DESCRIPTION OF PRACTICAL TRAINING GUIDANCE

1. Guidance before practical training
A student receives the following information on practical training:

- the significance of practical training as part of studies, career planning and employment
- specification of learning outcomes
- searching and applying for a placement, job-seeking skills
- filling in the forms related to practical training
  - a practical training plan/agreement is made on all placements
- guidelines for reporting on practical training

Methods: counselling dialogue, practical training info, orientation period, or equivalent

2. Guidance during practical training

- Each student is appointed a supervisor both at JAMK and at the placement venue. The names of the supervisors are recorded in the practical training agreement.
- At least once during the practical training, JAMK’s supervisor contacts the parties of the agreement: the student and the supervisor of the employer (meeting, phone call, e-mail, video conference). The contacts are entered in the Asio, under practical training (does not concern School of Health and Social Studies).
- Focus during the practical training is on the guidance and orientation provided by the employer.
- The student, for his/her part, orientates the employer to his/her competence and the objectives of the practical training.
- The supervisors are in charge of answering the student’s questions on the practical training.
- At the end of the practical training period, the student conducts a feedback discussion with the supervisor of the employer.

It is recommended that the student writes an intermediate report, a learning diary or a planning and monitoring schedule when half of the practical training has been completed, submitting it to JAMK’s supervisor. At this point it is possible to check whether the practical training is being implemented in line with the objectives. This recommendation applies, in particular, to the practical training periods of five months.

3. Guidance and feedback after practical training

- The student writes a practical training report according to the guidelines of the degree programme. It is recommended to write a learning diary during the practical training. The practical training report and certificate as well as the competence you gain from practical training be saved in your portfolio as part of the Development as an Expert course. The portfolio is helpful when the student seeks employment on the completion of studies.
- JAMK’s practical training supervisor gives the student feedback on the report.
- It is recommended to arrange a practical training seminar or workshop, in which the trainees tell about their experiences. The seminar can simultaneously be a training session for the next trainees.

These instructions of practical training guidance apply to the practical training provided in the degree-awarding education of JAMK University of Applied Sciences.

Written by: The team of practical training tutors and alumni coordinators
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