INFORMATION

Student Name:	
Faculty Research Leader's Name:	
Faculty's Home Department/Unit:	
Dates student assisted in research (from-to):	
Number of hours student participating in research:	_____ hours
Brief summary of research project and the student's role in it:	

II. STUDENT EVALUATION

Please assess the student in terms of the competencies listed below (as applicable).

1. Did the student complete the required 200 hours of research? Yes/No

2. Did the student complete the duties, responsibilities, tasks, and deliverables as outlined in the initial Template of Responsibilities? Please elaborate on the student's abilities.

3. Did the student gain the knowledge, skills and competencies outlined in the Template of Responsibilities? Please feel free to elaborate on what and how they learned.

4. Did the student bring their own knowledge and experience to the research? If so, please describe.

5. Was the student willing to listen and learn from mistakes (if applicable)?

6. Did the student show a capacity to solve problems?

7. Please use the space below for additional comments on the student's competencies and/or performance or on other aspects of the research; advice/recommendations for the student's continued academic growth are appreciated.

8. Recommendation for research grade: Pass/Fail

Signature

Date