Master in Applied Computer Sciences
Internship Guidelines (2020-2021)

1   General description and rules

1.1   Placement and student eligibility

The candidate is responsible for finding a company or institute where the training will take place for an internship. Internships in the home university or internships in a Belgian university are not considered valid.

The internship activities will be supervised by an industry supervisor appointed for these duties by the placement organization. The student will also have an academic supervisor who will monitor and evaluate the progress of the student during the internship.

1.2   Deadlines

The placement organization, internship placement duties, start & end date, industry supervisor, academic supervisor should be communicated before **25th of May** to the MACS administration (macs@etrovub.be). The deadline to request the internship is **31 st of May** .

The final deadline for the **MACS Internship Agreement** (see below) is **15th of June**. A copy of the signed agreement should be sent to the MACS administration (macs@etrovub.be) by this deadline.

Circumstances beyond the candidate's control in meeting the deadline of 15th of June can be considered. If not, exceptions from meeting the deadline will be refused.

Students registered at VUB and applying for an ERASMUS+ traineeship for an internship abroad: application is due by **February 17th 2020.**

To help the students to find an appropriate internship, the academic responsible for internships in MACS (prof. Adrian Munteanu) distributes a list of available internships by **31st of March**.

1.3   Internships – application

- the student finds an internship within Belgium or abroad - the internships may be selected from the list provided by MACS or not.

- the student contacts the company or the institute where the training takes place and applies for the internship. Application documents: CV, motivation, proof of relevant skills (e.g. programming skills).

- if the student is selected, the student identifies an academic supervisor for that internship. The academic coordinator for internships (i.e. prof. Adrian Munteanu) can help the student to identify an appropriate academic supervisor

- the student consults the web page for Internships to request the approval to carry out an internship and secondly to produce the internship contract (MACS Internship Agreement). This contract should then be signed by the representative of the company or institute offering the internship, the representative of the dean (*academic in charge of the general coordination prof. Lincy Pyl of the Faculty of Engineering of the Vrije Universiteit Brussel)*, the academic responsible for internships in MACS (prof. Adrian Munteanu) and the Student. ***Without this contract signed by all parties, the internship is not valid.***

1.4   Academic supervisor

It is the student's responsibility to identify an academic supervisor for the internship. The academic coordinator for internships (I.e. Adrian Munteanu) can help the student to identify an appropriate academic supervisor.

1.5 Registration of the course

- Firstly, make sure that you fulfil the criteria. Registration for the internship is possible, provided that the student does not have a combined bachelor-master enrolment and has already attained 40 ECTS of the master's programme (exemptions included).
- ***Students can do the internship during the summer of Master year 1 (MA1) but will register and therefore receive the credits in Master year 2 (MA2)***
- The internship is an elective course. Hence, students can opt to take up an internship (of 6 ECTS –40 working days).
- Internships can only start after the deliberations in June-July of Master Year 1 and should end before the start of Master Year 2.
- The internship is a semester 1+2 course, that is, it covers the entire year. Consequently, the credits will be available and recorded in the system only in the summer session of Master Year 2.

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 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 evaluation grid n°1 must be filled by the industry supervisor. During a feedback meeting, the student signs the grid for acknowledgment. The grid is transferred to the academic supervisor.
Final report (evaluation grid n°2)	Must be submitted to the academic supervisor of the internship at latest one week after the last day of the internship	The academic supervisor	The student sends the final report to the academic supervisor as well as to the MACS administration (macs@etrovub.be) for archiving purposes. The academic supervisor evaluates the final report of the student. The evaluation grid n°2 must be filled by the academic supervisor.

Final result	First day of the summer examination session		The final score is an average of the result obtained on evaluation grids n°1 (work during internship) and n°2 (final report).
			The academic supervisor forwards the evaluation grids n°1 and n°2 to the MACS administration (macs@etrovub.be) for archiving purposes
			The academic supervisor forwards the final result obtained by the student to the academic responsible for internships in MACS (A. Munteanu)

The two evaluation grids will be available to the student at the end of the evaluation. Feedback can be obtained from the academic supervisor.

3.2 Mid-internship evaluation

A mid-term evaluation may take place between the fourth and the fifth week of the internship and allows giving a midterm formal feedback to the student. The academic and industry supervisors will attend this meeting, either physically, or remotely.

3.2.1 Who organizes the mid-internship evaluation?

It is the student's responsibility to organize this evaluation. It is strongly advised to plan this meeting well in advance (possibly from the beginning of the internship), as the supervisors are usually heavily booked and with different schedules.

What content should be foreseen for this meeting?

Since the student is managing the meeting, he has some freedom on the content. However, we expect to find at least:

- Presentation of the company and internship.
- Feedback from the company supervisor. We expect it to be as straightforward as possible and to provide suggestions for improvement.
- Q&A about the internship

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.

- The realization of a portfolio implies the definition of a framework for the organization of the everyday work. It also allows the intern to collect and to structure the technical documents produced during the internship. Therefore, it is also very helpful for the everyday communication with colleagues and supervisors.

- Numerous elements in a portfolio, such as feedback and work time analysis, allows the student to analyse his own work and the difficulties he/she 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.

3.4   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,
  - students' 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.

- **Weekly reports:**

  - Report of the significant tasks realized during the week,
  - Report of the technical and non-technical learning during the week,
  - Reporting and analysis of the significant events of the week, including the difficulties met.
  - These weekly reports must be sent to the company supervisor – it will help the company supervisor to detect any problems during the internship.

- **Evaluations:**

  - Feedback given by the supervisor(s),
  - Presentation and analysis of the actions taken as a result of the evaluations.

3.5   Final Report

At the end of the internship, the students must write a final report. This document contains (i) all documents included in the portfolio (see sections 3.3. and 3.4 above), and (ii) a global summary of the internship (max. 10 pages), including elements of the technical and scientific work, the work environment, the developed skills (technical or not), …

The final report must be submitted to the academic supervisor. The reading of this document should allow the academic supervisor to have a good understanding of:

- the context and the objectives of the internship;
- the nature of the realized work and the personal technical contributions of the student;
- the learning of the student;
- the evolution regarding his perception of the professional world during the internship.
- any other learning about himself/herself

3.6   Paper or online format

The portfolio can be in a paper or electronic format. The students have to advise their academic supervisor about the online tool and to provide them with a suitable login and password.

4   Contacts

Academic coordinator for internships in MACS: prof. ADRIAN MUNTEANU
MACS Administration: DENISA MERLUSCA (macs@etrovub.be)

More information on how to start the procedure : https://student.vub.be/en/ir#internship