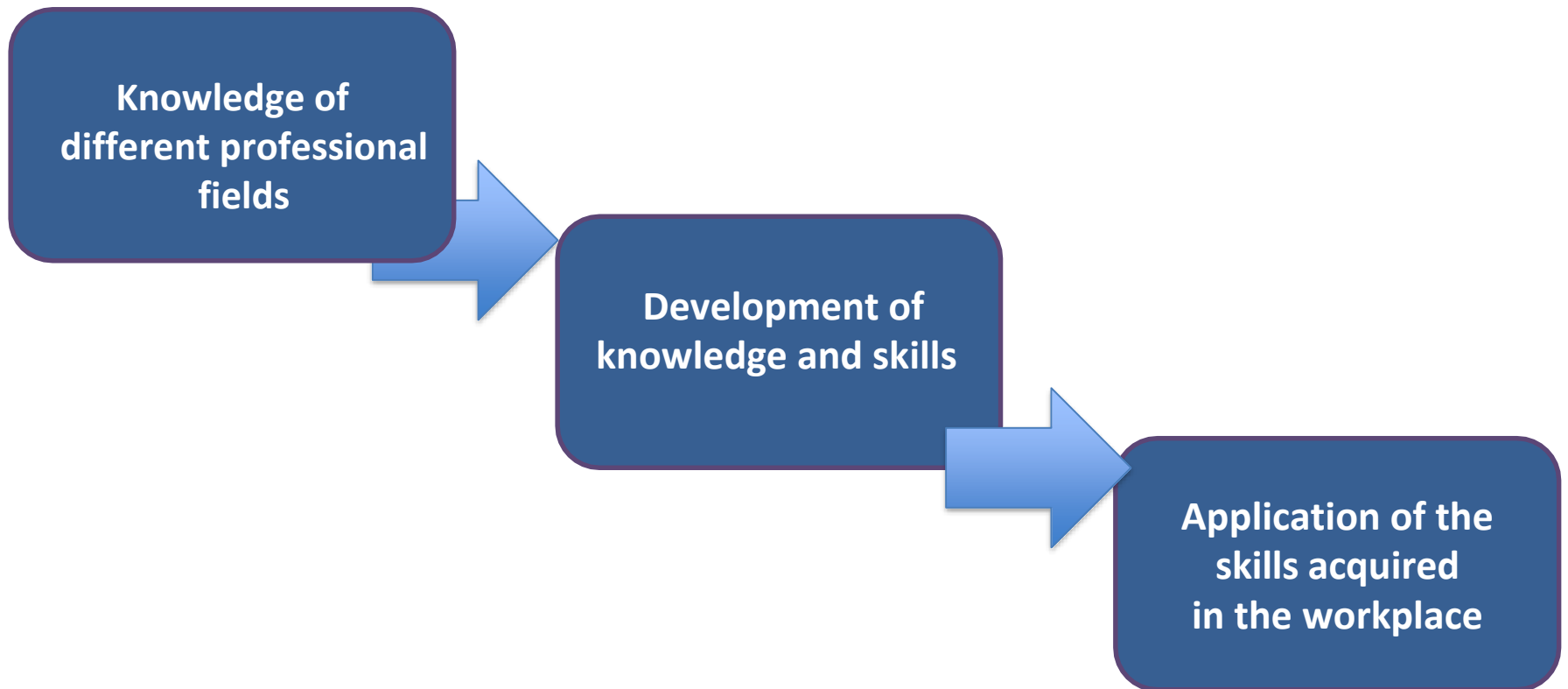

Tutor training for Veterinary Medicine Degree Course Trainships

*Department of Veterinary Science
University of Pisa*

*For translation, thanks to:
Sezione traduzioni e revisioni
Centro Linguistico - Università di Pisa*

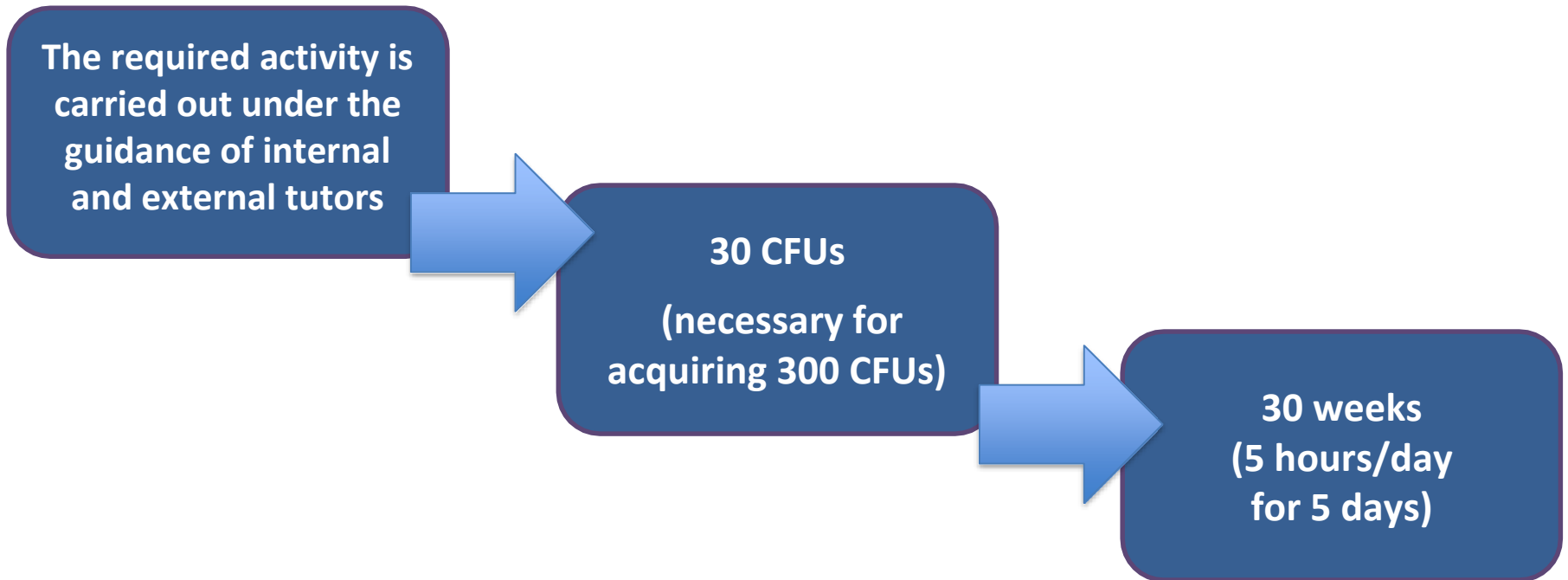
The Practical Trainship – General Aspects

Objectives of the practical Trainship



The Practical Trainship – General Aspects

The practical Trainship is an integral part of the student's career



The practical Trainship is mandatory (100% attendance)

Organization of the Practical Trainship

Single or small group activity (2-3 students)

It is carried out at Department facilities (under the supervision of an internal Tutor) or at facilities that have entered into an agreement with the Department (available at the following link <https://www.vet.unipi.it/aziende-convenzionate/>) under the supervision of an external Tutor)

Organisation of activities agreed upon by sector coordinators, tutors and students

The Practical Trainship – General Aspects

Organization of the Practical Trainship

Trainship = 30 CFU (University Educational Credit)

1 CFU = 25 hours (1 CFU = 1 working week, 5 h/day)

1 CFU = 1 ECTS (European Credit Transfer and Accumulation System)

In the Trainship: 1 CFU = 25 hours of practical activity

- **Trainships in PSeTI (First Aid and Intensive Care) may involve day and night shifts: e.g. 1 CFU = 2 night shifts and 1 day shift**
- **For specific needs, hours > 5 hours/day**
- **Maximum limit = 36 hours/week**

Conducting Trainship Activities

Dealing with real cases in the various areas of the profession

Stimulating students to gather all information independently

Identifying the main problems and possible solutions

Addressing all the steps involved in case management/resolution

Objectives of the Trainship: Acquiring Day One Competencies

Set of skills that a university graduate needs in order to become a practitioner of Veterinary Medicine

Minimum standards identified by the *European Association of Establishment for Veterinary Education (EAEVE)*:

- Ability to deal with basic-level veterinary medical issues independently
- Knowing how to recognise the situations that require the assistance of a senior colleague

Minimum activities required

(The minimum requirements for each sector are described in annex 2:
<https://www.vet.unipi.it/procedura-tirocinio-pratico-mv/>)

Conscientious objection

It only applies to animal experimentation (Law 413 of 12 October 2003)

Trainship activities are not covered

All students are required to carry out the Trainship activities

In fact, Article 1 of Law 413 of 12 October 1993 states that “the citizens who, out of obedience to conscience, in the exercise of the right to freedom of thought, conscience and religion recognised by the Universal Declaration of Human Rights, the Convention for the Protection of Human Rights and Fundamental Freedoms and the International Covenant on Civil and Political Rights, oppose violence against all living beings, may declare their conscientious objection to any act related to animal experimentation.”

Compliance with Article 2 of the University of Pisa Statute

1. The University acknowledges the values of the Constitution of the Italian Republic, of the Universal Declaration of Human Rights, of the European Convention on Human Rights and of the Charter of Fundamental Rights of the European Union and undertakes to respect them while carrying out its activities.
2. It considers the equal dignity of persons as its founding value and, therefore, promotes the overcoming of any kind of discrimination, guaranteeing equal opportunities in access to study and work, research and career progression of staff. **2a.** It shall promote balanced gender representation in every aspect of academic life and, in particular, in candidacies and in the composition of collegiate bodies.
3. It affirms its pluralist character, independent and free from any confessional, ideological, party or economic conditioning.
4. It bases its actions on the democratic method, guaranteeing and protecting the free expression of thought, the widest participation in decision-making processes, their transparency and the publicity of acts. It recognises the right of students and staff to meet in assemblies.
5. It works to ensure that all decisions are the result of integral and objective behaviour.
6. With regard to disabled persons, it endeavours to remove any obstacles to the conduct of activities and the use of university services.
7. It promotes the conditions to make the right to study effective. It enhances the skills, experience, abilities and commitment of those who work in its structures. It bases its activities on criteria of economy, efficiency and effectiveness, in compliance with the principles of the autonomy of the teaching and scientific facilities, of planning, of assessment, of the responsibility of the employees, of the verification of the consistency between objectives and results.

Trainship Access The Student's Tasks

Read the Trainship Procedure document

<https://www.vet.unipi.it/procedura-tirocinio-pratico-mv/>

Medical examination (preventive medicine service)

Certificate of Safety Training

To have fulfilled the obligations set out in Annex 7 (up to the year of enrolment 2017-18) and in Annex 6 (from the year of enrolment 2018-19 onwards)

Trainship Access The Student's Tasks

Organising the activity in agreement with the Trainship coordinator and the Tutor

Acceptance of the training project (insurance coverage)

Documents to be submitted to the Unità Didattica:

- Trainship application and training project
- Safety Training Course Certificate

Trainship Completion The Student's Tasks

Documents to be filled in:

- Summary of Trainship attendance and proof of skills acquired (Annex 3)
- Log-book
- Trainship Assessment Form (Annex 5)

Log Book

List of activities to be carried out independently by the student during the Degree Course

Includes *Day One Competencies* and other activities, grouped by area

The performance of activities must be included in the final summary of the Trainship and will be countersigned in the Log Book by the area or sector coordinator

The student must enter the activities in the final Trainship summary and in the Log

This certification is required to obtain the CFUs

People involved in the practical Trainship

Internal tutor: a lecturer in the Department of Veterinary Sciences appointed to supervise the trainee in the course of their Trainship

External tutor: the head or contact person of the affiliated facility at which the external Trainship activities are carried out, or an expert in the field, appointed to follow the trainee in the performance of their activities

Area Coordinator: a lecturer of the Degree Course appointed by the Council and chosen from among the Sector Coordinators

Sector Coordinator/Practical Trainship Coordinator: a lecturer of the Degree Course, belonging to one of the Scientific Disciplinary Sectors covered by the practical Trainship, appointed by the President

The Tutor's Professional Skills

Preparation according to the current standards of Veterinary Medicine

Adequate professional development

Compliance with the Code of Ethics approved by the Assembly of the Federazione Nazionale Ordini Veterinari Italiani (FNOVI), 15 November 2019

The Tutor's Role

Providing immediate feedback during the Trainship activity

Providing additional material for studying and improving the skills acquired during the traineeship

- Bibliographic sources
- Videos
- Protocols
- Power Point presentations

The Tutor's Role

Effective communication skills

Leadership skills

Promoting two-way working and learning

Stimulating curiosity and critical attitude

Making the economic and emotional context understood

Conducting Trainship activities

At the first meeting:

- Short briefing session
- Rules of conduct
- Safety standards
- Hygiene standards
- Modes of behaviour and interaction

At the end of the activities:

- Fill in Annex 3 “Summary of traineeship attendance and statement of acquired competences” in its relevant part:
 - Assessment of trainee learning
 - Assessment of the interaction within the facility

The Tutor's Tasks

Encouraging students to actively participate in all the stages required for the understanding and resolution of each case

Supervising manual tasks, ensuring that they are carried out correctly by all students

Guiding students in developing reasoning and problem solving skills

Evaluating Trainship activity

Stimulating the active participation of students

Dialogue and constructive reasoning

Interaction and cooperation between students

Problem-solving activities

Team work

Critical reasoning and independent revision

Recognising one's limits (counselling, assistance, support)

Finding alternative solutions

Stimulating the interaction between students and Tutors

Training opportunities must be the same for all students

No discriminatory or offensive opinions must ever be expressed
(gender, social status, sexual orientation, religious belief)

Ensuring that students do not have discriminatory attitudes

Avoiding discrimination by third parties

Stimulating the interaction between students and third parties

Stimulating an independent approach of the student towards third parties

- Ability to relate to owners and breeders

Stimulating knowledge of activities related to Veterinary Medicine

- Livestock-related activities
- Activities related to food production and processing

Stimulating an ethical approach

Developing an appropriate ethical approach

Stimulating a respectful, polite approach towards:

- Pet owners
- Breeders
- Colleagues

Student assessment

- Assessment of trainee learning

Level of knowledge and mastery of the tools made available for carrying out the Trainship activities

Ability and commitment to professional learning and development, including taking steps to improve performance and skills

Results achieved during the Trainship in relation to the objectives set

- Assessment of the student's attitude within the facility

Behaviour relating to schedules and organisational procedures

Level of integration, ability to work in a team and quality of interpersonal relations

Ability to ask for advice, assistance, and professional support when needed

Student assessment

The ratings for the student on each of the above points are as follows:

Insufficient = 0

Sufficient = 1

Good = 2

Excellent = 3



Trainship approved

At the end of the teaching activity



Trainship to be repeated

Administrative issues:

- Unità Didattica, Department of Veterinary Sciences
convenzioni.tirocinio@vet.unipi.it

Organisational issues:

- Prof. Andrea Armani - andrea.armani@unipi.it

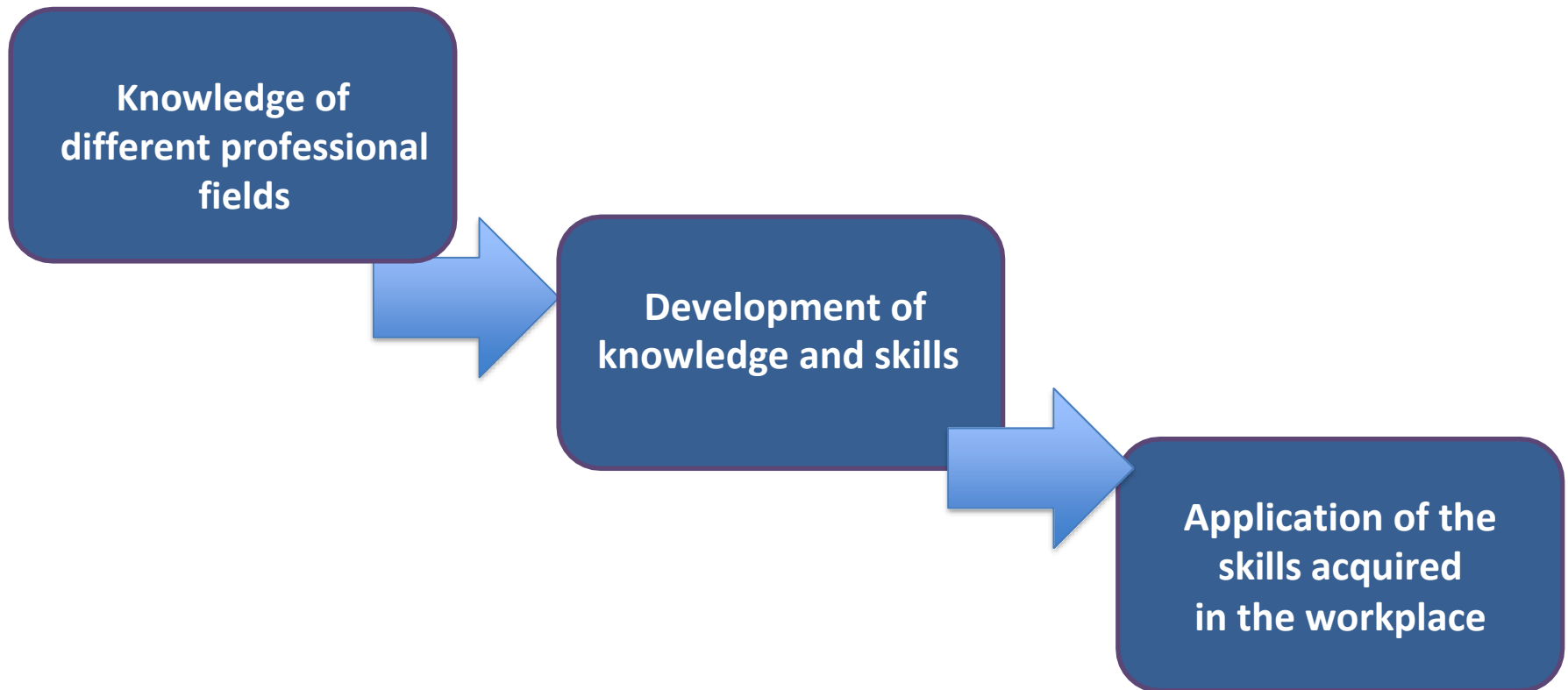
Tutor training for internships

Three-year degree course in Animal Production Science and Technology

*Department of Veterinary Science
University of Pisa*

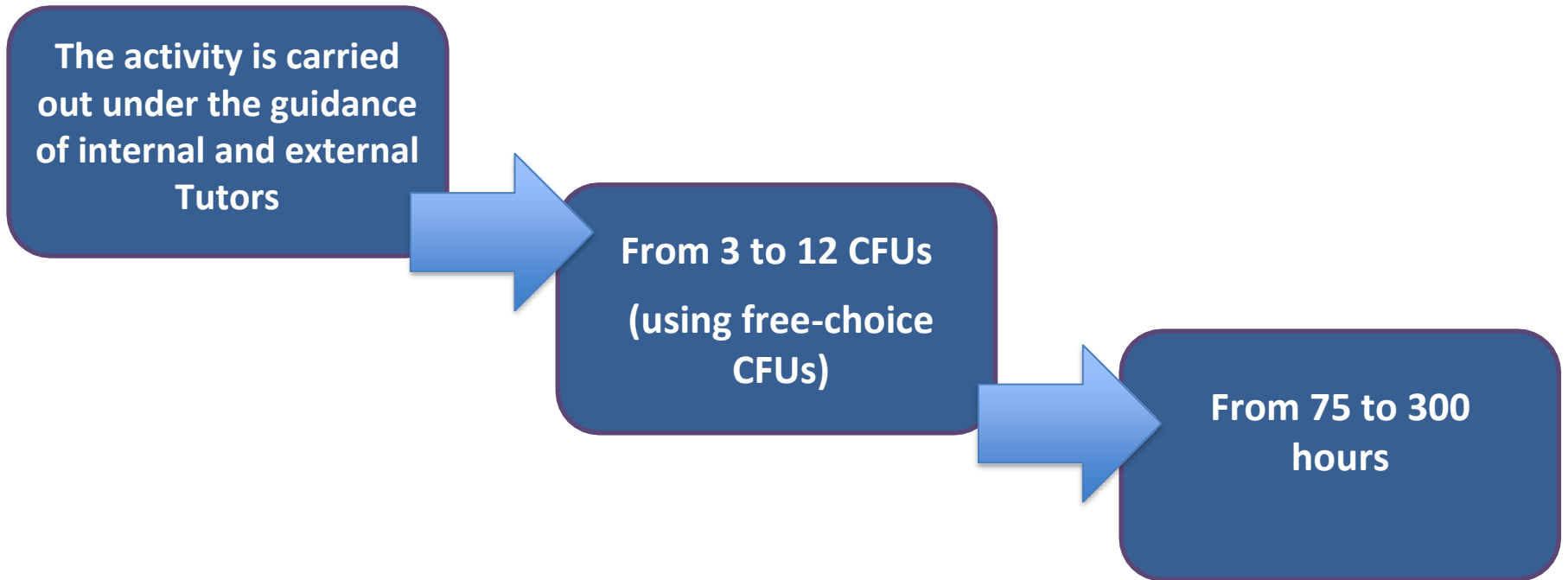
The Practical Internship – General Aspects

Objectives of the practical internship



The Practical Internship – General Aspects

The practical internship is optional



Organization of the Practical Internship

Internship = 3-12 CFUs (University Educational Credit)

1 CFU = 25 hours

Max 40 hours per week (or as provided by the national collective labour agreement, CCNL)

It is carried out at Department facilities (under the supervision of an internal Tutor) or at facilities that have entered into an agreement with the Department (available at the following link https://www.vet.unipi.it/wp-content/uploads/2023/05/AZIENDE-CONVENZIONATE_al_23-05-2023.pdf) under the supervision of an external Tutor)

The organisation of activities is agreed upon by the tutor and the student

The Practical Internship – General Aspects

Conducting Internship Activities

Dealing with real cases in the various areas of the profession

Stimulating students to gather all information independently

Identifying the main problems and the possible solutions

Internship Access The Student's Tasks

**Read the Internship Procedure document
(<https://www.vet.unipi.it/wp-content/uploads/2022/05/Procedura-tirocinio-STPL-005-rev-C.pdf>)**

Obtain the certificate of attendance in the three training courses on safety in the workplace on the TRIO e-learning platform of the Tuscany region (<https://www.progettotrio.it/>): “Health and Safety in the Workplace,” “The risk assessment from chemical agents” and “Working safely in farms.”)

Comply with the obligations set forth in the Internship Procedure Document.

Internship Access The Student's Tasks

Organizing the activity in accordance with the Internal Tutor and the External Tutor

Filling in the application and training project (insurance coverage)

Documents to be submitted to the Unità Didattica:

- **Internship application and training project**
- **Safety Training Course Certificate**

Internship Completion The Student's Tasks

The student is required to fill in and submit the following documents to the Unità Didattica:

- Summary of internship attendance
- Trainee Report

People involved in the practical internship

Internal tutor: a lecturer in the STPL Degree Course appointed to supervise the trainee in the course of their internship

External tutor: the head or contact person of the affiliated facility at which the external internship activities are carried out, who is appointed to follow the trainee in the performance of their activities

The Tutor's Role

Providing feedback during the internship activity

Providing additional material for studying and improving the skills acquired during the traineeship

Facilitate the conduct of work and learning

Stimulating curiosity and critical attitude

Making the relational context understood

The Internal Tutor's Role

**Organizing the traineeship activity with the student and the External Tutor.
Signing the traineeship project**

External Tutor's Tasks

At the first meeting, a short briefing session will be held to illustrate:

- Rules of conduct
- Safety standards
- Hygiene standards
- Modes of behaviour and interaction
- This material

At the end of the activities:

- Fill in the form “Summary of traineeship attendance”
- Fill in the External Tutor Traineeship Report and send it to the Unità Didattica (DSV)

External Tutor's Tasks

Encouraging students to actively participate.

Guaranteeing equal opportunities to all.

Supervising manual tasks, ensuring that they are carried out correctly by the student.

Guiding students in developing reasoning and problem solving skills.

Assessing internship activity

Stimulating the active participation of students

Dialogue and constructive reasoning

Interaction and cooperation with the company staff (team work)

Critical reasoning and independent revision

Recognising one's limits (counselling, assistance, support)

Finding alternative approaches

Guaranteeing equal opportunities

Training opportunities must be the same for all students

No discriminatory or offensive opinions must ever be expressed
(gender, social status, sexual orientation, religious belief)

Ensuring that students do not have discriminatory attitudes

Avoiding discrimination by third parties

Assessment of traineeship activity

Overall results achieved during traineeship.

Behaviour relating to schedules and organisational procedures.

Level of integration and quality of interpersonal relations within the facility.

Level of knowledge and mastery of the tools acquired during the internship.

Assessment of traineeship activity

The ratings for the student on each of the 4 points mentioned above are as follows:

Insufficient = 0.000 points

Sufficient = 0.0042 points

Good = 0.084 points

Excellent = 0.125 points

Contacts

Administrative issues:

- Unità Didattica, Department of Veterinary Sciences
convenzioni.tirocinio@vet.unipi.it

Organisational issues:

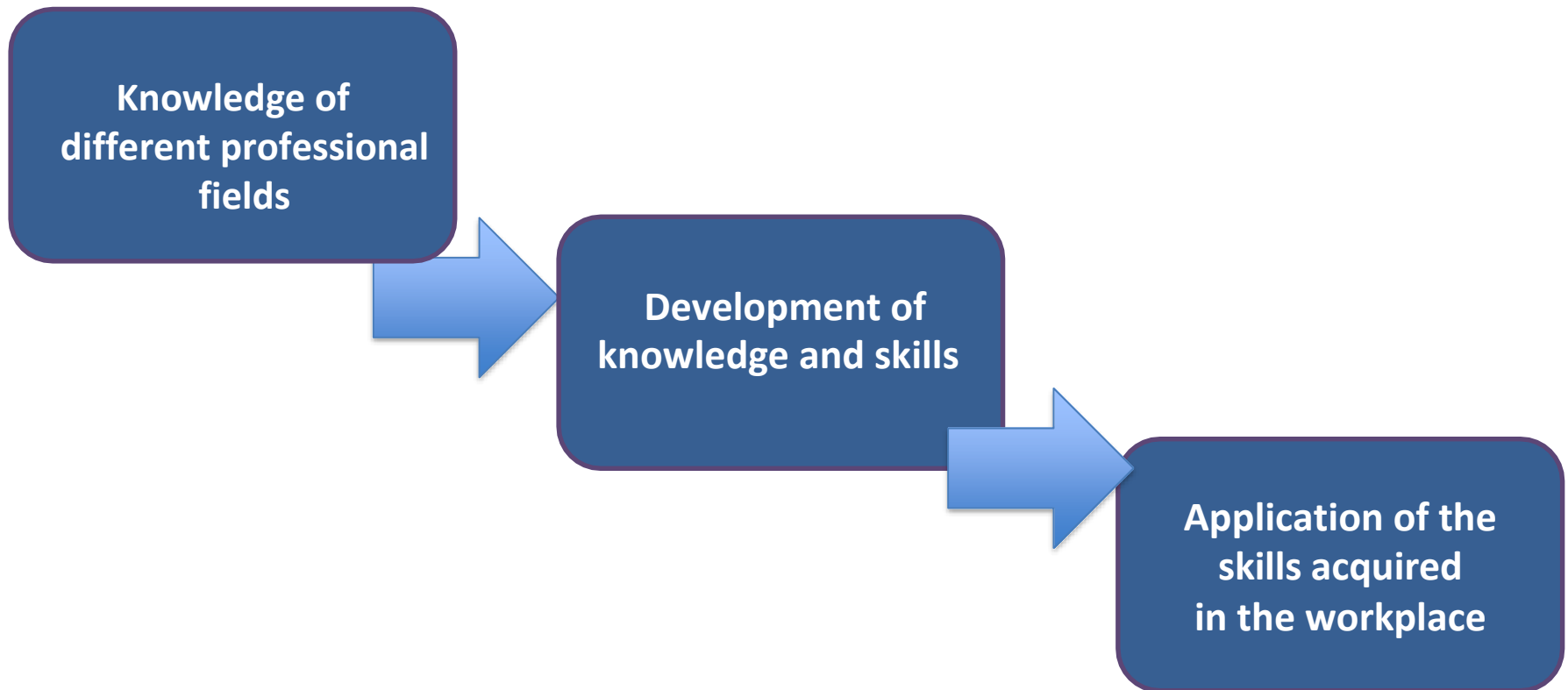
- Coordinatore Commissione di Tirocinio STPA: Prof. Roberta Nuvoloni -
roberta.nuvoloni@unipi.it
- President of the Course of Study: Prof. Marco Mariotti – marco.mariotti@unipi.it

Tutor training for internships

Master's Degree Course in Animal Production Science and Technology

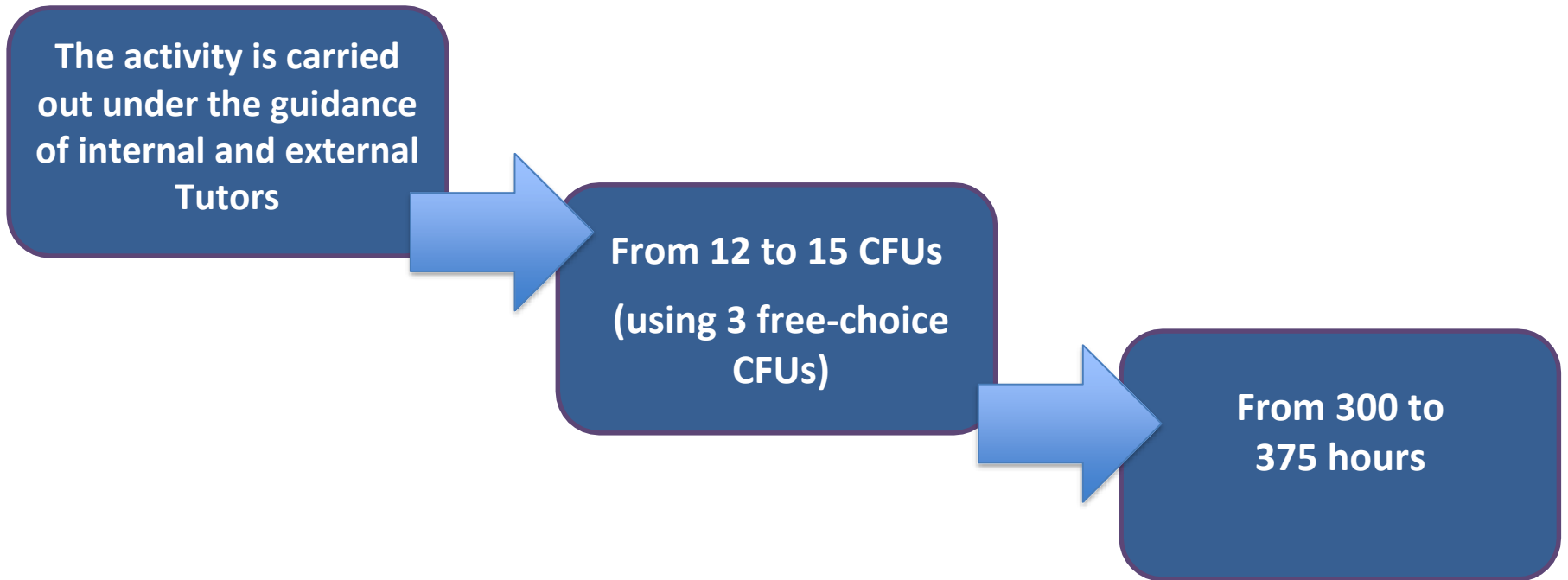
*Department of Veterinary Science
University of Pisa*

Objectives of the practical internship



The Practical Internship – General Aspects

The practical internship is optional



Organization of the Practical Internship

Internship = 12-15 CFUs (University Educational Credit)

1 CFU = 25 hours

Max 40 hours per week (or as provided by the national collective labour agreement, CCNL)

It is carried out at Department facilities (under the supervision of an internal Tutor) or at facilities that have entered into an agreement with the Department (available at the following link https://www.vet.unipi.it/wp-content/uploads/2023/05/AZIENDE-CONVENZIONATE_al_23-05-2023.pdf) under the supervision of an external Tutor)

The organisation of activities is agreed upon by the tutor and the student

The Practical Internship – General Aspects

Conducting Internship Activities

Dealing with real cases in the various areas of the profession

Stimulating students to gather all information independently

Identifying the main problems and the possible solutions

Internship Access The Student's Tasks

Read the Internship Procedure document

(<https://www.vet.unipi.it/wp-content/uploads/2022/05/Procedura-tirocinio-WPALM-004-rev-B.pdf>)

Obtain the certificate of attendance in the three training courses on safety in the workplace on the TRIO e-learning platform of the Tuscany region (<https://www.progettotrio.it/>): “Health and Safety in the Workplace,” “The risk assessment from chemical agents” and “Working safely in farms.”)

Comply with the obligations set forth in the Internship Procedure Document.

Internship Access The Student's Tasks

Organizing the activity in accordance with the Internal Tutor and the External Tutor

Filling in the application and training project (insurance coverage)

Documents to be submitted to the Unità Didattica:

- **Internship application and training project**
- **Safety Training Course Certificate**

Internship Completion The Student's Tasks

When the internship is over, the student is required to fill in and submit the following documents to the Unità Didattica:

- Summary of internship attendance
- Trainee Report
- Report on traineeship activity

People involved in the practical internship

Internal tutor: a lecturer in the STPL Degree Course appointed to supervise the trainee in the course of their internship.

External tutor: the head or contact person of the affiliated facility at which the external internship activities are carried out, who is appointed to follow the trainee in the performance of their activities.

The Tutor's Role

Providing feedback during the internship activity

Providing additional material for studying and improving the skills acquired during the traineeship

Facilitate the conduct of work and learning

Stimulating curiosity and critical attitude

Making the relational context understood

The Internal Tutor's Role

**Organizing the traineeship activity with the student and the External Tutor.
Signing the traineeship project**

At the end of the activities:

- Revising and correcting, if necessary, the student's report on traineeship activity
- Signing the student's report on traineeship activity before submission to the Unità Didattica (DSV)



External Tutor's Tasks

At the first meeting, a short briefing session will be held to illustrate:

- Rules of conduct
- Safety standards
- Hygiene standards
- Modes of behaviour and interaction

At the end of the activities:

- Fill in the form “Summary of traineeship attendance”
- Fill in the External Tutor Traineeship Report and send it to the Unità Didattica (DSV)

External Tutor's Tasks

Encouraging students to actively participate.

Guaranteeing equal opportunities to all.

Supervising manual tasks, ensuring that they are carried out correctly by the student.

Guiding students in developing reasoning and problem solving skills.

Assessing internship activity.

Stimulating the active participation of students

Dialogue and constructive reasoning

Interaction and cooperation with the company staff (team work)

Critical reasoning and independent revision

Recognising one's limits (counselling, assistance, support)

Finding alternative approaches

Guaranteeing equal opportunities

Training opportunities must be the same for all students

No discriminatory or offensive opinions must ever be expressed
(gender, social status, sexual orientation, religious belief)

Ensuring that students do not have discriminatory attitudes

Avoiding discrimination by third parties

Assessment of traineeship activity

Overall results achieved during traineeship.

Behaviour relating to schedules and organisational procedures.

Level of integration and quality of interpersonal relations within the facility.

Level of knowledge and mastery of the tools acquired during the internship.

Assessment of traineeship activity

The ratings for the student on each of the 4 points mentioned above are as follows:

Insufficient = 0.000 points

Sufficient = 0.0042 points

Good = 0.084 points

Excellent = 0.125 points

Contacts

Administrative issues:

- Unità Didattica, Department of Veterinary Sciences
convenzioni.tirocinio@vet.unipi.it

Organisational issues:

- Prof. Roberta Nuvoloni (Coordinatore Commissione di Tirocinio STPA) –
roberta.nuvoloni@unipi.it

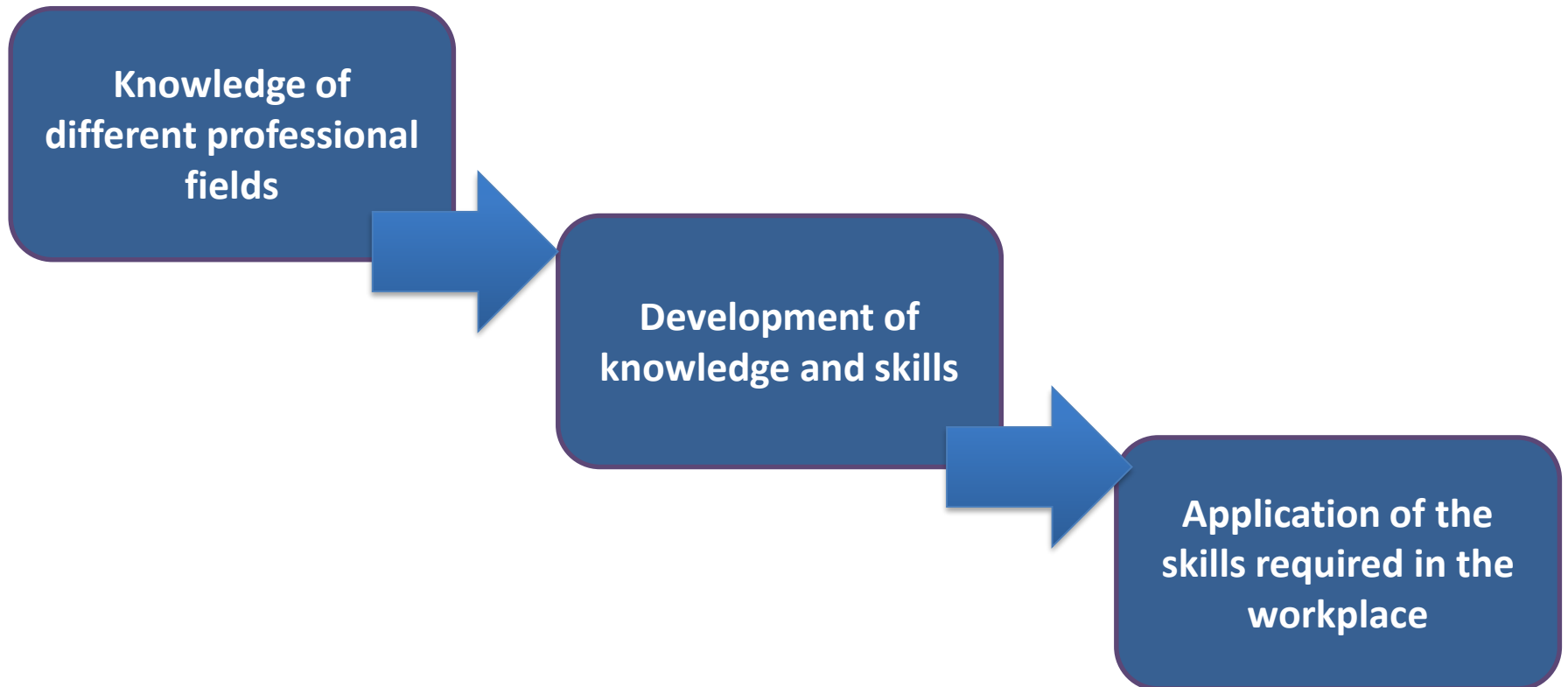
Tutor training for internships

Three-year degree course in Animal Breeding and Dog Education Techniques

Department of Veterinary Science

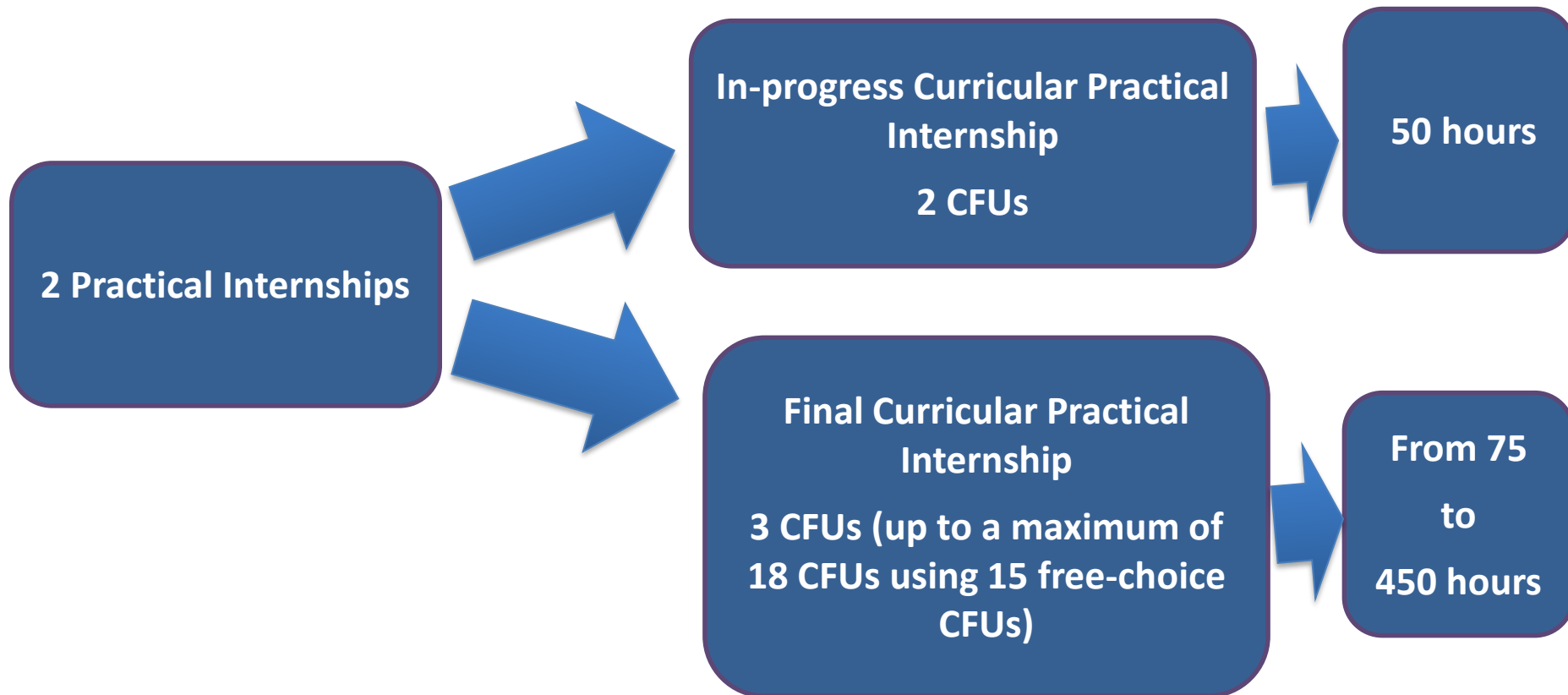
University of Pisa

Objectives of the Practical Internship



The Practical Internship – General aspects

The Practical Internship is mandatory



The Practical Internship – General aspects

Organisation of the In-progress Curricular Practical Internship

In-progress Curricular Practical Internship = 2 CFUs (University Educational Credit)

1 CFUs = 25 hours per week

In the event of special needs, it is possible to do more than 5 hours/day with prior authorisation. Max 6 days per week (depending on the CCNL – National collective labour agreement)

The Internship is carried out at Department facilities (under the supervision of an Internal Tutor) or at facilities that have entered into an agreement with the Department (available at the following link https://www.vet.unipi.it/wp-content/uploads/2021/08/ELENCO-AZIENDE-CONVENZIONATE_ultimo-aggiornamento-07-2021.pdf) under the supervision of an External Tutor)

The organisation of activities is agreed upon by the External Tutor and the Student

The Practical Internship – General aspects

Organisation of the Final Practical Internship

The Final Practical Internship is required for graduation

Final Curricular Practical Internship = 3-18 CFUs (University Educational Credit)

1 CFUs = 25 hours

In the event of special needs, it is possible to do more than 5 hours/day with prior authorisation. Max 6 days per week (depending on the CCNL – National collective labour agreement)

The Internship is carried out at Department facilities (under the supervision of an Internal Tutor) or at facilities that have entered into an agreement with the Department (available at the following link https://www.vet.unipi.it/wp-content/uploads/2021/08/ELENCO-AZIENDE-CONVENZIONATE_ultimo-aggiornamento-07-2021.pdf) under the supervision of an External Tutor

The organisation of activities is agreed upon by the Internal Tutor, the External Tutor and the Student

Conducting internship activities

Dealing with real cases in the various areas of the profession

Stimulating students to gather all information independently

Identifying the main problems and possible solutions

Access to the In-progress Curricular Practical Internship 2 CFUs

Access to the In-progress Curricular Practical Internship (TPI) The Student's Tasks

Reading the Internship Procedure Document

<https://www.vet.unipi.it/wp-content/uploads/2019/11/Procedura-di-TPI.pdf>

Fulfilling the obligations set out in the Internship Procedure Document.

Applying in the period between the 1st and the 15th day of the month preceding the beginning of the TPI (August excluded)

Access to the In-progress Curricular Practical Internship (TPI)

The Student's Tasks

The TPI must be conducted in the period between the end of the 1st year of the Course of Study (1st June) and the beginning of the lessons of the 3rd year of the Course of Study (30th September) and, in any case, before the Final Practical Internship

Access to the In-progress Curricular Practical Internship

The Student's Tasks

Organising the activity in agreement with the External Tutor (TE)

Filling in the TPI (Internship) Application (Annex 1 of the procedure)

Documents to be submitted to the Unità Didattica:

- The TPI Application and a printout of the Student's University career from the Portale Alice

Internship completion The Student's Tasks

At the end of the internship, the following documents must be completed and submitted to the Unità Didattica:

- Summary of internship attendance signed together with the External Tutor
- Internship activity report (Annex 2 of the procedure)

The Practical Internship – General aspects

Figures involved in the Practical Internship

Person in charge of the In-progress Practical Internship: The President of the Course of Study or a delegated person

External Tutor: The head or contact person of the affiliated facility at which the External Internship activities are carried out, appointed to follow the trainee in the performance of their activities.

The role of the person in charge of the In-progress Practical Internship

Sending approved TPI Applications to the Unità Didattica (UD).

Recording the CFUs obtained with the TPI

The External Tutor's Tasks

Topics for the first meeting with the Student:

- Rules of conduct
- Safety standards
- Hygiene standards
- Modes of behaviour and interaction

Coordinating the activity of the Student during the TPI

The External Tutor's Tasks

At the end of the activities:

- **Filling in the «Riepilogo presenze di tirocinio» (Summary of internship attendance).**
- **Filling in the TPI External Tutor's Report submitted by the Student at the beginning of the internship**
- **Sending such Report to the UD, also by email**

The Practical Internship – General aspects

The External Tutor's Tasks

Stimulating the active participation of students

Ensuring respect for equal opportunities

Supervising manual tasks, ensuring that the student carries them out correctly.

Guiding students in developing reasoning and problem solving skills

Assessing the internship activity

Stimulating the active participation of students

Dialogue and constructive reasoning

Interaction and cooperation with the firm's staff (team work)

Critical reasoning and independent revision

Recognising one's limits (counselling, assistance, support)

Finding alternative approaches

Ensuring respect for equal opportunities

Educational opportunities must be the same for all students

No discriminatory or offensive opinions must ever be expressed (gender, social status, sexual orientation, religious belief, etc.)

Ensuring that students do not have discriminatory attitudes

Avoiding discrimination by third parties

Assessment of the internship activity

The overall results achieved during the internship are stated in the External Tutor's internship report (Annex 3 of the procedure)

Access to the Final Curricular Practical Internship (TPF) 3-18 CFUs

Conducting internship activities

Dealing with real cases in the various areas of the profession

Stimulating students to gather all information independently

Identifying the main problems and possible solutions

Access to the Internship The Student's Tasks

Fulfilling the obligations set out in the Internship Procedure Document.

Reading the Internship Procedure Document

(<https://www.vet.unipi.it/wp-content/uploads/2018/07/Procedura-per-lo-svolgimento-del-Tirocinio-Curriculare-Pratico-Formativo.pdf>)

TPF applications can be submitted by the end of each month, with the exception of July and December.

The Practical Internship – General aspects

Access to the Internship The Student's Tasks

Organising the activity in agreement with the Internal and External Tutors

Filling in the application and training project (insurance coverage)

Documents to be submitted to the Unità Didattica:

- Internship application and training project
- Printout of the Student's University career from the Portale Alice
- TPF Programme
- Application for graduation (Domanda di EF) in a single copy, signed by the Student and the Internal Tutor
- Request for VA appointment (Assessor) signed by the Internal Tutor

Internship completion The Student's Tasks

Document to be completed and submitted to the External Tutor:

- **Assessment of the activity carried out at the firm during the internship**

Documents to be completed and submitted to the Unità didattica:

- **Summary of final internship attendance**
- **Final internship report by the External Tutor and the Trainee**

The Practical Internship – General aspects

Figures involved in the Practical Internship

Internal Tutor: A full professor, associate professor, research fellow of the Department of Veterinary Science or contract lecturer who coordinates the Student's Curricular Practical Internship and guides them in drafting the Elaborato Finale (Final Paper).

External Tutor: A qualified person employed by the Affiliated Structure who coordinates the Student's Curricular Practical Internship activity at the Structure. VA = Assessor = Expert person appointed by the TC Commission.

Assessor: Expert person appointed by the CT Commission.

The Internal Tutor's Tasks

- **Reviewing and signing in original the three copies of the EPF Project prepared by the Student together with the External Tutor.**
- **Signing in original, together with the Student, the graduation application (Domanda di EF, one copy).**
- **Signing in original, together with the External Tutor, the request for appointment of the VA, preferably indicating the name of two experts (one copy)**

The External Tutor's Tasks

Topics for the first meeting with the Student:

- Rules of conduct
- Safety standards
- Hygiene standards
- Modes of behaviour and interaction

Coordinating the activity of the Student during the TPI

The External Tutor's Tasks

- **Preparing the Training Project for TPF activities with the Student and signing the three copies in original;**
- **Supervising the Student's compliance with the TPF Programme;**
- **Co-ordinating the Student's TPF activity;**
- **Supervising and signing the Student's completion of the TPF Attendance Summary on a daily basis;**
- **Completing the TPF TE Report handed in by the Student at the beginning of the internship;**
- **Sending such report to the Unità Didattica.**

The External Tutor's Tasks

Stimulating the active participation of students.

Ensuring respect for equal opportunities.

Supervising manual tasks, ensuring that the student carries them out correctly.

Guiding students in developing reasoning and problem solving skills

Assessing the internship activity

Stimulating the active participation of students

Dialogue and constructive reasoning

Interaction and cooperation with the firm's staff (team work)

Critical reasoning and independent revision

Recognising one's limits (counselling, assistance, support)

Finding alternative approaches

Ensuring respect for equal opportunities

Educational opportunities must be the same for all students

No discriminatory or offensive opinions must ever be expressed (gender, social status, sexual orientation, religious belief, etc.)

Ensuring that students do not have discriminatory attitudes

Avoiding discrimination by third parties

The Practical Internship – General aspects

Assessment of the internship activity

Overall results achieved during the internship

Behaviour relating to schedules and organisational procedures

Level of integration and quality of interpersonal relations within the facility

Level of knowledge and mastery of the tools acquired during the internship

Assessment of the internship activity

Grades based on the number of CFUs obtained:

- >5 CFUs = 1 point
- Assessment by the Internal and External Tutors
- 0-1 point

Contacts

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