



## APPLIED PERIOD IN FOREST INSTITUTIONS (10 ECTS)

### LEARNING OUTCOMES

The aim of the AP is for the students to apply their skills and knowledge gained throughout their student and working life. Furthermore, the aim is, through working as a part of a team, to learn how the organisation is operating in national, European and international level; business culture, values, team working, project and organisational management are important. For example for research institutions it is important to learn how a research project starts, how it is managed, funded and reported in addition to the research methods.

### STUDY MODES

The AP is project based and a topic of the work assignment(s) is (are) agreed upon in cooperation with the supervisor at the hosting organisation, the supervisor at the MSc EF partner university, and the student. The student is also asked to complete coursework consisting of completing **a formal report** and **a presentation** on the AP according to the instructions provided in these guidelines. The principal aim of the Applied Period coursework (report + presentation) is to ensure that both the students and the host organisation get the maximum benefit from the AP. The most important point to remember when preparing the coursework is that it is not only for the student's benefit, but also for the host organisation. During the AP, and in addition to the concrete work in the agreed work assignment(s), the student should try to evaluate different aspects of the host organisation with a critical eye. The student should discuss his/her thoughts with the supervisor at the host organisation. Therefore open and honest reflections and discussions with the host organisation will greatly facilitate the successful completion of the AP course work; thereby ensuring its value to both student and host organisation.

### TIME

**The Applied Period** lasts from 1 June to 31 July in 2018 and also in 2019 and in 2020 (Exact arrival and departure dates can be decided within the host organisation by the supervisor and the student. The period can also be extended to 3 months in case that is preferred by the host institution and by the student in question and if the student's residence permit/visa allows that (The number of received ECTS will remain the same, however).



## GUIDELINES FOR THE REPORT AND PRESENTATION FOR THE STUDENTS

The AP coursework consists of:

- A short presentation about your AP, to be given at the host organisation and/or partner university at the end of your AP.
- A report, to be submitted to the host organisation and partner university, and also a copy should be sent to the University of Eastern Finland at the end of your AP. The length of the report is at the student's discretion, but it should be a fair representation of the time spent at the AP, and should take into account all the necessary issues and points indicated below and structured in 4 sections:

### 1) Abstract

A **summary** (max. 1 page) of where, when and what you did. You should also tell your overall experience of your AP. Your abstract may be published in the AP course site in Moodle, which provides information for future MSc EF students.

### 2) Description of your work and activities at the organisation

This section should include a brief **weekly diary** detailing the work done during the week, problems that you have encountered and how the problems were resolved and other issues that you encounter (include your feedback on how the applied period could be improved).

### 3) The report of the project(s) carried out

This section is the **main part** of the AP report, containing a brief description of all concrete work assignment(s) you have carried out (e.g. data collection and analysis, literature research, etc). However, the actual document(s) that you might have produced during your AP should be placed as annexes at the end of the AP report.

### 4) Analysis of the host organisation

In addition to a **brief introduction** of the host organization, you are asked to **briefly analyse** the following points at your host organisation (take them only as a guide; it is not necessary to explore each point).

#### 4.1 INTERNAL ELEMENTS

Concept elements:

- mission
- objectives



- traditions
- self-image

Resource elements in the implementing organisations:

- institutional structures and capabilities
- human capacity
- finance

Organisational elements:

- leadership
- management
- structure
- working culture

#### 4.2 EXTERNAL ELEMENTS

External (society) perceptions and international development:

- trends
- values
- identity
- promotion of welfare

Competitive position:

- international
- national

Ethical responsibility in the field of forestry:

- global
- regional
- local

#### 4.3 SWOT ANALYSIS

A useful mean of approaching challenging objectives and effective performance in any unit or organisation is the so called SWOT analysis. You are requested to evaluate the performance of the organisation using the following parts of the SWOT questionnaire as a guide.

- Strengths



---

What do you consider to be the **STRENGTHS** of the organisation in order to develop European/International dimension in forest sector? What does the organisation do well? (One domain or issue) On what evidence do you base your judgements?

➤ Weaknesses

What could be improved? What should be avoided?

➤ Opportunities

What do you consider to be the major **OPPORTUNITIES** for the organisation? (One domain or issue) What is your evidence?

In light of your responses, what are the major **OBJECTIVES** (max. 4) that the organisation could set or face in order to make even better performance to seize the opportunities?

➤ Threats

What obstacles does the organization face? What is the competition doing? Is changing technology threatening the position of the organisation? Can any of the identified weaknesses threaten the future of the organisation?

**Attachments:** If during your applied period, you needed to make a scientific report for the host institution, please include this report to your AP report as an attachment.



## EVALUATION OF THE APPLIED PERIOD

The applied period evaluation and grading is done by the supervisor at the partner university in collaboration with the supervisor at the host institution (if different). The final grade results from applying the following grading system:

ECTS			
A	(5)	Excellent	(Very well written/presented, structured and organised; critical, comprehensive, very original in ideas and arguments)
B	(4)	Very good	(Well written/presented, structured and organised; moderately critical, comprehensive and original; with only minor conceptual mistakes or omissions)
C	(3)	Good	(Sound and methodical, fairly comprehensive and organised; though lacking real originality; with some obvious mistakes or omissions)
D	(2)	Satisfactory	(Competent but with some structural and expression problems; lacking in real depth; with obvious mistakes, omissions or gaps in understanding)
E	(1)	Sufficient	(Sparse, poorly organized and poorly written/presented, shallow, with relevant sections/parts missing)
F	(0)	Failed	(Inadequate, incomplete, lacking structure, with no attempt of argument)

Considering the following weights:

- AP report: 40%
- AP presentation: 30%
- General performance: 30% [active involvement of the student in the host organisation, based on the opinion of the supervisor(s)]

And rounding off the resulting figure to the nearest unit.

For calculations, the column with numeric values (5 to 0) is suggested.

Example 1:  $(0.40 \times 3) + (0.30 \times 5) + (0.30 \times 5) = 4.2 \Rightarrow$  final grade after rounding off: 4  
(i.e. a good report, excellent presentation and excellent performance)

Example 2:  $(0.40 \times 4) + (0.30 \times 1) + (0.30 \times 2) = 2.5 \Rightarrow$  final grade after rounding off: 3  
(i.e. a very good report, sufficient presentation and satisfactory performance)



## CHECK LIST

The MSc EF partner university/host institution offering the placements should

- ✓ offer several different types of the placements (eg. placements in international organizations, in research projects, in forest companies etc.) and preferably not only research-based projects.
- ✓ make sure that the offers include detailed information about the project work/tasks that the student(s) should complete during his/her AP and supervisor's contact information.
- ✓ assist student(s) in the practicalities (eg. accommodation).

The supervisor should

- ✓ be in contact with the student(s) before the applied period starts so that both the supervisor and the student(s) have a clear idea about the work/tasks during the applied period.
- ✓ provide a clear schedule for the applied period to the student(s).
- ✓ make sure that the student(s) have good working facilities.
- ✓ devote time to supervise and help the student(s) during the applied period.
- ✓ organise meetings with the student(s) every now and then during the applied period (eg. at the beginning to explain the work/tasks and then regular follow-up meeting eg. after every two weeks and the final meeting at the end of applied period).
- ✓ make sure that the work/tasks are interesting and beneficial both to the student(s) and to the host organization (the work/tasks should include critical thinking and meaningful and interesting work/tasks and not only practical everyday work).
- ✓ evaluate student's performance and grade the applied period presentation and report (together with the local coordinator of the MSc EF partner university) and inform MSc EF secretariat accordingly.

The student(s) should

- ✓ be in contact with the supervisor as soon as the applied period placements have been distributed and confirmed so that both the student(s) and the supervisor have clear ideas about the work/tasks during the applied period.
- ✓ make sure that she/he knows what are the main tasks and expectations during the applied period.
- ✓ regularly be in contact with the supervisor.



- 
- ✓ answer to the questions and give a brief introduction about the organization where she/he is making her/his applied period in the course site (Moodle).
  - ✓ make a presentation at the end of AP for the host institution (and the MSc EF partner university).
  - ✓ submit the report (make sure that it is written according to the guidelines and includes all the subtopics) to the host organization, MSc EF partner university and MSc EF secretariat in time at the end of applied period.
  - ✓ answer to the feedback questionnaire.

### Applied period report

- ✓ The report should include all following sections. If the student is unsure how to write his/her report, he/she could submit the draft of the report to the supervisor on the final day of AP before submitting the final version (if agreed with the supervisor).
1. Abstract
  2. Description of the work and activities at the organisation (a weekly diary)
  3. Report of the project(s) carried out
  4. Analysis of the host organisation
    - 4.1 Internal elements
    - 4.2 External elements
    - 4.3 Swot analysis
  5. Attachments