

CONFIRMED  
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## **Regulations for the Internship of the Academic Bachelor's Study Program "Audiovisual Arts and Media Arts"**

The "Audiovisual Arts and Media Arts" study program includes an internship as an integral part of the curriculum. Full-time students undertake their internship in the 2<sup>nd</sup> and 3<sup>rd</sup> years of study, while part-time students complete it in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> years of study. The main goal of the internship is to strengthen students' theoretical knowledge by applying it in practice.

### **1. Tasks include:**

- Gathering information about the internship site, including its audiovisual and media characteristics.
- Strengthening essential skills for creating audiovisual and media content relevant to professional development.
- Enhancing creative abilities through information collection, selection, and processing, with a focus on utilizing media technologies and platforms.
- Building teamwork capabilities, particularly in interdisciplinary projects within audiovisual arts and media arts.
- Developing research and analytical skills to produce high-quality audiovisual and media content.

In order to perform the tasks set for **the 2<sup>nd</sup> year students** regarding their internship, the student must research the internship organization as a potential object for applying practical and theoretical knowledge. The specific project on which the student will work during the internship must be examined and described, with particular attention to its audiovisual and media aspects. The assigned internship tasks must be carried out in the realization of audiovisual and media projects, demonstrating an understanding of their technical, creative, and organizational implementation

**3<sup>rd</sup> and 4<sup>th</sup>\* year students** has to perform tasks related to their chosen specialization. The desired responsibilities in practice for **Film Producer** specialization should be producer, producer assistant, executive producer, line producer, field producer, assistant producer, etc. The desired responsibilities in practice **Film Director** specialization should be director, assistant director, editing director, casting director, assistant director, etc. For **Film Cinematographer** the desired responsibilities should be leading cinematographer, cinematographer, assistant cinematographer, lighting cinematographer, etc. The desired responsibilities for **Audiovisual Journalists** should be screenwriter of audiovisual works, editor, journalist, author of dialogues, editor of audiovisual scenes, moderator and similar positions. Particular attention should be paid to both audiovisual and media-specific aspects, such as adapting content to various technological platforms or media channels.

### **2. Place of Internship**

The internship placement can be in any company, either in Latvia or abroad. When selecting an internship placement, the internship tasks and the feasibility of their implementation must be taken into account. It is recommended to choose a company that produces audiovisual and media

content and production. RISEBA does not guarantee internship placements that meet every student's preferences. At the same time, RISEBA offers internship placements that students can choose based on their interests. Students can also independently find an internship placement. If a student is employed in an audiovisual and/or media industry company, they can choose their workplace as their internship placement.

### **3. Duration of the Internship**

Student internships in full-time study groups:

- 2<sup>nd</sup> year students - total of 80 academic hours (10 academic hours are recommended to be allocated for internal internship at RISEBA).
- 3<sup>rd</sup> year students - total amount of 80 academic hours in 6<sup>th</sup> semester and total amount of 80 academic hours in 7<sup>th</sup> semester (a total of 20 academic hours in the 3<sup>rd</sup> study year are recommended to be allocated for internal internship at RISEBA).

Student internships in part-time study groups:

- 2<sup>nd</sup> year students - total of 80 academic hours (10 academic hours are recommended to be allocated for internal internship at RISEBA).
- 3<sup>rd</sup> year students - total amount of 80 academic hours (10 academic hours are recommended to be allocated for internal internship at RISEBA).
- 4<sup>th</sup> year students - total amount of 80 academic hours (10 academic hours are recommended to be allocated for internal internship at RISEBA).

### **4. Conducting an Internship**

The Faculty of Media and Creative Technologies is responsible for supervising the internship and evaluating its results. The faculty assigns an internship supervisor to each student, who provides guidance on the internship and assesses the completion of the internship program.

The student coordinates with the internship company to designate a representative who will act as their internship supervisor. This supervisor will assign tasks to the student, monitor their execution, assist with the tasks if necessary, and, at the end of the internship, sign the student's report documents and provide an evaluation of their performance.

#### **Before starting the internship, the student:**

- Either offer your own chosen internship company or select an internship site from the list of available options that interests you.
- Prepare the internship agreement in three copies (fill it out, sign it yourself, give it to the internship provider for signature, and bring it for signature to the head of the Media and Creative Technologies department).
- Receive an individual internship task at the internship site. During the internship, the student will receive consultations according to an individual schedule.

### **5. Content of the internship for the 2<sup>nd</sup> year students**

- 5.1. During the internship, the student must:
  - 5.1.1. identify the economic activity and main tasks of the enterprise;
  - 5.1.2. carry out the study of the specific project at which the student's internship tasks are carried out;
  - 5.1.3. describe the specific work assignment of the student's internship;
  - 5.1.4. write an internship report;
  - 5.1.5. prepare a *Power Point* presentation for the defense of practice, consisting of 5 - 7 slides.
- 5.2. In the practice report:
  - 5.2.1. When analyzing the economic activity of an enterprise, one should evaluate the company's:
    - Purpose (goals);
    - Strategy;
    - Organizational structure;
    - Organization of production and work;
  - 5.2.2. Analyzing the specific creative project at which the student's internship tasks are carried out, one should describe:
    - The essence of the project and its main tasks;
    - Organizational structure of the project;
    - Organization of project work;
    - The target audience of the project and the available audience studies;
  - 5.2.3. When describing the specific task of the student's internship, it is necessary to:
    - Define the terms of reference and its role in the overall production of the audiovisual and media project;
    - Describe the scope of work and the time of its execution;
    - Describe the organization of work and the course of execution;
    - Describe the creative and organizational problems that the student encountered during the internship and how they were solved;
    - Carry out a self-assessment of the result achieved during the internship

## **6. Preparation and evaluation of the internship report for the 2<sup>nd</sup> year students:**

- 6.1. Upon completion of the internship, the student must submit the following to the Faculty of Media and Creative Technologies:
  - 6.1.1. An evaluation from the internship supervisor at the company where the student completed their internship (the evaluation must be recorded in the internship diary).
  - 6.1.2. The internship diary (according to the RISEBA-approved format, confirmed by a rector's order), signed by the respective company manager or the internship supervisor designated by the company manager, including their job title.
  - 6.1.3. The internship agreement (according to the RISEBA-approved format, confirmed by a rector's order), which must be completed and signed by the internship provider, the RISEBA Head of Media and Creative Technologies or Dean, and the student before the internship begins.
  - 6.1.4. The internship report (in accordance with the requirements of this regulation).
- 6.2. The internship report consist of:
  - Title page;
  - Table of Contents;
  - Description of the internship company;
  - Description of the project that student worked in;

- Description of the work task of the trainee;
  - Reports on the performance of the internship work assignment in stages or chronologically by day;
  - Self-assessment of the internship work done by the student;
  - Description of the knowledge and skills acquired during the internship;
  - On the last page, an assessment table should be attached, which is filled in by the practice manager / appraiser (see in Table 1).
- 6.3. The internship report must be drawn up as a separate document. Font size 12, line spacing 1,5.
- 6.4. The internship report, the internship agreement, the assessment of the internship and the practice diary must be attached as annexes. The report must be endorsed in the internship company, signed by the student and RISEBA internship manager. Report volume 5 to 7 pages, not including attachments.
- 6.5. In the defense of the internship, students, using pre-prepared slides of *Power Point* or other presentation software, must within 5 minutes familiarize the commission (this is appointed by the head of the department) with the activities of the company and the project on which the student has carried out the internship work, with the results of the performance of the individual task, as well as answer the questions of the members of the commission.
- 6.6. The internship report must be submitted to the Department of Audiovisual Media Arts by a date predetermined by the program director.
- 6.7. The presentation and defense of the internship report is organized by the Department of Media and Creative Technologies. The exact date and time is appointed by the Head of the Department.
- 6.8. The student's practice manager must assess the compliance of the internship materials with the requirements of this bylaw and express his or her conclusion on the student's admission to the defense of the report.
- 6.9. The practice report is evaluated with a mark in the ten-point system.

## **7. Internship Content and Evaluation in the 3<sup>rd</sup> and 4<sup>th</sup>\*Year**

In the 3<sup>rd</sup> and 4<sup>th</sup>\* year, the content of the internship is closely related to the student's chosen specialization. The intern further develops their professional skills and competencies. The evaluation of the internship work can be received by submitting the internship agreement, diary, and the internship evaluation signed by the internship supervisor at the internship company or project to the Media and Creative Technologies Faculty at RISEBA.

## **8. Internship Organization**

Considering the specifics of production in the audiovisual field, the internship can be carried out gradually throughout the calendar year. The internship report must be submitted to the program director by the deadline set by the program director (this deadline is announced to 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>\* year students at the beginning of each academic year).

Students have the right to combine their internship with academic work, but this should not interfere with the study process. If a particular internship task causes a student to have issues attending lectures and/or completing exams, the student must agree in advance with the instructors (lecturers/professors) of the relevant courses on how and when they will make up for the missed obligations due to the internship.

If the student agrees with the instructor in advance, the absence due to the internship will be considered justified. If the student does not do this before missing a lecture, it may be considered an unjustified absence. If the student realizes that the internship will cause them to miss significant parts of the study

process in multiple courses or for an extended period (more than one week), they must inform both the relevant course instructors and the director of the Audiovisual Arts and Media Arts study program.

If the program director does not recommend the student participate in a particular internship project due to excessive disruption of the study process, the student's internship will not be considered a justified reason for missing study obligations.

**10. Study practice is evaluated with a mark (0-10), which is compiled by the assessment in the following categories:**

- The quality of the text or research of the creative work of the study practice.
- The relevance of the terms of reference to the direction of “Arts”.
- Aesthetic quality of the presentation material and report.
- Continuity of the work process, activity and attention within the framework of study practice.
- Formal criteria for the performance of the internship (whether the internship report is submitted on time, whether all the required material is submitted).
- Evaluation of the intern by the representative of the internship site.

Table 1

**Assessment of internship (table shall be attached on the last page of the internship report document; the assessment should be completed by the internship manager).**

No.	Explanation
1.	The quality of the study internship creative work description and/or research – 20%
2.	The relevance of the work task to the field of “Arts” – 20%
3.	The aesthetic quality of the presentation material and report – 10%
4.	The continuity of the work process, activity, and attention during the study internship – 10%
5.	Formal criteria for the completion of the study internship – 20%
6.	Evaluation of the intern by the representative of the internship site – 10%
<b>Final Evaluation (Grade):</b>	

*\* In part-time study groups, the internship is planned for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> academic years*