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# Internship

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**Institute of Political Studies** offers opportunities for collaboration to partner institutions **through internships of students** in all our accredited study disciplines. Coordinator of the internship programme is Mgr. Miroslava Kulkova - [miroslava.kulkova@fsv.cuni.cz](mailto:miroslava.kulkova@fsv.cuni.cz)

## **Partner organizations**

We seek to mainly cooperate with institutions of public administration, international sector, major trading companies, professional associations, NGOs, media, media agencies, information centers, but also with other employers.

[I can offer internship for a student of IPS](#)

## **Interns**

Students are encouraged to develop their analytical skills and critical thinking, while having thorough knowledge in their field. Therefore, they can provide partner organizations both with their expertise as well as the ability to view problems from different perspectives and to seek new solutions. Many students have experience with a stay at a foreign university, a large number of subjects in the follow-up Master's degree study disciplines are also taught in English, so students have no difficulties to work in a foreign language.

## **Conditions of the program**

Internships represent unpaid positions and the student is assigned credits once all the conditions have been fulfilled. Interns can engage in everyday operation of a partner organization or participate in the preparation of a specific project (conferences, lecture series, etc). Duration of internship and selection of students depend on a mutual agreement. A minimum length of internship in the subjects JPB565 and JPM582 is, however, 100 working hours. Interns submit their professionally and academically-oriented CV to a coordinator by the end of the second week of the semester. After completing the internship, students hand in a Report about the performance of internship (sample [here](#)) and Evaluation of job performance within the course (sample [here](#)).

Terms of the course Internships in practice JPB565 found [here](#).

Terms of the course Internships in practice JPM582 found [here](#).

Terms of the course Internship JPM660 found [here](#).

Terms of the course Internship A JPM670 found [here](#).

Terms of the course Internship B JPM671 found [here](#).

## **Job agenda**

Agenda of internship should acquaint students with the operation of a particular organization and enable them to actively participate in its work in order to be better prepared for their future careers. It should not, therefore, involve e.g. handing out leaflets. For instance, students of bachelor's or master's programs may:

- process researches and analyses on given topics (legislative, economic, domestic / European / global issues, etc)
- process monitoring of media and media researches,
- participate in the daily running of the organization / department, help with paperwork,
- prepare expert documents for clients or documentation for meetings / grant applications,
- communicate with domestic and foreign clients and partners,
- participate in holding educational events, seminars, informing the public,
- participate in running the newsroom, prepare documents for articles.

## **Selection proceedings**

The method of selecting a particular intern depends on an agreement with the partner organization; it will stipulate the length of internship, provide further details for the offered position and job agenda, indicate the requirements for interns (e.g. focus, degree of studies, language skills, previous experience, etc) and set the period when the internship should take place. Offers of partner institutions will then be posted on the websites of IPS.

Course of selection proceedings:

- a) a partner organization itself conducts the selection proceedings on the basis of documents on interns
- b) a coordinator of the program from IPS will make a pre-selection of suitable interns and partner organization will then select a suitable candidate,
- c) a coordinator of the program from IPS will select a suitable intern for a partner organization,
- d) the selection procedures will be carried out by another model, selected ad hoc in accordance with the requirements of the partner organization.

### **Evaluation and supervision**

At the end of the internship a representative of the partner institution (preferably the person having instructed the intern, advisor or supervisor) will produce a documentation for the student confirming the performance of internship and will also write an evaluation which will serve both as a feedback to the student, as well as a feedback to the entire IPS, which will allow to improve the functioning of internship program and also serve as a reference for future negotiations with new partners.

Evaluation form can be found [here](#) or [here](#) .

### **Current list of partner institutions for WS 2016/17:**

Česká spořitelna  
České fórum pro rozvojovou spolupráci  
Česko-korejská společnost  
Česko-korejská obchodní komora  
Člověk v tísni  
Energy Hub  
Euroskop  
Evropská rozvojová agentura  
Ministerstvo dopravy ČR  
Ministerstvo financí ČR  
Ministerstvo pro místní rozvoj ČR  
Ministerstvo průmyslu a obchodu ČR  
Ministerstvo školství, mládeže a tělovýchovy ČR  
Ministerstvo vnitra ČR  
Ministerstvo zemědělství ČR  
Ministerstvo životního prostředí ČR  
Nakladatelství a vydavatelství Přítomnost  
Radnice městské části Praha 6  
Transparency International

### **Another partner institutions**

Česká televize  
Europeum  
Jihočeský kraj  
Nadace Forum 2000