**GUIDELINES**

Agricultural Biotechnology Internship

Agricultural Biotechnology MSc program

 **Time of internship**: **Period set by the Institute** /160 working hours (4 weeks)/

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| --- | --- |
| **Goal of internship**: | The student should acquire detailed practical knowledge of evaluating the effects of human activities on the environment, the methods for reducing environmental impact and identifying the sources of environmental problems. They should also learn about the planning of environmentally sound activities. It is important that they become familiar with the legal framework governing their activities, along with the organizational structure, infrastructural and personnel requirements. They should learn the process of information transfer and administration, study the decision making processes at different levels and cooperation with other organizations. To sumemrize, the students should get to know preventive work and how to handle certain environmental problems associated with the organization. The internship can be carried out at governmental authorities or in the private sector with companies associated with tasks related to the MSc program. Internship at the university is only possible through research topics, with dedicated research tasks supervised by university staff.  |
| **Internship is organized and verified by:** | MATE Gödöllő Internship Organising Unit/ Gyakorlatszervezési Iroda: gyakorlat.godollo@uni-mate.huMSc in Agricultural Biotechnology program leader: Dr. Anikó Veres veres.aniko@uni-mate.hu |

In order to ease the internship process, the student should present the current “Guidelines” to his/her internship supervisor!

**Requirements**

* The external supervisor- on behalf of the host organization – should supervise the student’s work according to the presented “Guidelines”. They should develop a work schedule according to the local situation. The student is required to carry out his/her work according to the instructions of the supervisor and the relevant regulations.
* The student is required to prepare an internship report according to the requirements set below.

**The prepared report should be co-signed by the internship supervisor. The signed report and the certificate should be submitted after the internship period, but no later than: 10th of May of the given academic year.**

E-mail: gyakorlat.godollo@uni-mate.hu

cc: Dr. Anikó Veres veres.aniko@uni-mate.hu

 **Mailing Adress: MATE -Szent István Campus, (Judit Tasnádi)**

Gyakorlatszervezési Iroda

 **2100 Gödöllõ, Páter Károly u. 1.**

One printed copy of the report should be submitted binded in a paper- or plastic folder. The following formatting requirements apply:

- MS Office Word and Excel software formats,

- font type: Times New Roman,

- font size: 14,

- line spacing: 1,0,

- length: minimum 10 pages depending on the material supplied by the organization.

* Structure and content:

1. First page (cover): place and date of internship, name of supervisor(s), student details: name, program, year.

2. Table of contents.

3. Introduction: reason for selecting the organization as place of internship.

4. General description of the organization, listing its (relevant) main activities. (see section 1 below)

5. Detailed description of the tasks carried out by the student (see section 2).

6. Internship log (see section 3)

7. Conclusions and recommendations based on the internship experience (see section 4)

8. Appendix: images, graphs and other information collected during the internship.

* The “Certificate” should be filled out by the internship supervisor. Please present your evaluation of the student’s performance. Please also provide your contact details and with your signature and stamp verify the student’s completion of the internship. Please also co-sign the internship log prepared by the student.
	+ It is not obligatory to complete the internship (4 weeks / 160 working hours) in one block. If the nature of the organization or project requires, it can be completed in two or more blocks, but only with the permission of the internship supervisor.
	+ Time of daily workload is determined by the supervisor and should be met by the student (within regulations).
	+ The internship is not graded, but requires “Accepted” status. The student should submit by the required deadline the signed “Letter of Acceptance”, the prepared “Internship Report” and the “Certificate”, and register for the course “Environmental Engineering Summer Practice” during the next fall semester.
* **If the activities of the organization where the internship takes place are slightly different then the presented requirements, the internship report can pe adapted accordingly.**

**1. General description of the organization**

Detailed description is not required, only the collection of basic information.

**1.1. Short description of the organization.**

* Where is it located?
* What are the main environmental, climatic properties?
* What are the most relevant local effects on the environment (settlements, industry, infrastructure etc.)? Only list information relevant to the activities of the organization.

**1.2. Most important factors regulating the organization’s activities.**

* Who is the owner/superior organization of the place of internship?
* What are the most relevant legal frameworks gowerning its activities? (Only list the most relevant ones.)
* In case of authorities, who and what do they supervise?

**1.3. Presenting the operational structure of the organization.**

* + - Operationsl framework.
		- Organizational structure (preferably as a graph).
		- Cooperation with other organizations and the general population.

**2. Detailed tasks**

Study and process the work of a particular field within the organization.

* Learn the daily tasks and the process of performing them.
* Study the work description and typical daily tasks of an employee working on the field.
* Observe – and is possible carry out – laboratory analysis. (From sampling to evaluation.)
* Study the flow of information, the process of administration and the associated documentation process (within regulatory boundaries).
* Observe the ways of communication with other authorities and/or the general public.

**3. Internship log**

Provide a daily account of events and activities, with 1-2 sentences per day.

**4. Conclusions and recommendations.**

Not obligatory. If the student has his/her opinionevaluation of the internship and/or the organization, please discuss it with the internship supervisor as they can be beneficial for both parties. It is considered as extra performance during the evaluation of the report.

Gödöllő, May, 2022