

The supervisors' commitments are as follows:

The Industry Supervisor (IS)

- a. Is the industry professional to whom the student is directly responsible for the project – may also be known as the client.
- b. In some cases, the IS can be a member of the BICT teaching staff with specialist industry knowledge relevant to the project. In this situation, the client may be separate to the IS.
- c. Confirms the scope of the project with the course and academic supervisor (this is captured in the proposal).
- d. Regularly meets with the student to discuss the status of the project – usually weekly (there is a template available).
- e. Is responsible for day-to-day supervision of the student in a normal employer – employee relationship for the project.
- f. Is responsible for ongoing mentoring of the student in an expert - learner relationship for the project (where relevant).
- g. Liaises with the academic supervisor on the progress of the student and the project.
- h. Prepares an evaluation of the student and project from an employer and industry perspective at the halfway stage of the project (there is a template available).
- i. Participates in the final assessment panel to evaluate the student and project from an employer and industry perspective.
- j. Provides acceptance in the form of sign-off for: the Work Integrated Learning (WIL) Agreement Form, the Proposal, and various Industry Deliverables throughout the course of the project.
- k. Where the supervisor is not available for a period during the project, they are responsible for assigning a delegate.
- l. The WIL Agreement Form also contains a description of responsibilities for the IS that are intended to complement these responsibilities.

(b) The Academic Supervisor (AS):

- a. Is usually a member of the BICT teaching staff with specialist academic/industry knowledge in some area of the project. The AS and IS cannot be the same person.
- b. Confirms the scope of the project with the course and industry supervisor (this is captured in the proposal).
- c. Receives weekly progress reports from the student and draws the student's attention to relevant issues e.g. risk, quality assurance, stakeholders, timeline/planning etc.
- d. Provides technical advice and direction as appropriate. (Note: they are not to be the student's primary source of new material).
- e. Liaises with the industry supervisor on the issues related to the student and/or project.
- f. Receives the mid-course report and provides critical feedback to the student in writing on all aspects of the course, using the marking schedule (there is a template available). (Note: AS is not responsible for proof-reading any half-way documents, this remains the responsibility of the student.)
- g. Consults with the marker(s) of the methodology essay.
- h. Provides a critical review of the student's final academic deliverables prior to official submission. The student can then make alterations, additions, and deletions as necessary prior to submission (Note: AS is not responsible for proof-reading the entire document, this remains the responsibility of the student).
- i. Participates in the final assessment panel to evaluate the student and project from an academic/industry perspective.
- j. Where the supervisor is not available for a period during the project, they are responsible for assigning a delegate.

For clarity, the deliverables that are under the supervision of the academic supervisor (but are the responsibility of the student) are:

- Proposal
- Weekly Status Reports
- Half-Way Report
- Halfway AS Evaluation
- Final Academic Report
- Poster and Poster Short Paper
- Panel Presentation
- Methodology Essay
- Risk Management Programme
- Quality Assurance Programme
- Course and Project Management
- Evaluation of Level 6 & 7 Courses
- Lessons Learnt
- Depending on the nature of the project, the AS may also have input to one or more industry deliverables as agreed with the student