



Education Science Ma Educational Management Specialization Internship Guide

Introduction

The specialization is a 47-credit, 120-hour part of the Master in Education Science program. The head of the specialisation is Dr. Erika Kopp, associate professor. The language of the program is English.

The aim of the specialisation is to train professionals who are able to plan, organise, implement, support and evaluate analysis and development in educational institutions.

The competences to be developed are defined in the Learning Outcomes of the specialization.

The specialization covers the following main contents:

- Organizational Research Methodology
- Organizational Development, Organizational Learning, workplace professional development and learning, Strategic Management
- Innovation in Education
- Quality assurance
- Development of Educational Programs, Learning Materials, Learning Environment

Before the Internship

The student can choose an institution/organisation (Internship Institution) from the list proposed by the Institute of Education (Institute) based on his/her interests or initiate a cooperation agreement with a new Internship institution. The selection and notification of the internship will be made by electronic questionnaire between 1 January and 30 January of the academic year. Based on feedback from the head of the Internship Institution, the Institute will conclude a cooperation agreement for the internship.

During the internship

The internship is 60 hours and 10 credits. The 60 hours of work can be done continuously or in stages, but must be completed by 30 April.

During the whole internship the student is mentored by a field expert (Mentor) appointed by the head of the Internship Institution.

The student prepares a work plan at the beginning of the Internship, the content of which is agreed with the Mentor. The work plan is presented to the lecturer of the Internship seminar. A template of the work plan is available here:

Proposed activities:

- Examination and analysis of institutional documents
- Development of institutional communication documents and platforms (e.g. website, information and marketing materials, social media platforms, infographics, videos).
- Supporting the organisational development process, designing and implementing small sub-processes, preparing reports.
- Preparation of small-scale organisational research, data collection through online and offline questionnaires, interviews, observations; analysis and evaluation of results, preparation of reports.
- Literature collection, reports and summaries. Preparation of learning materials for professional development.
- Collection and analysis of good practices in the field of education, preparation of summaries and reports on results.

The student will keep a reflective learning diary during the Internship. A template is available here:

After the internship

The student presents his/her experience gained during the internship at a professional seminar (Internship Seminar) at the university. The presentation is 10 minutes long and summarises the following:

- Brief introduction of the internship institution (based on documents)
- a brief presentation of the internship activities
- learning journey
- further plans, personal development plan

Evaluations of the internship

The evaluation of the internship is based on the recommendation of the Mentor, and the grade for the internship is given by the lecturer of the internship seminar.

More information:

Program description in Hungarian: <https://nevtud.ppk.elte.hu/szakmaigyakorlat>

Organisation and administration: Viktória Huszár huszar.viktoria@ppk.elte.hu