



UNIVERSITÀ
DI TRENTO

Department of
Psychology and Cognitive Science

REGULATION OF TRAINING AND GUIDANCE INTERNSHIPS – TYPE F

This is a courtesy translation from the Italian original. This document has therefore no legal value.

The Italian text is the only legally valid version.

Approved by the Council of the Department of Psychology and Cognitive Sciences on 22nd February 2023.



REGULATION OF TRAINING AND GUIDANCE INTERNSHIPS – TYPE F

INDICE

Art. 1 – Scope of the regulation	3
Art. 2 - Activities	4
Art. 3 – External internship e in international mobility	5
Art. 4 – Internal internship	6



REGULATION OF TRAINING AND GUIDANCE INTERNSHIPS – TYPE F

Art. 1 – Scope of the regulation

1. The present regulation governs the training activities of type F, specifically "Training and Guidance Internship," for the Bachelor's degree program in Interfaces and Communication Technologies and the Master's degree program in Human-Computer Interaction, in accordance with the provisions outlined in the Didactic Regulation of the respective study programs.
2. The curricular internship is a time-limited work experience conducted within the course of study under the supervision of an expert. Its purpose is to contribute to education through direct exposure to a professional environment and to enrich the knowledge acquired during university studies.
 - a) *Team Internships*: for specific projects, it may be appropriate for two or more students to work collaboratively as a team to fulfill some or all of the activities. These internships are recommended for cases with a specific formative goal for group work. It is advisable to report this type of internship, especially if it is subsequently followed by the final project or thesis, which are strictly individual projects.
 - b) *Internships split into different periods*: for specific projects, the activities related to the design of interfaces and interaction may have significantly shorter timelines than those required for an internship. It is possible, therefore, to consider the option of conducting the curricular internship in "segments" spread across different periods within a defined timeframe and on various but interconnected projects. Nevertheless, the training program is unique and under the responsibility of a single company supervisor and university supervisor. In such cases, the distinct activities should be outlined in the educational project, referencing the categories listed below, together with their temporal placement.
3. Working students enrolled in the Bachelor's degree program in Interfaces and Communication Technologies or the Master's degree program in Human-Computer Interaction may request the recognition of credits of type F for job tasks consistent with the educational paths of the attended study program. For recognition purposes, the working student must contact an academic supervisor before the period to identify a specific project that demonstrates how the work experience can align with and enrich the knowledge acquired during university studies. This project must be confirmed by the employer (or direct supervisor). Following the project's approval by the academic supervisor and the completion of the activities, the student must submit a report summarizing the activities undertaken, the number of hours dedicated, and a reflection on the alignment mentioned above and enrichment. The recognition of credits will be authorized by the Department of Psychology and Cognitive Sciences internship delegates, subject



REGULATION OF TRAINING AND GUIDANCE INTERNSHIPS – TYPE F

to a positive opinion from the academic tutor.

Art. 2 - Activities

1. The educational activities of type F, "Training and Guidance Internship," encompass the following:
 - External internship: conducted at a company, organization, or institution in Italy or abroad.
 - Internal internship: carried out within the structures of the University.
 - International mobility internship: undertaken within the framework of international mobility agreements.
2. The internship should explicitly involve activities in the field of communication technology design. Specifically, the internship should fall within one or more categories: User Research, Design and Prototyping, or User Evaluation.
 - The category of internships in User Research focuses on activities concentrated in the initial phase of designing technology, where user problems and needs are elicited to guide the subsequent stages. Typical techniques in this phase include interviews or focus groups with users and project stakeholders, survey questionnaires, and envisioning brainstorming techniques. For the internship of the Bachelor's degree program in Interfaces and Communication Technologies, the intern should be involved in the preparation phase of these activities (such as defining the protocol for focus groups), in the operational phase on the logistical assistance (e.g., scheduling appointments for interviews), and, in at least some cases, in a more active role (e.g., conducting some interviews or leading a focus group). The intern should also be involved in some aspects of data analysis. It is essential that even if the intern is not actively participating in all phases, they should be positioned to understand their development and be capable of explaining the motivations and objectives. For the internship of the Master's degree program in Human-Computer Interaction, the intern should actively participate in all the phases mentioned above, and they should independently perform the analysis of the collected data.
 - The category of Design and Prototyping includes internships where the design phase of interaction and user interface predominates. Typical activities in this phase involve brainstorming with teams of designers and developers and prototyping interfaces using dedicated tools such as InVision, Axure, and similar applications. There may also be activities related to designing graphic resources using tools like Illustrator, Photoshop, and similar software. For the Bachelor's degree program in Interfaces and Communication Technologies, it is crucial that the internship extends beyond the



REGULATION OF TRAINING AND GUIDANCE INTERNSHIPS – TYPE F

practical component (although it may be predominant) and that the intern has the concrete opportunity to become aware of the choices and motivations behind the design project. For the internship in the Master's degree program in Human-Computer Interaction, the intern should also be empowered to clarify design objectives and articulate the rationale for the choices made.

- Internships in the User Evaluation category aim to assess a technological artifact. Depending on the project in which they are embedded, they may adopt an interpretative or positivist perspective and a qualitative or quantitative approach. Typical activities will, therefore, range from ethnographic studies to laboratory experiments. For the Bachelor's degree program in Interfaces and Communication Technologies, it is important that the intern is able to present and discuss the methodological choices, even if the broader project has determined these compared to the internship itself. For the Master's degree program in Human-Computer Interaction, the intern should also be empowered to select and justify the methodology used and independently analyze the collected data.
- Other types of internship. It is possible that an internship could not fit into these categories. In these cases it is important that the University tutor explicitly justify the suitability of the internship proposal as part of the training activities of the degree program by making explicit reference to the relevant topics and teachings.

Art. 3 – External internship e in international mobility

1. The Job Guidance Office manages the external internships, which must be carried out in accordance with the procedures and deadlines established by the office. The master course secretariat office registers the corresponding Crediti Formativi Universitari (CFU/ECTS)..
2. The International Office manages the international mobility internships, which must be carried out in accordance with the procedures and deadlines established by the office. The master course secretariat office registers the corresponding Crediti Formativi Universitari (CFU/ECTS).
3. The internship report should cover the following topics:
 - the context of the activity from organizational, technological and methodological/scientific perspectives;
 - the list of the internship objectives and the level to which they have been achieved;
 - description of activities performed, the methodologies employed, and the tools and instruments utilized in the internship tasks.



REGULATION OF TRAINING AND GUIDANCE INTERNSHIPS – TYPE F

Art. 4 – Internal internship

1. The internal internships are initiated by submitting the Internal Internship Start Form to the Educational Offer and Student Management Office (available on the "Internship" pages of the respective degree courses); the form should be accompanied by the internship project, which outlines the topic and the methods of its execution.
2. For the registration of the corresponding Crediti Formativi Universitari (CFU), it is necessary to submit the Internal Internship Completion Form (available on the "Internship" pages of the respective degree courses) along with the attached internship report to the Educational Offer and Student Management Office.
3. The internship report should cover the following topics:
 - the context of the activity from organizational, technological and methodological/scientific perspectives;
 - the list of the internship objectives and the level to which they have been achieved;
 - description of activities performed, the methodologies employed, and the tools and instruments utilized in the internship tasks.
4. The internal internship is conducted under the supervision of a university faculty member or researcher who assumes the role of a tutor, specifically:
 - he/she signs the internship start and completion forms (these signatures may be substituted by the tutor's express confirmation sent through the University email address);
 - he/she guides the student in drafting the internship project, verifying its feasibility, and defining objectives;
 - he/she is available to the student during the internship for clarification, further explanation, or guidance.
 - he/she supports the student in analyzing the activities undertaken and preparing the final internship report.
5. The students must adhere to disciplinary regulations, organizational rules, and occupational health and safety standards specified by the hosting facilities. Additionally, the students are required to maintain the utmost confidentiality, both during and after the internship, regarding any data and information acquired during the activities.