

WORKSEED GUIDE FOR INTERNSHIP SUPERVISOR

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1 What is Workseed?

Workseed is a web application used by Humak University of Applied Sciences to manage internships. The application provides a modern way to enhance internship guidance, it enhances the student's and the employer's data protection and facilitates information exchange. The application replaces paper internship contracts. Internship supervisors use Workseed by browser either on a computer, on a tablet or on a smartphone.

Workseed is designed to be simple to use. The internship supervisor uses Workseed via links sent to their email. With the link and a single use authentication code you'll get access to the student's evaluation (or other task).

We recommend you use Workseed with one of the following browsers:

- Google Chrome
- Mozilla Firefox
- Apple Safari
- Microsoft EDGE

We do not recommend using Workseed with Internet Explorer, because it has outdated technology and data protection.

2 Authentication Code

In order to guarantee safe information handling, internship supervisors will be provided with single use authentication code via email or text message. The authentication code makes sure access to Workseed cannot be granted by just a link. The authentication code is personal, so if the student has multiple internship supervisors, every supervisor will receive their own code when opening Workseed. This function has been in effect since 11/2020.

3 Internship Supervisor Personal Information

Students require the following information in order to add you as an internship supervisor to Workseed:

Name: Your name is required for general information purposes

Email: Your official email is required, in order for you to receive the link to student evaluation. This information is necessary.

Phone number: Your mobile phone number is needed, so you can receive the authentication code via a text message. This information is not required, but it is recommended. If you do not have a personal mobile phone, you will receive the authentication code by a separate email.

NOTE: If your email address is a public email address (for example: Gmail), authentication codes will only be sent via text messages. In this case, your phone number is required.

4 Internship Supervisor Emails

Internship supervisors accept the internship plan and contract via Workseed. Workseed also serves as the platform for the final evaluation of the internship. The application sends you (and possible other internship supervisors) an email, which will allow you to open the student's internship plan and contract. The supervisor (or supervisors) email information will be registered to Workseed by students.

You will receive a message in the following situations:

- Students start making an internship plan or contract.
- Students await final internship evaluation.

An example of received messages:



The screenshot shows an email header with the following details:

- Subject: [redacted] on aloittanut harjoitteen Harjoittelusuunnitelma ja -sopimus
- From: Workseed
- To: ohjaaja@workseed.fi
- Date: Fri 13:32

The email body starts with "Hei!" followed by a message from a student: "[redacted] on aloittanut harjoitteensa: Harjoittelusuunnitelma ja -sopimus. Sinut on asetettu harjoitteluohjaajaksi tähän harjoitteeseen ja voit antaa palautetta alla olevasta napista tai käyttämällä annettua linkkiä."

Below the message is a blue button labeled "Avaa tästä".

The text continues: "Voit myös käyttää tätä linkkiä, jos nappi on poistettu käytöstä turvallisuussyistä: <https://www.workseed.fi/edu/app/jobreport/499/1872/181373/workca>

Suosittellemme käyttämään Google Chrome-, Firefox-, Edge- tai Safari -selainta.

Parhain terveisin,
Humak - Kulttuurituottaja

At the bottom, the Workseed Oy contact information is provided: support@workseed.fi

By clicking Open here Workseed will open on a browser on your computer, phone or tablet.

NOTE: If you are unable to find emails from workseed.fi address, make sure they did not go to your email's spam folder. You can ask the student to resend a Workseed link at any time.

5 Internship Task Structure

The internship task structure may change depending on the degree and course. However, this will not affect the internship supervisor. Typically, the internship task includes the following sections:

- Creating a internship plan and contract
- Evaluation

6 Accepting Internship Plans and Agreements

The internship plan made by a student can be found from the first section of the internship task. It will include goals set for the internship and related tasks with their attachments. You can leave comments under them and ask for more information by clicking the comment button. You'll also see what comments lecturers have left.

You can find the accept internship contract section at the very end, where you must accept the contract once you are ready. The student marks the contract as "OK" when the student feels it is done. You cannot accept the contract until the student has marked the agreement with the OK button. If necessary, you can cancel your acceptance if you did it too soon.

NOTE: Please be careful that you only accept the contract for yourself (Accepting the internship contract – Internship supervisor and student). Do not accept the agreement on lecturer approval.

You can close the report from the "Save and continue later" button.

7 Evaluation

At the end of the internship period, you will be asked to do a final evaluation. You will receive an email notification about doing the final evaluation once the student has marked the internship contract as done. You can find the evaluation section at the end of the contract; it will be marked in green.

Give the goal specific evaluation with the slider and write down your comments. Please write your comments next to each evaluation point. The information you write down will be saved automatically.

You also have access to the general evaluation field, where you can write down things that are not necessarily related to a specific evaluation point.

NOTE: Please be careful that you give an evaluation for all evaluation criteria with the sliders. For assessment items marked with an i symbol, you can open the criteria information to support the assessment.

STUDENT	WORKPLACE INSTRUCTOR
<p>Intended learning outcomes Students build their professional identity</p> <p>No assessment 5</p> <p>Write assessment...</p>	<p>Intended learning outcomes Students build their professional identity</p> <p>No assessment 5</p> <p>Write assessment...</p>
<p>Students build their professional identity</p> <p>No assessment 5</p> <p>Write assessment...</p>	<p>Students build their professional identity</p> <p>No assessment 5</p> <p>Write assessment...</p>
<p>Students network with industry professionals</p> <p>No assessment 5</p> <p>Write assessment...</p>	<p>Students network with industry professionals</p> <p>No assessment 5</p> <p>Write assessment...</p>
<p>Student skills Planning skills ⓘ</p> <p>No assessment 5</p> <p>Write assessment...</p>	<p>Student skills Planning skills ⓘ</p> <p>No assessment 5</p> <p>Write assessment...</p>
<p>Practical skills ⓘ</p> <p>No assessment 5</p>	<p>Practical skills ⓘ</p> <p>No assessment 5</p>

Previous

Planning skills ⓘ ×

Basic level goals: Organisational and initiative skills. Students strive to be organized and punctual.

Mark the evaluation as complete by clicking the mark as evaluated button. If the student has multiple internship supervisors, you will be asked if you want to mark the assignment as assessed or wait for all supervisors to have given their assessment.

NOTE: If a student has not yet marked their internship as completed, the button will say Save instead.

Workseed thanks you for your evaluation!