Faculty of Engineering of UMÖNS : Work placement 2017

*Information for the supervisor at the host organisation*

1 **Goals**

The placement will provide the student trainee with the opportunity to:

- Practice his/her theoretical knowledge and technical skills within the framework of a concrete project, in a professional environment
- Understand the organisational structure and management of the host organisation
- Understand the context and challenges related to economic, environmental, ethical and social issues in the host organisation
- Show professionalism, ability to work independently, organizational abilities
- Improve his/her communication, teamwork and personal skills

2 **Schedule**

Internship duration and required presence of the student trainee in the company are described in Art. 3 of the work placement contract.

The placement takes place from the end of the June exam session to the day before MA2 classes resume (approximately from July to mid-October). A temporary interruption of the work placement is allowed, insofar as possible considering the internship location, and insofar as the actual duration of the work placement is not shorter than as it is specified in the work placement contract and annexes.

In case of the student trainee is involved in learning activities that resume before the end of the work placement, he/she should examine with the supervisor at the host organisation whether an ad hoc attendance (about 1 day/week) at the Faculty could be allowed during the last week(s) of the work placement.

If any necessary changes in the clauses recognised as essential are needed during the work placement, they should be defined via mutual agreement between the parties and recorded in Annex 3 of the work placement contract. Annex 3 shall be signed by the student trainee, the training supervisor at the host organisation and the academic director at UMÖNS, and forwarded without delay to the Administration Department of the Faculty of Engineering.

3 **Student’s skills and knowledge**

Competency profiles of the Master's degrees in Engineering are available online:

http://portail.umons.ac.be/en2/universite/facultes/fpms/enseignement/master
4 Expected outcomes, supervision and assessment of the student trainee

An academic director is designated in the concerned Department at Faculty of Engineering. The academic director participates in defining the scientific and technical content of the placement. The framework and goals of the placement project, the required resources and the expected contribution of the student trainee have been validated via mutual agreement between the academic director and the training supervisor at the host organisation before the placement begins. These elements are specified in Annex 1 of the work placement contract.

The training supervisor at the host organisation:

- Incorporates the student into an existing work team and checks that the assigned work is consistent with the goals and expected outcomes described in the work placement contract and Annex 1
- Makes useful resources available to the student trainee
- Gives regular feedback to the student trainee
- Contributes to the student’s assessment
- Contacts immediately the internship coordinator of the concerned Department if a major problem occurs during the work placement; contact information is referred to in paragraph 5.

Contents, requirements and assessment procedure of the traineeship are specific to the Department of the student trainee; they are also described in point 5.
5 Supervision and assessment of the student trainee

Electrical Engineering Department

5.1 Contact
If a major problem occurs during the work placement, regarding the trainee (except from an accident) or the training:

<table>
<thead>
<tr>
<th>Please contact the internship coordinator of the Electrical Engineering Department:</th>
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<tbody>
<tr>
<td>Prof. P. MEGRET: <a href="mailto:patrice.megret@umons.ac.be">patrice.megret@umons.ac.be</a> +32 (0)65 37 41 91</td>
</tr>
<tr>
<td>or his secretary: Mrs M. MURA: <a href="mailto:mariline.mura@umons.ac.be">mariline.mura@umons.ac.be</a> +32 (0)65 37 41 47</td>
</tr>
<tr>
<td>When appropriate, the internship coordinator will contact the academic supervisor of the student trainee.</td>
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5.2 Content
The internship will contribute to a practical work and be representative of a junior engineer’s duties in the host organisation. The goals of the placement project and the expected contribution of the student trainee are described in Annex 1 of the work placement contract; they are defined before the placement begins by the host organisation in agreement with the academic director designated by the Electrical Engineering Department.

5.3 Assessment of the student trainee
The supervisor at the host organisation will assess the student trainee’s understanding of the issue addressed during the work placement and its challenge for the company; the supervisor also will assess the mastery of scientific and technical knowledge of the student trainee, as well as his/her professional abilities and soft skills.

Assessment is made by filling in, on-line, a qualitative evaluation grid. The student trainee conducts a self-assessment based on the same grid; the training supervisor is free to discuss or not his/her assessment with the trainee.

The training supervisor also provides a global qualitative evaluation (grade from A to E) of the trainee’s work in the on-line evaluation questionnaire. The grading scale commonly used at FPMs corresponds to the following qualitative appreciation:

<table>
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<tr>
<th>Mark</th>
<th>Appreciation</th>
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<tr>
<td>A</td>
<td><strong>Excellent</strong>: outstanding work with very few minor errors. The student exceeded the expectations in most of the tasks.</td>
</tr>
<tr>
<td>B</td>
<td><strong>Very Good</strong>: above-average work, despite a limited number of minor errors. The student exceeded the expectations in several tasks.</td>
</tr>
<tr>
<td>C</td>
<td><strong>Good</strong>: globally good work, despite some errors. The student properly met the expectations in most of the tasks.</td>
</tr>
<tr>
<td>D</td>
<td><strong>Satisfactory</strong>: decent work but with significant errors or deficiencies. The student met the expectations in several tasks.</td>
</tr>
<tr>
<td>E</td>
<td><strong>Sufficient</strong>: work meeting the minimum requirements; necessary corrections do not imply a complete review of the work. The student met the minimum expectations but no more.</td>
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</table>
The work placement final assessment is based namely on the following deliverables required from the student trainee by the Electrical Engineering Department:

1. A work placement report of about 30 pages, including:
   a. an analysis of the company’s background, its activities and its organisation, as well as a description showing the understanding of the issue addressed during the work placement and its challenge for the company;
   b. a scientific and technical report describing the methods applied to handle the issue raised by the company and the results obtained at the end of the work placement (in compliance with confidentiality clauses included in the work placement contract).

The student trainee must hand in this report to the Electrical Engineering Department in 2 hard copies and 1 electronic copy (pdf), no later than the day before MA2 classes resume.

**This report must be reviewed by the training supervisor, to ensure that the content is in compliance with confidentiality clauses.**

2. An oral presentation to the supervisor and his/her collaborators in the host organisation at the end of the work placement; the presentation will be organized by the student trainee and assessed by the supervisor.

3. An oral presentation of the work to an academic jury, during the January examination period ending the first term of the second Master’s year.

4. A report of about 5 pages including a personal analysis of the work placement, namely based on the comparison of the assessment by the supervisor and the self-assessment by the student of his/her performance during the work placement. The assessment from the supervisor is communicated to the student (excluding the confidential part restricted to the internship coordinator of the Electrical Engineering Department).

The training supervisor should ideally fill in all the on-line documents **no later than 3 business days after the end of the work placement.** If this delay cannot be respected, please note that the final deadline to complete the trainee’s assessment questionnaire is **Monday 30th October 2017.**

The procedure to access the on-line questionnaire will be e-mailed to the training supervisor by the Administration Department of the Faculty of Engineering, upon receiving the work placement contract signed by the parties.