

**ESTONIAN MILITARY ACADEMY
PRACTICAL PLACEMENT GUIDELINES
for the LAND FORCE PROFESSIONAL HIGHER EDUCATION CURRICULUM**

1. GENERAL PROVISIONS

- 1.1 These practical placement guidelines for the Estonian Military Academy (EMA) Land Force professional higher education curriculum outline the organisation and procedures for the practical placement subject course "*Practical Placement – Junior Officer Peacetime Posting*".
- 1.2 The practical placement is an activity tailored to achieve learning outcomes, and focuses on the practical implementation of acquired knowledge, skills and attitudes in the student's future working environment. The practical placements are organised in the format determined by the EMA and under the guidance of practical placement supervisors.
- 1.3 The objectives, learning outcomes, and workload of practical placement are determined in the curriculum.
- 1.4 The assigned practical placement tasks and their assessment are outlined in the course syllabus.

2. The ORGANISATION of PRACTICAL PLACEMENT

- 2.1 The parties involved in the organisation of practical placements and their responsibilities are as follows:

EMA Student Corps

- 2.1.1 organises the assignment of students to practical placement units at least five weeks before the start of practical placements;
- 2.1.2 organises the students' transport and accommodation, in collaboration with supervisors, at least one week before the start of practical placements;
- 2.1.3 supports oversight of practical placements within their competence;
- 2.1.4 addresses and resolves, together with supervisors, any administrative and logistical problems encountered during practical placement;

Personnel Group of the EMA Department of Support Services

- 2.1.5 at least two semesters prior to the practical placement, determines the professional specialties assigned to the particular class of students;
- 2.1.6 at least five weeks before the start of practical placement, determines the practical placement unit allocations and prepare a referral for, approve by the EMA Commandant, to the Commander of the EDF regarding students' practical placements and assignment of supervisors.

EMA Department of Military Leadership and Pedagogy

- 2.1.7 appoints the teaching staff responsible for overseeing the subject course at least six weeks before the start of practical placement;
- 2.1.8 oversees the overall subject course, incl. oversight and assessment.

- 2.2 The Responsible Teaching Staff are EMA faculty members appointed by the EMA Department of Military Leadership and Pedagogy, who shall be responsible for ensuring the achievement of the objectives and learning outcomes of the subject course. The responsible teaching staff shall be responsible for
- 2.2.1 preparing the course syllabus for practical placement;
 - 2.2.2 briefing the supervisors at least one week before the start of practical placement;
 - 2.2.3 briefing the trainees on the organisation of practical placement and the course syllabus at least one week before the start of practical placement;
 - 2.2.4 coordinating the overall organisation of practical placements and resolving any training-related issues between the supervisors and trainees;
 - 2.2.5 collecting all practical placement action plans (Annex 1) within at least ten working days after the start of practical placement to be used as the basis for conducting oversight (at least once during the course of practical placement);
 - 2.2.6 preparing a summary report on practical placements, based on information from all parties concerned, and submitting it to the Chair of the EMA Department of Military Leadership and Pedagogy no later than three weeks after the completion of practical placements.
- 2.3 Supervisors, appointed by their respective unit Commanders, are active service members of the EDF who have served in the position of a Platoon Commander - Instructor for at least one training cycle. Preferably, each supervisor should oversee the practical placement of only one trainee; supervisors may enlist assistant supervisors, if necessary. Supervisors shall be responsible for
- 2.3.1 organising, in collaboration with the EMA Student Corps, the reception and accommodation of trainees on site;
 - 2.3.2 assisting trainees in the preparation of their practical placement action plans (Annex 1);
 - 2.3.3 ensuring the engagement of and guidance to assistant supervisors, if necessary;
 - 2.3.4 briefing the trainees on the organisation of work and training at the practical placement unit;
 - 2.3.5 engaging the trainees in the activities related to requisite learning objectives and outcomes;
 - 2.3.6 supporting, instructing and advising the trainees in their studies, incl. planning and preparation and execution;
 - 2.3.7 enabling the trainees to take part in all activities prescribed by the syllabus;
 - 2.3.8 monitoring the trainees and assessing their work in accordance with the syllabus;
 - 2.3.9 resolving all training-related administrative and logistical problems that arise during the course of practical placement in collaboration with the EMA Student Corps;
 - 2.3.10 preparing a summary report of practical placement (Annex 2) and reviewing it together with the trainee.
- 2.4 The Practical Placement Oversight Specialist, appointed by the Chair of EMA Department of Military Leadership and Pedagogy, is a member of the EMA teaching staff who shall be responsible for overseeing the conduct of practical placement and the activities of the trainees, and preparing a summary report on collected insights to be submitted to the responsible teaching staff.

- 2.5 Trainees are EMA students who are assigned to practical placement. Trainees undertake to:
- 2.5.1 prepare their personal practical placement action plans (Annex 1), together with their assigned supervisor, and submit it to the responsible teaching staff within five working days after arrival at the practical placement unit;
 - 2.5.2 follow the instructions received from their supervisor;
 - 2.5.3 observe the relevant rules and regulations in force at their practical placement unit;
 - 2.5.4 make efficient and economical use of the unit's equipment and supplies;
 - 2.5.5 take part in all activities prescribed in the course syllabus;
 - 2.5.6 submit to the responsible teaching staff all requisite documents for assessment in accordance with the procedure outlined in the course syllabus.

ANNEXES

Annex 1. **Practical Placement Action Plan**

Annex 2. **Practical Placement Supervisor Summary Report**

Annex 3. **Practical Placement Oversight Report**

PRACTICAL PLACEMENT ACTION PLAN

The practical placement action plans are completed in the format of a table that reflects the achievement of learning objectives detailed by weeks, topics and lessons, in accordance with the workload prescribed in the course syllabus.

Example

Trainee: Siim Susi				
Week	Topic	Activity	Location	Workload
40	orientation on site			
40	skills training (camouflage)	preparation of lessons/exercises	EDF unit	6 hrs
40	skills training (camouflage)	conduct of lessons/exercises	EDF Central Training Area	2 hrs
40	weapons training	preparation of lessons/exercises	EDF Central Training Area	8 hrs
	...			
	...			
	...			
	...			
45	practical placement report		EDF unit	16 hrs
			TOTAL:	32 hrs

PRACTICAL PLACEMENT SUPERVISOR SUMMARY REPORT

The supervisor summary report is a free-form document that outlines the supervisor's assessment of the trainee's efforts in practical placement, and must address at least the following elements:

1. actual activities vs action plan
2. trainee's strengths and weaknesses in the performance of service duties
3. trainee's attitude with regard to performing service duties
4. constructive recommendations for the trainee
5. suggestions for improving the organisation of practical placement
6. concluding assessment of the trainee (on the scale of pass/fail) with a brief explanation

The supervisor must present their summary report and assessment to the trainee against signature.

PRACTICAL PLACEMENT OVERSIGHT REPORT

The EMA practical placement oversight report is a free-form document that must address at least the following elements:

1. the conformity of practical placement with the prepared action plans
2. students' overall satisfaction with practical placement (i.e. achievement of objectives, comments on supervisor(s), problems, etc.)
3. the supervisor's concluding assessment of practical placement (i.e. the activities of trainees, problems, etc.)
4. suggestions for improving the organisation of practical placements.