Pathway in Enterprise Systems Engineering (PENS)

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DRAFT

PENS – Internship course
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1 PENS - Internship course

1.1 Learning Objectives

The following is the general objectives of the course initial list. I hope you can comment on these and add to the list.

- Gain practical work experience
- Contribute to the workplace
- Networking opportunities

1.2 Learning Outcomes

The learning outcomes of the course are for the students to be able to:

- Apply theory in practical environment.
- Discover their interests and abilities in their field of study.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the job environment.
- Build a record of work experience.
- Gain an opportunity for a job placement in the market after graduation.
- Develop a portfolio on his job experience.

Design/Delivery

We need too decide a flexible delivery pattern that can be adopted/adapted by each partner. This needs to include the main phases of the course, supporting workshops, and deliverables. The following is an initial proposal that can be modified accordingly.

1.2.1 1- Initial Preparation

- Identify a team of staff members who would enjoy mentoring an intern, who is committed to and capable of providing structure and constructive feedback. A coordinator is chosen for the team.
- Draft a job description for the intern
- Consider the organization's ability to provide monetary compensation and office space and relevant work assignments

- Thorough interns selection, training, supervision, and evaluation

1.2.2 2- During an Internship

- Orientation to get the intern acquainted with the working world
- Schedule a formal appointment to discuss progress and expectations.
- Provide colleagues with background information about the intern's projects and responsibilities
- Intern will develop a portfolio of their experience during work.
- Meet regularly to discuss the projects and expected outcomes
- Schedule a mid-semester evaluation

1.2.3 3- End of the Internship

- Exit interview with the intern to provide a forum for constructive feedback and questions.
- Intern assessment.

Assessment/Monitoring/Templates

It is been suggested that it follows three phases, initial proposal, interim and final reports. These points could have associated assessment points, and meetings including students, industrial partners and academic tutors. To reduce overheads I propose a half-day event with five minutes lightning presentations for each placement followed by focus group discussions from all stakeholders. We need specific templates for assessment of each part of the internship (to be provided later) with input from the industrial partner independently. Perhaps an e-form? Students should be assessed through e-portfolios. Assessment components should be common for all internships and then each individual placement should have project-specific assessment as well.

Resources/Support mechanisms

We need to ensure there is a course coordinator and a committee including all academic supervisors. The committee can provide guidance and support. We also need supporting documentation, processes such as counseling and pastoral services as well as mentoring from students who have been on placement.

KPIs

The following table is a suggested Key Performance Indicators that can be used.

#	Indicator Name	Unit of Measure	Baseline Value	Target Value	Measure Methodology	Responsibilities
1	Unemployment rate among interns after 9 months of graduation	Percentage		Less By 20%	Graduates Records	Department
2	Number of research, graduation projects products and seminars carried out in collaboration with the industry.	Number		50%	Department Records	Coordinator
3	Percentage of syllabus (credit hours) enhances as a result of the internship program.	Percentage		5%	Department Records	Coordinator
4	Satisfaction of employers with the interns	Level		Good	Questioner	Coordinator
5	Percentage of interns placement	Percentage		20%	Department Record	Coordinator
6	Percentage of dropout in interns	Percentage		Less than 10%	Department Record	Coordinator
6	Number of complaints by students	Number		Not more than 5	Department Record	Coordinator
7	Number of complaints by companies	Number		Not more than 5	Department Record	Coordinator
8	Satisfaction of the interns with the company	Level		Good	Questioner	Coordinator