

10 ECTS internship guidelines (2017)

1 General description and rules

1.1 Student eligibility

Every Bruface student has the possibility to do an internship. To be eligible, the student should fulfil both following conditions:

- Having succeeded at least 40 ECTS during first session.
- Not having failed more than 4 courses during the first session.

Internships are not allowed for “ERASMUS IN” students.

1.2 Schedule

- The internship may start at the end of the first session. The student has to be back by the beginning of the seventh week (“recuperation week”).
- The student has to work full time.
- The student should select 12 weeks out of the 17 weeks available during the summer in agreement with the company. The internship cannot be interrupted except:
 - For annual holidays at the company
 - For the student’s second session (if needed)
- Students back from a mobility program (e.g. Erasmus) can have an adapted schedule.

1.3 Placement eligibility

The student may choose their company/university. The only restrictions are:

- The work assigned to the student must match the work of a young company engineer
- No internship can be held in Belgian university labs.
- For international students, an internship in their home university is forbidden
- In a country classified as risky
- Close relatives shouldn’t be in the work environment

1.4 Master thesis and internship

The intern may choose to do their master thesis in the continuity of their internship. If so, the respective deliverables need to be clearly defined and should be different. In any case, the internship should merely be a preparation for the master thesis.

If a master thesis is in parallel with an internship, the student has to find an academic promoter that gives their approval to the content of the master thesis.

2 Learning outcomes

The student :

- has understood the expectations and has provided the expected deliverables (device, software, analysis, measurement, report, etc) from the company's perspective,
- has demonstrated sufficient technical and scientific expertise, as required by the task(s),
- has offered elementary professional abilities: reliability, autonomy, initiative, etc.,
- has demonstrated successful integration in a work team and with the company culture.
- has efficiently used the suitable project management tools and organization tools
- has analysed their own learning experience (on technical as well as on soft skills) and demonstrated sufficient criticism about his own internship, so that he is able to transfer what he has learned to new situations,

3 Evaluation

3.1 Introduction

The internship is evaluated based on four criteria:

Criteria	When?	Who?	Procedure
Work during the internship (evaluation grid n°1)	At the end of the internship	The industry supervisor	The grid must be filled by the industry supervisor. During a feedback meeting, the student signs the grid for acknowledgment. The grid is transferred to the internship coordinator.
Portfolio (evaluation grid n°2)	Before the interview (must be submitted to the supervisor at latest one week after the last day of the internship)	The academic supervisor	The academic supervisor evaluates the portfolio. The evaluation grid n°2 has to be filled and to be given to the president of the jury on the day of the interview (or sooner).
Interview (evaluation grid n°3)	The day of interview. The summary must be sent by November 26 th , 2016 at 23:59 to the following address : internships.EPBEIB@gmail.com	The jury	Based on a discussion with all the jury members, the president of the jury fills the evaluation grids n°3 and n°4, regarding the interview and the summary report, respectively.
Summary report (evaluation grid n°4)			The members of the jury consider the four evaluation grids of all the students, and the final marks are given.

The four evaluation grids will be available to the student at the end of the evaluation. Feedback can be obtained from the president of the jury

3.2 Mid-internship evaluation

This evaluation must take place between the fifth and the eight week of the internship and allows giving a mid-term formal feedback to the student. The academic and industry supervisors, as well as the internship coordinator, have to be invited to this meeting.

3.2.1 Who organizes the mid-internship evaluation?

The student. It is strongly advised to plan this meeting several weeks in advance (possibly from the beginning of the internship), as the supervisors and the internship coordinator are usually heavily booked at this period of the year.

3.3 Portfolio

The portfolio is a collection of notes and thoughts about the internship, that has two basic goals. It is meant to help the students in their everyday work and it is a document that will be used by the academic supervisor for part of the students' evaluation (see 5.1).

3.3.1 The portfolio has a real interest for the students

- The realization of a portfolio implies the definition of a framework for the organization of the everyday work. It also allows to collect and to structure the technical documents produced. Therefore, it is also very helpful for the everyday communication with colleagues and supervisors.
- Numerous elements in a portfolio, such as feedbacks and work time analysis, allows the student to analyse his own work and the difficulties he met, in order to provide solutions for further improvement.
- The portfolio allows the academic supervisor to easily follow the work of the students, on a regular basis.

3.3.2 Content

Here is a list of some typical elements that should be included in a portfolio:

- **General presentation:**
 - Any tracks used when applying to the internship (curriculum vitae and motivation letter,...)
 - objectives and tasks of the internship,
 - student's expectations regarding the internship as a first step in his future professional life,
 - Presentation of the company and of the department where the internship is taking place. This should be the student's point of view and not a copy of the company's website
- **Project management reports or sheets:**
 - It is often mandatory in large industries to follow an imposed framework for a critical design and planning of the tasks, for the production of technical documents, for the

reporting to other engineers, for the evaluation and the analysis of the workload associated with the different tasks, ... Otherwise, it is strongly recommended to adopt such a framework in order to organize the everyday work and to collect and to structure the technical documents produced.

- In the portfolio, it is recommended to present a short and personal analysis of the interest of such a framework.
- **Weekly reports:**
 - Report of the significant tasks realized during the week,
 - Report of the technical and non technical learnings during the week,
 - Reporting and analysis of the significant events of the week, including the difficulties met.
 - These weekly reports have to be sent to the academic supervisor. They will help the academic supervisor to detect any problem during the internship.
- **Evaluations:**
 - Feedback given by the supervisors,
 - Personal evaluations,
 - Presentation and analysis of the actions taken as a result of the evaluations.

Please be aware that the internship coordinator at the BAPP and the academic supervisor can help, the students during their internship for the improvement of their portfolio.

3.3.3 Paper or electronic format

The portfolio can be in a paper or electronic format. Regarding the electronic format, some tools are available online (see for instance: <http://edu-portfolio.org>). The students have to advise their academic supervisor about the URL of their online portfolio and to provide them with a suitable login and password.

3.3.4 How is the mark determined?

The members of the jury consider the four pieces of evaluations mentioned above. They then award an overall score based on the achievement of learning outcomes covered by the internship. It is clear that this last learning outcome (*recap: has analysed his own learning experience (on technical as well as on soft skills) and demonstrated sufficient criticism about his own internship stay, so that he is able to transfer what he has learned to new situations*) will be assessed mainly through the summary text and the interview. It occupies an important place in the evaluation.

3.4 Summary report

At the end of the internship, the students have to write a summary report (3 pages maximum). This document is a global summary of the internship, including elements about the technical and scientific work, the work environment, the developed skills (technical or not), ...

The reading of this document should allow any jury member to have a good understanding of :

- the context and the objectives of the internship;
- the nature of the work realized;
- the learning of the student;
- his evolution regarding his perception of the professional world during his internship.

The summary report and the portfolio have to be given to the academic supervisor and the internship coordinator (in electronic format) before November 26th, 2016 at 23:59 to the following address : internships.EPBEIB@gmail.com.

3.5 Interview

During a 10 minutes' presentation followed by 10 minutes of questions and answers, the student should present their internship to the jury. During the 10 minutes' presentation, it is recommended to put the emphasis on:

- a general presentation of the industry, of the work environment, of the objectives and the tasks defined at the beginning of the internship,
- any changes to the objectives initially defined,
- the methods used to reach the defined objectives,
- the significant events during the internship and their implication on the student tasks and his perception of the industry organization,
- the student own analysis of his strengths and weaknesses, and the proposed methods for a further improvement,
- the technical and non-technical skills developed during the internship.