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Master Degree in Industry 4.0

Ind4.0 (610455-EPP-1-MY-EPPKA2-CBHE-JP)

AGRICULTURE

AUTOMOTIVE

MANUFACTURING

HEALTH

**DELIVERABLE OF ERASMUS+IND4.0 WP3
D3.6 Report on Internship Programme in
Partner Countries**



D3.6 Report on Internship Programme in Partner Countries

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Abstract: This report provides an overview of the industrial training implementation process by the university partners in this project. This industrial training program is one of the vital components of the educational offerings from this project, designed to enhance students' practical skills and prepare them for their future careers. A handbook has been developed as the primary resource for the Student/Intern and the Internship Placement Site Supervisor as well as for the University (also actively involved in the project Industry 4.0) throughout the internship process.

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The report on internship provides an overview of the industrial training implementation process by the university partners in this project. This industrial training program is one of the vital components of the educational offerings from this project, designed to enhance students' practical skills and prepare them for their future careers. A handbook has been developed as the primary resource for the Student/Intern and the Internship Placement Site Supervisor as well as for the University (also actively involved in the project Industry 4.0) throughout the internship process.

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1. Introduction

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The internship programme for the MSc in Industry 4.0 (MSc Ind4.0) is planned as a transformative bridge between academic learning and real-world application. This experiential journey provides students with a unique opportunity to immerse themselves in the dynamic landscape of the Industry 4.0. The hands-on experience fosters the development of crucial skills, such as problem-solving, adaptability, and effective communication, that are essential for success in the competitive industry. Moreover, internship programme is recognised to serve as a powerful catalyst for career advancement. It not only bolsters students' resumes with practical experience but also helps them build a professional network within the industry. This network, cultivated through interactions with industry professionals during internships, often leads to mentorship opportunities, potential job offers, and a better understanding of the industry's demands and trends. Furthermore, internships provide students with a clearer vision of their career path, allowing them to align their academic pursuits with their long-term aspirations.

2. Outcome of a Survey on Internship Programme for MSc Ind4.0

This report is an outcome to a survey conducted to the university partners through a questionnaire which is divided into 9 parts to gauge the perception of internship programme.

Part I: Institutional Readiness.

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2.1. Status of Institution's Industrial Programme for Master's Degree Study

There is a partner university already having this process ready since it is already a requirement for the currently running program. Most other universities do not have industrial internship program in master's degree studies.

2.2. Industrial training opportunities

Some institutions do offer this opportunity to the students based on the suitability with the focus of the study. One of the primary goals is to enable students to develop practical and communication skills within themselves.

2.3. Primary Objectives

Overall, the primary objectives of the industrial training program include:

- Enhancing students' practical skills and knowledge.
- Providing exposure to real work environments.
- Establishing connections with industry professionals.
- Facilitating the seamless transition from academia to the workforce.

These objectives are normally aligned with the university's broader educational goals and contribute to the development of well-rounded graduates.

Part II: Resource and Infrastructure

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2.4. Dedicated Facilities

Students should enjoy all the facilities and a dedicated high-tech lab has been established in the faculty which is funded by the university.

2.5. Administrative Facilities

These are being closely monitored by online and manual system and forms already in place.

Part III: Industry Partnerships

2.6. Industry Partner

Some of the master's students are working professionals. Hence, most of them conduct business and action research projects at their workplace. The school also has signed agreement, and memorandum with various institutions locally and globally, which are ready to accept our students to conduct their internship.

2.7. Plan for Expansion

This plan consists of a strategy to expand the partnership with various institutions locally and globally. One of the ways is regularly inviting the industry partners, including our alumni to participate in the school's activities such as networking dinner, free webinar, etc.

2.8. Matching Students with Host Organizations

Students continue the internship with their current employer provided they are working professionals. Other options include continuing with new company within

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the university company database or newly found company which interests the students.

2.9. Partners Attribute

The top attributes business-wise are Financial, Manufacturing, Healthcare, Construction and Food and beverage companies.

Part IV: Curriculum Alignment

2.10. Industry Expectations

Industry inputs are always considered where they are always invited during the curriculum design to ensure that the curriculum aligned with the requirements and expectations of the industries.

2.11. Plan for Improvement

Most curriculums are reviewed every 3 years to ensure that the curriculum is current and matches the industry update. The curriculum review also aims to enhance student learning, engagement, experience, and outcomes, including industrial training. This review will normally be presented to university governing bodies for approval.

2.12. Seamless Integration from Classroom to Practical Experiences

Several activities should be planned to be carried out such as close monitoring by the supervisors and continuous knowledge sharing programs via webinars.

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Part V: Student Support and Guidance

2.13. Support Services

Supervisors are assigned to the students to offer guidance throughout the internship. Some partners also provided financial support for students to conduct the industrial training.

2.14. Workplace Preparation

Briefing session is conducted on the expectation of the courses and expectation of the host institution before undergoing the industrial training. Students also must take some courses to prepare them for the internship.

Part VI: Evaluation and Assessment

2.15. Assessment Method

Work progress must always be submitted to supervisors for evaluation using systems in place and forms provided. Partners universities have this mechanism in place since this is just a continuation from the bachelor's degree program.

To ensure that this program continues to evolve, several strategies are adopted such as post-mortem process between academia and industry which shall provide some feedback for continuous improvement.

Part VII: Administrative Structure

2.16. Administrative Support

There is an administration office to oversee the entire operation dealing with the students' industrial training. This office is responsible to coordinate all processes as well as to provide reports on all progress.

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2.17. Adherence to Legal and Ethical Standards

Students must submit their work to plagiarism checker software prior to report submission. In addition to that, there is an ethical standard form that the student must sign and attach to the report for compliance.

Part VIII: Planning and Timelines

2.18. Proposed Timeline

Varies from 6 to 9 months for the industrial training. Key milestones and deliverables should match with those from bachelor's degree program with higher level of difficulty which can be derived from the proposed work during the internship. These are normally agreed between the academia and the industry.

Part IX: Challenges and Mitigation

2.19. Anticipation of Challenges

Keeping the students engaged in the project is one of the challenges to the implementation of an industrial training program, especially when the students are working professionally and occupied with their workloads. To address this challenge, the program coordinator and the supervisor need to closely monitor the student's progress to ensure that they focus and complete the program within the specified timeframe.

2.20. Contingency plan

The university partners make several improvements to mitigate the risks and challenges of industrial training. Among the strategies is ensuring that the right

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supervisors are assigned to the students and match the topic and expertise. Besides that, the work schedule is distributed to the students appropriately to ensure that they are aware of the timeline for conducting the industrial training.

2.21. Future Plan

To further enhance the industrial training program, the following initiatives are suggestions to be implemented:

- **Strengthening Partnerships:** Actively pursue collaborations with new industry partners to diversify training opportunities.
- **Curriculum Alignment:** Explore opportunities to further align the curriculum with evolving industry needs and standards.
- **Student Support:** Enhance resources and support mechanisms to ensure students maximize the benefits of their training experience.

2.22. Conclusions

The industrial training program should stand as a cornerstone in fostering a seamless transition for students from academia to the professional world. While acknowledging its successes, the university must be committed to continuous improvement, addressing identified areas for enhancement, and embracing future opportunities to ensure the program remains at the forefront of preparing students for successful careers.

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3. Handbook for Internship Programme

The handbook has been developed as the primary resource for the Student/Intern and the Internship Placement Site Supervisor as well as for the University (also actively involved in the project Industry 4.0) throughout the internship process. It is advised that both students and employers are responsible for following the process as outlined in this handbook, for complying with guidelines and using indicative templates for evaluation of the internship placement. Although some sections are addressed specifically to the student-intern, and some are oriented towards the supervisor, it is important for all internship process participants to understand their respective roles and responsibilities to assure a positive experience for everyone involved.

4. Internship Overview

The Master's Programme in Industry 4.0 trains students to become academic experts. The master's internship is an academic internship. This means that you are expected to use the acquired knowledge based on results from scientific research together with the analytical attitude you earned in the course of the master's programme in order to be involved in leading edge technology, commercial and educational research.

The general learning objectives of the internship are as follows:

1. Integrating knowledge and skills acquired in the programme with practice (research and other), in realistic work situations.
2. Acquiring further relevant knowledge, skills, and understanding in practical situations within the work environment.
3. In-depth introduction to a specific research or Industry 4.0 work environment.

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4. Learning to function independently and responsibly within an organisation (professional attitude).
5. Gaining insight into your own strengths and limitations in professional situations. An internship is a well-defined short-term work/learning experience to help students prepare for a chosen career field. With intentional learning goals, supervision, and evaluation, interns apply their classroom learning to “real world” experiences, enhancing their education and adding value to the employer.

5. Internship Program Guide for stakeholders

When a for-profit employer hires an intern, all of the following criteria must be met:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in an educational environment.
- The internship experience is for the benefit of the intern.
- The intern does not displace regular employees but works under close supervision of existing staff.
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.

After the Supervisor reviews the student’s resume, it is recommended to interview him/her, and to select an intern that fits the position and organization’s special characteristics. Before the student begins his/her experience with the new employer, it is advisable to read and sign the Memorandum of Understanding/ International

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Internship agreement as the. Although, based on the country of the internship placement, the University needs to further research on:

- The specific protocol for internship placements
- The legal regulations for the intern and the employer
- The legal status of the intern and the internship duration
- The payment and various wages applying in each country as well as the insurance provided for the intern.

At mid-term and/or the end of the semester, it is recommended for the employer to complete a student evaluation and share the feedback with the student. The Supervisor will also request feedback from the intern on how he/she can improve the process at the end of the internship experience. It is advisable for the intern to be in contact communication with the University and request assistance, if needed, along the way.

The following steps will ensure the smooth operation of the internship:

Step 1: Set Goals

Setting goals within the University and the fellow employer which can be a business or an organization will ensure the internship starts off on the right foot. Preparing the organization to accept an intern is an important part of creating a strong program within the University. Before attending an Info Day, the fellow employer needs to question himself/herself:

- **Why are you considering hiring an intern?**
- **What do you hope to accomplish with this program?**
- **Is the business/organization able to provide the accommodations (if needed)**

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to run a successful internship program? (consider mentors/supervisors, recruiting and training, space, funding).

Step 2: Create Internship Program Plan

There is more to hiring an intern than just calling campus. Documenting the details of the internship plan will help the employer recruit a great intern, ensure a positive experience for the business/ organization, and sustain the internship program.

What will the intern do?

When the internship activities are as specific as possible in regard to projects to be completed, committees or meetings the student can join/observe, etc., there are greater possibilities that the internship is successful. While most interns will spend a portion of their time on clerical work, it is expected that the majority of their time be spent on professional work – not administrative.

Who will supervise the intern?

A professional staff member (non-clerical) should be chosen to serve as the point person for the intern. This person will be the contact with the intern's college, provide leadership and direction for the intern, and evaluate the intern throughout and at the end of the experience. It is recommended to choose someone who is committed to teaching and mentoring a new professional (and has the time to do so).

What qualifications do you want the intern to have?

It is important to turn to the skills that this intern will need to bring to the position – technical/ computer skills, communication skills, teamwork, etc. If there is the need to determining which majors would provide these skills, it is a good option to contact the University of the intern.

You can use the following criteria to select your interns based on a candidate's preselection status subtotal score:

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- Academic Diploma (i.e BA, MA, PhD)
- English Level (i.e. Fair, Good, Excellent)
- Years of relevant professional experience in pertinent field (i.e ≤ 1 , > 1 & ≤ 5 , > 5)
- Motivation (i.e. Fair, Good, Excellent)
- Expectations (i.e. Fair, Good, Excellent)

To ensure greater success in recruiting the best interns, it is good to consider these tips:

- The creation of a thoughtful, **well-defined position description** needs to be created. Students won't apply for a job that they don't understand. It is good to provide as much detail as possible about what the student can expect from the internship.
- It is recommended to **start the process 1 to 2 months before you want the intern to begin work**, even before attending the Info Day about the internship. The process of placing an intern is much like placing a permanent hire. The employer may need time for the job listing to be seen by students, for them to submit their resumes, for the intern interviews, for the negotiation of the start date and other details with the successful candidate. Students typically register for the following semester's classes at the beginning of October.

Consequently, Info Day(s) need(s) to be organised between July - September 2022	Internship needs to be organised between September - November 2022
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- To some countries, the **internship payment** is not a requirement, (to be further explored within the local legal framework) but does tend to attract the more competitive candidates.

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- It is very helpful for the smooth conduction of the process to **visit the campus**. Intern employers are encouraged to attend the Career Fair/ Info Day, which is sponsored, or to conduct on-campus interviews. Intern employers can also speak to classes or student organizations. Over time, establishing a relationship with the career centre staff and the faculty in the field will help market the internship and develop permanent hire needs.
- The employer needs to **choose the students - interns as carefully as they would choose permanent hires**. Hiring intern that “fit” the business/ organization will help them have a good experience and possibly become candidates for permanent positions.
- A **constant communication** with the Centre for Career of the University and/ or the Professional Development department, if existed, is recommended. A partnership with the University will help intern companies to advertise the position, manage the intern, provide necessary feedback, and ensure continuity for the internship program.
- For the implementation of the Info Day(s) in partner countries it is advisable to take into consideration the following checklist:

<p>Checklist</p> <p><u>Before the Info Day</u></p>
<p>✓ Draft the programme of the Info Day(s) & share for feedback (at least 3 weeks before info day).</p>
<p>✓ Prepare the Elevator Pitch including the aim of the project Industry 4.0 and its objectives, the benefits of the internship and its expected outcomes</p>

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✓ Prepare the press release (at least 3 weeks before info day).
✓ Engage with local media – prepare an article or an interview before the event
✓ Check the suitability of the Venue
✓ Include EU & Industry 4.0 logos in all documents
✓ Advertise the event on the project website and/ or social media
✓ Send invitations and share the list of potential stakeholders with the consortium
✓ Prepare the attendance list for the documentation and reporting of the Info Day(s) as well as the evaluation questionnaires for the participants
Checklist <u>During the Info Day</u>
✓ Reassure the photo/ Video coverage , if live streamed it can be recorded
✓ Ensure participants lists are signed
✓ Collect evaluation questionnaires

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<p>Checklist</p> <p><u>After the Info Day</u></p>
<p>✓ Send post event press release with photos/ video from the event</p>
<p>✓ Send a thank you note to the participants</p>
<p>✓ Prepare evaluation questionnaires for the participants</p>
<p>IMPORTANT:</p> <p>✓ Make sure to save all documents, such as presentations, used during the Info Day for the documentation of the event.</p> <p>✓ Make sure to fill-in the Info Day Summary Report for the documentation of the event, see Info Day Summary Report template.</p>

What type of programmatic options can the employer offer an intern?

It is advisable to decide how the intern will be trained and who in the organization will be involved. It is always good to try to find ways for the intern to interact with other staff in the department and other departments in the organization. Seek ways to assimilate them into the organization – lunches with executives, attending/observing meetings, shadowing sales calls, etc. A good intern experience will reap you much positive word of mouth on campus while a negative experience will make it more difficult for you to recruit future interns or permanent hires.

Will there be an internship payment?

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Most students work part-time to contribute to college expenses and would be unable to leave a part-time position for an unpaid internship. Offering a wage for the internship program will ensure that the company is attracting the best candidates. It is good to find ways to help the student cover his internship-related expenses (mileage, parking, lunch) or pay a stipend at the end of the internship.

For legal guidelines and information Labor Regulations and hiring an intern you should review it with the University as well as **get advice form the local authorities on the specific country regulations.**

Step 3: Internship Memorandum of Understanding/ International Internship Agreement

After the student-intern and the interested stakeholder join a prep session interview for the internship placement it is time to be given this handbook together with the Internship Memorandum of Understanding / International Internship Agreement to be signed. This can be done online or in person. The intern should also register for the appropriate program internship course credits, if applicable.

6. Internship Handbook

Internship programs are as varied as the types of companies that support them. There is no consistent set of expectations or assignments for interns except that employers should strive to make this a positive learning experience for the intern. **Each internship program should be tailored to meet the needs of both the student and the organization that simultaneously needs to remain flexible enough to accommodate the specific interests and skills of the student intern.** Each intern

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should be given with a handbook related to the internship that he/she will participate.

The Intern Handbook is advisable to include the following sections:

6.1. Section 1

Welcome/Introductory Letter

The supervisor or another business leader can draft a quick welcome to interns. The organization/ company may already have something similar in your existing onboarding documents or as part of a welcome packet sent to new full-time hires.

Company Information/Mission Statement

It is advisable to provide some context on the company's background and mission. Many companies publish history and mission on their website, so you may direct the intern towards a specific website or social media account of the company.

6.2. Section 2

Orientation

Including a training schedule, with the indicative activities that the student/intern will do, see the Internship Indicative Activities List template, including the internship duration, the objectives of the internship and the key knowledge that will be shared during the early part of the internship program. For remote or virtual internships make sure to schedule check-in dates and training deadlines to ensure both the intern and the supervisor are on track.

Responsibilities and Expectations

It is recommended to discuss the intern's job description and to establish a communication between the learner and the supervisor which can include additional details or specifics of the projects to be completed during the engagement. A

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formalized internship plan with the schedule of the activities planned for each week will help the employer to include a list of questions to be completed by the intern and signed by both the intern and their supervisor(s), see Candidate Weekly Monitoring Questionnaire template and .

Performance of Assigned Duties

It is important for the student intern to know beforehand what he/ she is expected to perform concerning the assigned duties to the best of his/ her ability. The evaluation forms need to be overviewed before the internship takes place, see Internship Evaluation templates (Intern Self-Evaluation - before the internship, Intern Evaluation - after the internship, Employer Evaluation - after the internship). In case of an audit or an external evaluation of the internship placement you can use a related template as External Internship Evaluation template.

6.3. Section 3

General Information/ Direction

Any pertinent details on working hours, holidays, and company-wide events that interns are expected to join need to be communicated in advance. The dress code, if applicable, and any company-wide rules are also to be communicated to the intern.

Schedule and Attendance

Interns should plan for and commit to the schedule they will be keeping with their internship placement during the placement's standard business hours. Maintaining a reliable schedule with dependable attendance is important.

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Policies

The employer needs to include any ethical standards, intellectual property agreements, equal opportunity procedures, and workplace harassment policies. While this information is typically provided on day 1 or even before day 1 to be signed and returned, it's helpful to repeat if a situation arises. In addition, it is recommended to outline any rights, responsibilities, or company procedures that should be followed in the event of a policy violation.

Attire

Interns should wear attire that is suitable for the placement at which they are interning. This attire may not be the same as what is allowed in the classroom; interns will be expected to follow the company's policy for attire when at his/her internship.

Frequently Asked Questions/ Feedback

For the HR team, if applicable, the FAQ section will benefit you the most by saving you from fielding the same questions throughout the duration of the internship program. Common questions from interns include payroll, who to speak to about time off, and who to talk to about different issues.

Safety

Every attempt to assure that an internship site maintains a safe work environment as required by law will be made. Similarly, students should make every attempt to become familiar with and comply with site-specific safety standards and policies while on an internship.

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6.4. Section 4

Software and Tools

A list of tools and resources to learn more or take basic training as well as the key contact to gain access are important to be well-communicated beforehand.

Team Terms & Industry Glossary

Include any abbreviations or terms that an intern may not be familiar with.

Bus Routes/Parking

Maps of the local area, how to get around, how to reach the business and additionally, it should be valuable to include popular lunch spots or coffee shops that would be helpful for socializing.

Intern to Full-Time Process

If there is a defined process for time worked during an internship that applies to benefits available to tenured employees, it is necessary to be communicated to the intern. In addition, any procedures that an intern needs to follow is mandatory to be outlined, if they are interested in pursuing a full-time role with the employer at any time after their internship.

6.5. During the Internship

1. Both the intern and the employer need to start and complete the **internship hours** based on the agreed-upon schedule.
2. The intern needs to meet with the placement supervisor to review, **discuss, and implement your Internship Learning Plan**. It is advisable to have regular supervisory meetings and meet with your Program Director at mid-term and again at the end of the semester to discuss the experience.

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3. It is mandatory to complete the **Attendance and Experience Log on a daily/weekly basis** (see Internship Attendance List and Internship Pre-Selected Candidates Reserve List templates) as appropriate. It is advisable to use the reflections section to journal the training, experiences, and lessons learned along the way. The Placement Site Supervisor will need to initial/sign the intern's hours to validate them.

6.6. After the Internship

1. The intern needs to submit the **Attendance and Experience Log** to the Program Director and provide a copy for the Coordinator of Internships and Experiential Learning. The Placement Supervisor will have to complete a Student Intern Evaluation and send it to the Program Coordinator or the Coordinator of Internships and Experiential Learning. This Placement Site Supervisor will review this with you prior to the end of your internship.
2. The intern needs to submit his/her **completed Internship Learning Plan** (or program-specific materials as appropriate) and Internship Evaluation to your Program Director and send a copy to the Coordinator of Internships and Experiential Learning.
3. The intern is advisable to send an **Internship Thank You Letter** to the placement supervisor and/or manager. It is also good practice to formally thank the Program Director for supporting him/her during the internship.

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Table 1: Industry 4.0 Info Day Summary Report

Industry 4.0 Info Day Summary Report ¹	
Organising Partner:	
Venue Address: <i>Please attach 5-8 high quality pictures from the info day (in JPEG/MEPG format)</i>	
What was the format and length of the information day? <i>Please attach the programme/agenda</i>	
Short Overview:	<i>i.e. Presentation on Ind4.0 Master degree and Internship possibilities followed by lunch and networking</i>
No of Participants: <i>(please attach the participants' list)</i>	<i>i.e. 6 September: 8 students + 7 stakeholders +2 academic staff i.e. 25 October: 34 students + 5 stakeholders Total non-University participants across the 2 days - 42</i>
Was the information day covered/mentioned by media?	<i>i.e. We relied primarily on google forms of participants wanting to attend the info day. i.e. We also did some social media activity, both publicly on Twitter and in Facebook private groups.</i>
Was the information livestreamed or recorded? <i>Provide link if recorded</i>	
Are there short interviews from participants? <i>If yes, provide link for download</i>	
What was the overall feedback from participants regarding the curricula and the activities of	<i>i.e. Most of the companies expressed an interest in taking at least one student.</i>

¹ To be filled in by the end of the Info Day(s) implemented by each project HEI.

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Live Skills? <i>(please attach evaluation forms if existed & provide a summary)</i>	
What is your own assessment of the Info Day?	<i>i.e. A successful day.</i>
Are there lessons learnt from this Info Day?	<i>i.e. We need to remember to do evaluation forms next time and also to take some videos.</i>

Table 2: Intern Self-Evaluation (before the internship)

Intern Self-Evaluation (before the internship)					
STUDENT INFORMATION					
Students Name:					
Field of studies:					
Term (Fall/Spring/Summer and Year)					
<i>This evaluation needs to be discussed with your student on the first day of the internship.</i>					
GENERAL EVALUATION QUESTIONS					
Please indicate how this person performed during the internship.	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
Adequate technical background to complete assigned projects					
Ability to think critically					

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Ability to think analytically					
Ability to think creatively					
Ability to take initiative and perform independently					
Ability to effectively communicate verbally					
Ability to effectively communicate in written form					
To what degree are you able to handle responsibility?	1 Not at all	2 Not very much	3 Moderately	4 Considerably	5 A great deal
KNOWLEDGE					
Ability to grasp new knowledge/concepts/situations	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
Ability to use academic knowledge and apply it to internship assignments					
Recognition of the need for and ability to engage in life-long learning					
To what degree are you able to demonstrate sound judgment when making decisions					
ATTITUDE					

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Dependability, attendance, punctuality, and cooperation	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
Capacity to initiate, accept, and profit from constructive criticism					
Relations with others and ability to function on a multi-disciplinary team					
Sense of adequacy, self-worth, and self-confidence					
Understanding of professional and ethical responsibility					
To what extent are you enthusiastic/interested in your internship placement?	1 Not at all	2 Not very much	3 Moderately	4 Considerably	5 A great deal
OVERALL					
Likelihood you would hire a candidate similar to this intern:			Comments:		
Overall performance:			Comments:		
SPECIFIC LEARNING OUTCOME & EVALUATION QUESTIONS					
Please describe the student's strengths as demonstrated throughout his/her					

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internship, along with areas for improvement.	
Please briefly describe the major project(s) "tackled" by the student intern.	
If you employ students from other universities in the same discipline, how does this student compare?	
Do you have any additional comments? If yes, please explain.	
EMPLOYER INFORMATION	
Employer (Company/Organization Name):	
Employer Location:	
Thank you!	
Intern Evaluation (after the internship)	
STUDENT INFORMATION	
Students Name:	
Field of studies:	
Term (Fall/Spring/Summer and Year) <i>This evaluation needs to be discussed with your student on the last day of the internship.</i>	
GENERAL EVALUATION QUESTIONS	

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Please indicate how this person performed during the internship.	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
Adequate technical background to complete assigned projects					
Ability to think critically					
Ability to think analytically					
Ability to think creatively					
Ability to take initiative and perform independently					
Ability to effectively communicate verbally					
Ability to effectively communicate in written form					
To what degree was the intern able to handle responsibility?	1 Not at all	2 Not very much	3 Moderately	4 Considerably	5 A great deal
KNOWLEDGE					
Ability to grasp new knowledge/concepts/situations	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
Ability to use academic knowledge and apply it to					

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internship assignments					
Recognition of the need for and ability to engage in life-long learning					
Demonstrates sound judgment when making decisions					
ATTITUDE					
Dependability, attendance, punctuality, and cooperation	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
Capacity to initiate, accept, and profit from constructive criticism					
Relations with others and ability to function on a multi-disciplinary team					
Sense of adequacy, self-worth, and self-confidence					
Understanding of professional and ethical responsibility					
To what extent was the intern enthusiastic/interested in his/her internship placement?	1 Not at all	2 Not very much	3 Moderately	4 Considerably	5 A great deal
OVERALL					

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Likelihood you would hire a candidate similar to this intern:	Comments:
Overall performance:	Comments:
SPECIFIC LEARNING OUTCOME & EVALUATION QUESTIONS	
Please describe the student's strengths as demonstrated throughout his/her internship, along with areas for improvement.	
Please briefly describe the major project(s) "tackled" by the student intern.	
If you employ students from other universities in the same discipline, how does this student compare?	
Do you have any additional comments? If yes, please explain.	
EMPLOYER INFORMATION	
Employer (Company/Organization Name):	
Employer Location:	
Thank you!	

Table 3: Employer Evaluation (after the internship)

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Employer Evaluation (after the internship)					
EMPLOYER INFORMATION					
Employer (Company/Organization Name):					
Employer Location:					
Site Supervisor's Name:					
GENERAL EVALUATION QUESTIONS					
Please evaluate your current internship site by answering the following questions as honestly as possible. The information will assist in placing future internship students.	1	2	3	4	5
	Very Poor	Poor	Average	Good	Excellent
	How challenging was the internship position?				
	What was your degree of responsibility?				
	How interesting did you find this internship position?				
	How would you rate the practical value you gained through this internship?				
	How would you rate the relationship between you and your internship site supervisor?				
	How would you rate the communication patterns between				

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you and your internship site supervisor?					
How well does your internship site supervisor communicate effectively with you?					
How would you rate the relationship between you and other employees?					
How would you rate the disposition of the site supervisor, and other employees, in general for facilitating learning?					
SPECIFIC LEARNING OUTCOME EVALUATION QUESTIONS					
Were there unattractive aspects of your internship experience? If yes, please explain.					
Do you have suggestions of how your internship experience could have been improved? If yes, please explain what improvements you would like to see implemented.					
Please explain the significance of this internship experience in relation to your future career goals. (Please list specific companies or professions you might now be interested in pursuing after graduation).					
Please describe the skills and attributes you have gained from this internship experience.					
Additional comments, if any.					
STUDENT INFORMATION					
Students Name:					

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Total Hours Worked:	
Internship duration:	
Major (semester and year):	
Thank you!	

Table 4: Internship Attendance List

DATE:/...../.....

Internship Attendance List					
	NAME & SURNAME	ARRIVAL		DEPARTURE	
		TIME*	SIGNATURE	TIME*	SIGNATURE
1					
2					
3					
4					
5					
6					
7					

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Table 5: Internship Pre-Selected Candidates Reserve List

Internship Pre-Selected Candidates Reserve List									
Business profile	Name & Surname	Contact Details	1st selected activity	2nd selected activity	3rd selected activity	Internship Sum of Hours	Internship activity report Yes/No	Internship assessment report Yes/No	Presentation
i.e., Industry			i.e., optimizing digitally streamlining production efficiency			i.e., 200			i.e., Through skype/ zoom

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Table 6: Candidate Weekly Monitoring Questionnaire

Candidate Weekly Monitoring Questionnaire	
Learner:	
Supervisor:	
Internship host:	
Date:	
How many hours did you devote for internship this week?	
Did you face any problems?	
If yes, please specify:	
Is there a need for a visit by the partner University?	
Thank you!	

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7. International Internship Agreement Example

This agreement defines the relationship between the University of, hereafter referred as “the University/Company”.

AND

The Company:, hereafter referred as “the Hosting Institution”

Represented by:

AND

The student undertaking the internship, hereafter referred as “the trainee”:
.....

Name and Surname

Registration Number:

Degree course:

Year of Attendance (if student): Graduation date (if graduate):
dd/mm/yyyy

Date and Place of Birth: City, Country on dd/mm/yyyy

Home Address: address, number, city (province) Country

Tax Code:

Phone Number: mobile/ phone number

E-mail: e-mail address

Educational Qualification: latest qualification achieved

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**PROVIDED THAT:**

- Internships provide students with the opportunity of enriching their academic preparation through complementary experiential education and therefore the University promotes internships within public and private employers;
- In no way whatsoever can the relationship between the Intern and the Company be considered as professional employment. Internships have a maximum duration of (i.e six months) and are conceived as training periods aimed at facilitating career choices through a deeper knowledge of the market and field testing a working environment;
- Internships can be curricular or extracurricular and both are to be guaranteed in terms of quality and according to current regulations.

IT IS STIPULATED AND AGREED AS FOLLOWS:**ART. 1: GENERAL TERMS AND CONDITIONS**

1. The conditions set out above are an integral and essential part of this agreement;
2. The Company agrees to welcome the Intern with educational purposes only and in particular to achieve individual educational goals agreed with the University and set out in art. 2 of this agreement; 3. The total length of the internship can be prolonged to the maximum extent of 6 months, upon agreement among the parties and the Intern. Any change in status (extension, temporary interruption and interruption) must be motivated and communicated to the University by the Company.

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ART. 2: INTERNSHIP DESCRIPTION

This Agreement refers to the following internship on benefit of the aforementioned Intern: Internship Location: Address, Number, City (province) - Country

Number of Employees: - 0-5 - 6-19 - 20 or more

Number of hosted interns (apart from this one):

University Supervisor: Name and Surname Tel: E-mail: e-mail address

Company Supervisor: Name and Surname Tel: E-mail: e-mail address

Duration of Internship: xx days starting from dd/mm/yyyy to dd/mm/yyyy

Temporary interruption: from dd/mm/yyyy to dd/xx/yyyy

If not present: to be communicated

Access to company premises: - Full-time - Part-time

Nature of the internship:

CURRICULAR INTERNSHIP (the credits can be obtained only after the approval of the professor)

EXTRACURRICULAR INTERNSHIP

Financial Aid: - yes - no

- Student reimbursement -Travel expenses reimbursement - Company Canteen - Ticket Restaurant

TRAINING OBJECTIVES AND CONTENTS OF THE INTERNSHIP

DEPARTMENT:

DETAILED PROGRAM OF THE TRAINING PERIOD:

KNOWLEDGE, SKILLS, AND COMPETENCES TO BE ACQUIRED:

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**ART. 3: HOSTING AND SUPERVISION OF THE INTERN**

1. The Host Company has to make sure they give the Intern all the necessary information and any documentation needed in order for him/her to be trained legally in the hosting country. The parties specifically agree that all visa-related formalities and any other relevant documentation depend upon the Intern and the Host Company. Any activity and responsibility of the University on this matter is specifically excluded.
2. The Intern's training activities during his/her time at the Host Company will be followed and monitored by a professional expert in the role of a supervisor, as well as by a University supervisor. All parties may carry out justified substitutions of the supervisor, upon communication to the parties.
3. The University supervisor is appointed by the University and is in charge of coordination and organizational learning, retaining and providing ongoing relationship between the University, the Intern and Company, ensuring the monitoring of the training objectives and contents. In addition, if provided for, he/she will prepare the final validation of the skills acquired in collaboration with the Company supervisor.
4. The Company supervisor is appointed by the Company and is in charge of guiding the Intern in the workplace and in collaboration with the University. Regarding completing the internship in various company sectors, the function of the company supervisor may be entrusted to more than one person, in order to guarantee the fullest congruence with the objectives of the individual internship document.
5. The University supervisor will make controls during the internship activities carried out by the Intern, in order to verify the actual performance and compliance with the agreements between the parties. In cases of repeated

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absences of the intern, the internship will be considered cancelled and such communication will be sent to the Intern and the Company supervisor in a timely manner. The Company supervisor and the Intern are encouraged to maintain constant dialogue with the university supervisor in any case and to report any difficulties encountered during the internship in a timely manner.

6. At the end of the internship, the company supervisor will commit to: 1) issuing a certificate regarding the duration and nature of the internship to the intern; 2) complete the end of internship evaluation form. For non-curricular internships, the company supervisor will provide on the evaluation form indications regarding the skills acquired by the intern consistent with the internship document created by the University for the purposes of skills validation.
7. Upon the request of the intern, the University will pledge to issue a certificate of participation to the intern.

ART. 4 DUTIES AND RIGHTS OF THE INTERN

The intern shall:

1. carry out activities specified on the internship description, respect working hours and environment, company rules and regulations;
2. follow the Company supervisor's instructions and refer to him/her should any problems arise;
3. respect in regard to workplace hygiene, security and health;
4. maintain secrecy on all matters coming to his/her knowledge in the exercise of his/her duties, such as data and/or information or knowledge regarding production process and products;

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5. fill in the final internship evaluation form and, if requested by the University, write an internship report about the activities carried out;
6. request in advance the pre-authorization for the curricular internship as prescribed in the Guide to the University only in case of curricular internships. In case the intern does not ask for the pre-authorization or obtains a negative answer, the internship will not be recognized in his/her study plan.

During the whole period of the traineeship, the intern:

- a) can be absent from his/her internship, prior agreement with the Company supervisor, in order to carry out impelling academic duties;
- b) has the right to be supervised by a professional and has the right to be provided with an individual internship document consistent with his/her academic profile.

ART. 5 PRODUCTS DEVELOPED DURING THE INTERNSHIP

Clear agreements are made beforehand regarding any products manufactured in the context of the internship. The property rights of all manufactured products (with the exception of the internship plan and internship report) belong to the relevant internship institution.

ART. 6 CONFIDENTIALITY ISSUE

The intern is bound to confidentiality regarding any matters that come to his/her attention in the context of his/her position.

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The confidentiality clause referred to in paragraph a. does not apply to those who share responsibility for the proper performance of the intern's job, nor does it apply to those whose collaboration is required for this performance, if and to the extent that they too are bound to confidentiality.

The intern hereby declares that he/she is aware of the Personal Data Protection Act and the professional codes of NVO/NIP and is committed to act in the spirit of these guidelines.

- If the internship institution requires the intern to sign a Certificate of Good Behaviour (VOG), the internship institution will apply for this certificate and bear the costs of doing so.

ART. 7 INTERNSHIP EARLY ENDING

The internship contract can only be terminated prematurely, i.e. before the end of the agreed time period, following consultation between all three parties.

Made and signed in triplicate in

University Signature

Company Signature

Student Signature

Date

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Table 7: Internship Indicative Activities List

Internship Indicative Activities List						
No	Country	University	Activity Name	Short Description	Related Tasks	Expected Outcomes
1						
2						
3						
4						
5						

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Table 8: External Internship Evaluation

External Internship Evaluation	
1. Adequacy of Work Based Learning (WBL)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Linking the Work Based Learning (WBL) to the Specialization Course	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Meeting the trainees' expectations of the Work Based Learning (WBL)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Involvement of the trainee in the whole process	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Consistency - Responsibility of the trainee	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Trainee's interest in additional knowledge	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Good behavior - communication - cooperation of the trainee	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Undertaking initiatives by the trainee	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Keeping a schedule	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Integration of the trainee into the business environment	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Upgrading the knowledge and skills of the trainee	<input type="checkbox"/> YES <input type="checkbox"/> NO

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12. Effective use of Work Based Learning (WBL) time

YES

NO

13. Existence of problems - difficulties during Work Based Learning (WBL)

YES

NO

14. Joint meetings, Industry Representative, Trainee and Supervisor

YES

NO

Date of the Visit	Representative	Comments

15. Observations – Comments

External Evaluator Name & Signature

Date

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8. List of Companies for Internship Replacement

A list of companies that will participate in the internship programme and how many internship placements each one will offer is indicated in Table 9.

Table 9: List of Companies for Internship Programme/Placement

No	University	Internship Placement	Industry
P01	UiTM	Customer Engagement, AI and Analytics, Fusionex International	Internet of Things
		Sarawak Economic Development Corporation	Entrepreneurship
		Nestle Manufacturing Sdn Bhd, Sarawak	Manufacturing
		Sarawak Flour Mill	Manufacturing
		Public Work Department	Government
		Fezul Foodtech Sdn Bhd	Manufacturing
		Integrated Agriculture Development Agency, Samarahan	Agriculture
		Malaysian Palm Oil Board	Agriculture
P02	UTM	KPJ Bandar Dato' Onn Specialist Hospital	Pervasive Health
		Neu Dimension Sdn Bhd	Integrated Solution Provider
		FGV Holdings	Agriculture
		Majuperak Holdings Bhd	Investment
		Intel Technology Sdn Bhd	Manufacturing
		Elna Sonic Sdn Bhd	Manufacturing
P03	UniKL	Inland Revenue Board of Malaysia	Government
P08	Unsyiah	PT Semen Bangun Andalas (SBA)	Manufacturing
		Qualcomm Indonesia	Automotive
		PT Nudira, Sumber Daya, Indonesia	Agriculture
		Bio Farma	Health

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