



4 weeks before

the end of the

pre-internship

semester

REFER TO VICE-DEAN **RESPONSIBLE FOR THE ORGANIZATION OF THE INTERNSHIP**

Attend the first organizational meeting about the internship: Receive internship tasks and requirements; information on the link and registration key to the course in the E-TSI system, where all the necessary documents and materials are located. Attendance is mandatory.



REFER TO VICE-DEAN RESPONSIBLE FOR THE ORGANIZATION OF THE

Attend the second organizational meeting for the internship: receive the internship tasks. See in the schedule.

Attendance is mandatory.



INTERNSHIP COMPANY/ STUDENT EXPERIENCE AND RETENTION DEPARTMENT

Sign internship contract. The signed internship contract must be submitted to the Student Experience and Retention Department.



INTERNSHIP COMPANY

Internship. In the course of the internship, you must fill in the internship diary and prepare an internship report. The company must receive a report about the student and the progress of his internship from the internship supervisor.



Receive an invitation to the first organizational meeting: notification by e-mail. See in the schedule.*

STUDENT EXPERIENCE AND **RETENTION DEPARTMENT**



Choose an internship place from the list of internship companies** and independently agree with the company about the internship.

> REFER TO VICE-DEAN RESPONSIBLE FOR THE ORGANIZATION OF THE **INTERNSHIP**



Ask the company representatives of the internship to fill out a letter about the chosen internship place and submit it to the Student Experience and Retention Department for the preparation of the internship contract.*

STUDENT EXPERIENCE AND RETENTION DEPARTMENT



Participate in the internship progress check at the internship place, conducted by the internship supervisor (1-2 times during the internship). You also must participate in the student meeting during the internship.

ORGANIZED BY INTERNSHIP SUPERVISOR



The internship report must be handed in and defended.

> ORGANIZED BY **INTERNSHIP SUPERVISOR**

For additional information, you can contact:

Retention Department Room 100; e-mail: student@tsi.lv;

tel. +371 67100523

* Student Experience and ** Student Recruitment and Business **Development Department** Room 100a; e-mail: karjera@tsi.lv;

tel. +371 67100659

