



**UNIVERSITY OF PRISHTINA  
"HASAN PRISHTINA"  
FACULTY OF AGRICULTURE AND VETERINARY**

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**GUIDE FOR THE DEVELOPMENT OF PROFESSIONAL  
PRACTICE/INTERNSHIP**

**For students who will graduate in study programs**  
Bsc. Animal Production/Bsc. Business Management in Animal  
Husbandry  
Msc. Applied Sciences in Zootechnics

**Prishtina, 2022**

### General data

Denomination:	Professional Practice/Internship
Supervisor	Department staff members
Semester	VI
Duration:	125 hours
ECTS	5

- Professional practice/internship is one of the most important components of the curriculum in Bsc. Animal Production and Msc. Applied Animal Science.
- This guide defines the rules of organization and the development of professional practice/internship.
- The professional practice/internship can be developed individually, or in a group of up to 5 students, under the supervision of the academic staff of the Animal Production Department (APD), as well as the manager of the company or entity where the professional internship will be conducted.
- The right to perform a professional internship has students in the third year of Bachelor studies.
- Entities of professional practice/internship can be EDF, livestock farms, Agricultural Technology Transfer Centers (ATTC), Public Administration, Animal Feed Production Factories, etc.
- The professional practice/internship aims to allow students to gain work experience, practice critical thinking, solve real problems, develop new skills, and interact with professionals in the above entities. The student is trained how to deal with problems in real life, manage his tasks, identify objectives, meet obligations, explore new ideas, study practical aspects, and make decisions.

### GOALS OF PROFESSIONAL PRACTICE/INTERNSHIP

The professional practice/internship aims at:

- To enable students to apply in practice, the theoretical knowledge they have acquired in the auditorium. For this purpose, it is intended that professional practice/internship be developed in those entities that have close ties with the faculty-department.
- Encourage students to develop new skills in the environment where they work, as well allow them to prepare for the job market and interact with professionals.

### **BASD RESPONSIBILITIES FOR ORGANIZATION OF PROFESSIONAL PRACTICE/INTERNSHIP**

For the organization and functioning of professional practice/internship the department:

- Compiles the list of students who will complete the professional internship
- At the beginning of the academic year, informs students about the obligation of professional practice/internship, as well as about the opportunities and entities which offer to students internships, not excluding the individual selection of students, when they are following with the legal framework (Bologna Process).
- Prepares the internship program and how the process will be monitored by the staff of the BASD.

### **PROFESSIONAL PRACTICE TEACHER/SUPERVISOR**

- Coordinates with the student the implementation of the program, changes in the development of practice/internship within the allowed limits. It also helps and guarantees that the practice is carried out in the right way
- Plans and coordinates with the subject, the development of practice, according to the program.
- At the end of the internship, the lecturer evaluates the student, based on the evaluation report of the subject where the internship was performed, which affects the evaluation of the validity of the internship in cooperation with the commission for the evaluation of professional practice.

### **STUDENT RESPONSIBILITIES**

The student must:

- Know the rules and program of professional practice/internship, as well as supporting documents before starting the internship.
- Establish and maintain correct relationships based on good practices and mutual respect with the business where the internship is conducted, colleagues, and other staff members.
- To make maximum efforts to gain technical and practical knowledge that will serve in vocational training.

### **STUDENT RIGHTS**

During the internship the student:

- Selects the subject individually, or according to the list provided by the department
- Participates actively in activities of theoretical and practical interest
- Appeals to the subject, as well as to the leading professor of practice//internship for actions that conflict with his rights, or with any other action that creates difficulties or impossibilities for the development of practice/internship.
- The student can change the entity only after the approval of the responsible lecturer and the department.

### **ROLE OF THE ENTITY (BUSINESS) WHERE THE STUDENT WILL PERFORM THE PROFESSIONAL PRACTICE/INTERNSHIP**

Entities (businesses) help the student to successfully complete the professional internship by:

- Develop the practical skills of the student through observation, counseling, recommendations, and comments with the aim of his professional formation.
- Provide opportunities for the student to perform services and activities performed by the subject himself.
- Assign the student to increase his/her professional knowledge and skills.
- Continuously follow the student according to the rules set out in this regulation.
- Encourage the student to achieve high levels of performance.

### **ORGANIZATION OF PROFESSIONAL PRACTICE/INTERNSHIP**

While performing the internship, the student is obliged to prepare the report of the internship with knowledge and information gained during it. In the report, the student must present the purpose of the internship, the arguments that will be the basis of the internship. At the end of the internship, the student submits the report, as well as the evaluation or opinion of the manager of the entity where the internship was conducted.

### **REPORT FORMAT**

The report must be presented in book form. The logo of the University of Prishtina "Hasan Prishtina" is placed on the top of the cover and below it is written the name of the University of Prishtina "Hasan Prishtina", the Faculty of Agriculture and Veterinary Medicine and the Department of Biotechnology in Zootechnics. Also, on the cover is placed the name of the entity (business) where the internship was performed, the title of the topic, the name of the student, as well as the month and year of the internship.

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- **Type of writing** according to levels:
  - **Main Title** or Chapter Title: Times New Roman; Bold; 16, all capital; hanging 0.3; space before and after it 12;
  - **First level:** Times New Roman; Bold; 14; Small capital, hanging 0.4; space before and after it 6;
  - **Second level:** Times New Roman; Bold; 14; hanging 0.5; space before and after it 6.
  - **Level three:** Times New Roman; Bold and italic; 14; hanging 0.6; space before and after it 6;
- Thesis pages should be formatted as follows
- **The margins** for the whole text will be:
  - Upper margin 1 "
  - Lower margin 1 "
  - Left margin 1.25 "
  - Right margin 1.25 "
- All **page numbers** should be placed below and in the middle of the page;
- Notes should be made in writing Times New Roman, 12, single space;
- **Tables** to be included in the text. Tables should be placed in the center of the page, within certain margins. A reference number should be placed in each table that should follow the chapter number to which it belongs. The word "Table", the table number and the legend should be placed at the top of the table. Writing should be Times New Roman, 12, bold. If the table continues on the next page the legend is not repeated. If a table contains citations references should be noted.
- **Illustrations and diagrams** should be scanned and incorporated into the electronic version of the document. The word "Figure", the number of the diagram that follows the number of the chapter to which it belongs and the legend, should be placed below the diagram or figure. Writing should be Times New Roman, 12, bold;

## EVALUATION OF THE PROFESSIONAL PRACTICE/INTERNSHIP REPORT

The conclusion of the professional practice/internship is done through an oral presentation, in front of a commission of 3 members. The presentation is individual or group, depending on how the practice is conducted professionally. The student is evaluated with a grade based on the work done in the relevant subject, the report submitted, as well as the final presentation before the committee.

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UNIVERSITY OF PRISHTINA "HASAN PRISHTINA"  
FACULTY OF AGRICULTURE AND VETERINARY  
DEPARTMENT OF BIOTECHNOLOGY IN ZOOTEKNI

## **Report**

For nearby professional practice

“ \_\_\_\_\_ ”

## **Study program**

Bachelor “Animal Production”

Topic title:

“ \_\_\_\_\_ ”

Prepared:

Name and Surname of the student

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Name of the student \_\_\_\_\_

<b>Rubric for the evaluation of internship work</b> <b>Total points: 100</b> <b>Objective:</b> Discuss your learning experiences throughout the practice. Provide details about any changes in career choices you have made after completing this practice.		
<u>Rated parts</u>	Possible points	Points earned
<b>Spelling</b>	5	
<b>Grammar</b>	5	
<b>Site title</b>	2	
Title of internship		
Name of Supervisor (Mentor) & Company Name (Associate)		
The place where the internship took place		
Name of the program and year of study when the internship was completed		
Internship dates, internship registration semester, no. of ECTS and internship hours		
<b>Introduction</b>	15	
Describe why you chose this practice/internship		
Describe the expectations before starting the internship		
Describe the practice/internship in general terms (should include, objectives and day-to-day responsibilities)		
<b>Learning Experiences and Intellectual Development</b>	48	
Description (in detail) of three specific learning experiences		
Was the collaborator interested in your development? Describe your interaction with your co-worker and your co-workers		
What courses (subjects) have you attended (taught), if any, that have helped you throughout this internship? How did they help you?		
Did the internship experience change your perspective or approach to your education (course, inclusion, etc.) at xxxxxx? Explain.		
<b>Career path</b>	15	
What were your career plans before this internship?		
Describe how your career plans may have changed.		
Are you more satisfied with your future career plans now that you have completed this internship? If so, Explain the change in your thinking throughout the practice/internship		
<b>Annexes</b> (here you do not need to focus on the minimum page length)	10	
Include CV and cover letter delivered to associate (business)		
Include any material that has been needed to carry out the internship		
<b>Total</b>	<b>100</b>	

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<b>Video rating section</b> <b>Total points: 100</b> <b>Objective:</b> Produce a promotional video that will provide a complete overview for prospective students interested in applying and completing the internship.		
<u>Rated parts</u>	Possible points	Points earned
Duration = 5 – 10 minutes	10	
The video has been uploaded to YouTube	5	
The video is creatively sketched and designed	20	
The video includes the student describing the practice in general terms	15	
Explain that the practice/internship met or exceeded expectations?	5	
Describe the positive features (attributes) of the practice/internship	5	
Describe the negative traits (attributes) of the practice/internship	5	
Would you recommend this practice/internship to others? Why or why not?	5	
The video included an interview with the collaborator	10	
The video included interviews with colleagues	10	
The video shows the accommodation and the practice environment	10	
<b>Total</b>	<b>100</b>	



## GUIDE FOR THE DEVELOPMENT OF PROFESSIONAL PRACTICE/INTERNSHIP

### DESCRIPTION OF THE SYLLABUS

#### Course title – PRACTICAL TRAINING / INTERNSHIP

Basic course information	
<b>Academic unit:</b>	Faculty of Agriculture and Veterinary Medicine
<b>Course title:</b>	Practical Training / Internship
<b>Level:</b>	Bsc.
<b>Course status:</b>	Mandatory
<b>Year of studies:</b>	Viti III <sup>d</sup>   Semester VI <sup>th</sup>
<b>The number of hours per week:</b>	6
<b>ECTS:</b>	5 ECTS
<b>Time/place:</b>	Faculty of Agriculture and Veterinary Medicine
<b>The teacher/supervisor:</b>	Practice/internship supervisor
<b>Contact details:</b>	Faculty of Agriculture and Veterinary Medicine Tel. 038 603 846; 038 603 668

<b>Course content:</b>	The course "Practical training" offers opportunities to gain experience in a field of interest to the student. Provides learning experiences that are difficult, if not impossible, to accomplish in the classroom setting. After the off-campus educational experience, students are able to learn about possible career opportunities and choose additional courses on campus to complement career guidance. The program of animal production, includes acquaintance with zootechnical production capacities in Kosovo, associations, associations and various enterprises dealing with zootechnics together with institutes for control and quality of livestock products and organizations dealing with zootechnical education.
<b>Course objective:</b>	The aim of the course "Practical training" is that by combining the theoretical part with the practical one and field visits, the student is introduced to institutions and organizations dealing with livestock,

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	<p>farms and livestock inspections, with the selection of farm animals, clinics and veterinary stations , agricultural machinery and livestock equipment, is trained to manage livestock breeding technology on commercial and small farms.</p> <p>Students will gain experience in a field of interest to them.</p> <p>The student will earn credit for completing the internship</p> <p>Students will assist the department in promoting the internship program in animal sciences</p> <p>Students will briefly summarize the results for their teaching experiences and professional development.</p>
<b>Expected learning outcomes:</b>	<p>The student will be able to:</p> <ul style="list-style-type: none"> <li>- Familiar with the production and processing capacities in the field of livestock, knowledge of the basic elements of cultivation of different types of animals together with the area of their distribution to us.</li> <li>- Familiar with various associations, associations and companies dealing with livestock as well as zootechnical and veterinary services that monitor the production and processing capacity of animals along with their health protection. Knowledge of poultry production skills, cultivation methods, basic anatomical and physiological forms of production.</li> <li>- Learns the organization of various institutes and organizations that deal with the inspection and certification of livestock products and machinery used in zootechnics.</li> <li>- Familiar with the classification of breeds according to the direction of production on different farms across the country</li> </ul>

Student workload (must be consistent with Student Learning Outcomes)			
Activity	Teaching hours	Days / Weeks	In total
Lectures			
Theory / Laboratory work / Exercises			
Practical work	6	15	90
Preparation for the intermediate test			
Consultation with the teacher	2	4	8
Fieldwork			
Test, seminar paper	1	4	4
Homework	2	2	4
Individual learning (in the library or at home)	2	4	8
Preparing for the final exam	5	1	5

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Time spent on assessment (tests, quizzes, final exam)	4	1	4
Projects, presentations, etc.	2	1	2
<b>Total</b>			125

<b>Teaching methods:</b>	The training will be mainly organized in the field on farms, livestock institutions, state and municipal inspections, organizations related to zootechnical education, zoos, breeding associations as well as control and certification institutes.
<b>Evaluation methods:</b>	The student is obliged to write a report after the practical training, the preparation of the video, the agreement signed by the business / farm, the institution and the student himself, for the internship, the evaluation report by the representative of the business/farm where the internship took place. In the end, all the practical work will be defended by a commission that is appointed by the department and approved by the dean.

<b>Primary literature:</b>	Practical work in various companies/farms, whose activity is related to animal production
<b>Additional literature:</b>	

Curriculum development	
Week	The title of the lecture
<b>Week 1:</b>	Practical work
<b>Week 2:</b>	Practical work
<b>Week 3:</b>	Practical work
<b>Week 4:</b>	Practical work
<b>Week 5:</b>	Practical work
<b>Week 6:</b>	Practical work
<b>Week 7:</b>	Practical work
<b>Week 8:</b>	Intermediate evaluation report
<b>Week 9:</b>	Practical work
<b>Week 10:</b>	Practical work
<b>Week 11:</b>	Practical work
<b>Week 12:</b>	Practical work

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<b>Week 13:</b>	Practical work
<b>Week 14:</b>	Practical work
<b>Week 15:</b>	Practical work

### Course requirements

The student must complete the agreement memorandum form before starting the internship. The form can be found at the link below: [Click here](#):

Students will prepare a promotional video lasting 5 to 10 minutes, in which the practical work is described. This video should be produced at the end of the internship, but can be finalized after the student returns to school. The section on video content and evaluation will be provided to students (see above).

The video should be creatively produced and informative for interested students to complete the internship in the future. This video will serve as part of the student assessment in the course. When ECTS is awarded for the internship period, the video belongs to the internship coordinator at the end of the internship, within one month of the internship. The final video expiration date will be set by the internship instructor. If the student wants to use the video production resources for publication on the faculty website, he can do so.

#### **Assessment and grading:**

Assignment of grades will be based as follows (all of these are mandatory for the student)

Memorandum of Understanding signed and protocol 10 Points

Video 30 points

Written report 40 points

Completion of the evaluation form by the business representative where the 10-point internship was conducted

Presentation and defense before the commission 10 points

***The student must earn 70% of the total number of points (100) to earn passing.***

Grades will be determined based on the percentage of points earned from the total number of points.

The signed memorandum form of the agreement, the video evaluation form, the written report (internship diary) and the form completed by the business representative will be submitted to the student service and placed in the student file.

#### **Students with disabilities.**

If a student has a physical, learning, sensory or psychological disability and needs accommodation, you must register and provide disability documentation to the student service and to the head of department. Also, please inform the practice instructor as soon as possible.

#### **Academic dishonesty**

The University of Prishtina "Hasan Prishtina" is built on a strong foundation of integrity, respect and trust. All members of the university community have a responsibility to be honest and have the right to expect honesty from others. Any form of academic dishonesty is unacceptable to our community and will not be tolerated. Teachers and students should report to the management structures of the faculty (head of department and dean) and the university (ethics council) for suspected violations of academic honesty standards. Other University regulations can be found on the university website:

Academic dishonesty is defined as an attempted or committed act that misinterprets someone's involvement in an unethical academic endeavor in any way, or helps another student misinterpret his or her involvement in an unethical academic endeavor. Examples of academic dishonesty include, but are

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not limited to: Plagiarism, Fraud, Violation of Standards, Multiple Submissions, Interference, Complicity, and all that are regulated by the University Statute and regulations.

The University of Prishtina values an educational environment that is diverse, equitable and inclusive. The diversity that students and teachers bring to the classroom, including age, country of origin, culture, disability, economic class, ethnicity, gender identity, immigration status, language, political affiliation, race, religion, sexual orientation, status veteran and other social and cultural diversity is valued, respected and regarded as a resource for learning.

The University / Faculty is committed to supporting students and supporting the University's non-discrimination policy. Discrimination based on sex and gender is prohibited.

If you experience an incident of discrimination based on sex or gender, we encourage you to report it.