

GCE: Contacting Companies

Rodrigo Monteiro

Activities Report

Abstract—This report describes all the work performed during the execution of the activity for the Independent Studies IV course. The activity consisted of being part of the organization of the IST Summer Internships program, coordinated by Grupo de Contacto com Empresas do Núcleo de Estudantes de Informática do Instituto Superior Técnico. A more elaborate description of my activity and the stages it went through is as follows. *where?*

Index Terms—GCE, NEIIST, internships, companies, Independent Studies, ~~TEX~~

1 INTRODUCTION

IN the context of the **Independent Studies IV** course, students are required to perform an extra-curricular activity and produce a report of their efforts during the semester. Following the guidelines provided to the students, I decided to apply for a place in Grupo de Contacto com Empresas do Núcleo de Estudantes de Informática do Instituto Superior Técnico (GCE @ NEIIST).

As part of the activity I enrolled in, I was responsible for updating a database of companies contacts, finding and contacting companies that might have been interested in providing internship opportunities for Instituto Superior Técnico (IST)'s students and later filling out the forms for each particular internship opportunity, to be displayed on an institutional web page for students to access.

The work performed in this institutional activity as well as the activity itself will be described in more detail in the following sections.

[Document Structure]

2 IST SUMMER INTERNSHIPS

2.1 The Program

IST Summer Internships is an internship program organized by some of IST student groups

from several different areas, such as Eletrotecnical Engineering, Physical Engineering, Mechanical Engineering, Biological Engineering and Chemical Engineering.

The main goal of this program is to offer a global platform provided by the different student groups, with internship opportunities from many companies, where students can apply, thus bringing students, companies and research institutions closer.

2.2 Introductory Meeting

When I was first accepted in this activity, I was immediately summoned for a meeting with the senior members of Núcleo de Estudantes de Informática do Instituto Superior Técnico (NEIIST) as well as the fellow Independent Studies students who were also selected to enroll in this activity. In this occasion I met the person responsible for Grupo de Contacto com Empresas (GCE) who explained me the basic dynamics of the group as well as some details about the internship program. Later we also talked about my responsibilities during the activity and corresponding timelines.

I was told that updating the companies' contacts database should be my biggest priority and that is where I started off.

2.3 Updating Companies' Database

My first task was to update an old database with the companies' contact information. This

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(1.0) Excellent	ACTIVITY						DOCUMENT						
(0.8) Very Good	Object × 2	Opt × 1	Exec × 4	Summ × .5	Concl × .5	SCORE	Struct × .25	Ortog × .25	Exec × 4	Form × .25	Titles × .5	File × .5	SCORE
(0.6) Good	1.0	1.0	0.8	0.8	1.0		0.8	1.0	1.0	1.0	1.0	1.0	
(0.4) Fair													
(0.2) Weak													

was an urgent task to fulfill because the deadline for contacting the companies was a short one and all the contact information we had was severely outdated.

I started by doing some research on each individual company to find out if the company was still active in the country (which some were not) and then visiting their respective corporate websites to retrieve their individual contact data (preferably from the Human Resources department).

Finally, although I was not instructed to do so, I took the liberty of adding some extra fields to the database in order to make the information easier to find in the future stages of the program's organization process.

2.4 Contacting Companies

The next step towards getting the internship proposals was, of course, to contact the companies whose contacts I had obtained whilst updating the database.

The collaborators were given a model e-mail format, which we had to fill in and send to the companies. In this e-mail we started by explaining what the IST Summer Internship program was and later inquired about the existence of any internship openings during this summer.

Although we contacted hundreds of companies, most of them did not even reply and of those who replied, not many were interested in providing us with internship opportunities. However we still got a considerable number of responses. After receiving said replies we analysed them, filtered them (some were not suitable for our target students) and later replied thanking for the internship openings provided and enquiring for some additional details such as: the duration of the internship, salary, required skills and/or previous experience, project description and others.

2.5 Filling Internship Forms

Finally, after retrieving all the data mentioned above, our job was to create and fill in the internship forms for each individual internship offer we received. These forms would later be used as a detailed source of information on

each offer, for the students to review on the program's web page. An example of the form is illustrated in Figure 1.

The format of this document was discussed and agreed upon by the student groups involved in this initiative and its fields were: name and contact of the responsible for the particular internship offer, company, project name, project description and duration, wage/expenses coverage during the internship, target areas and the requirements that a candidate must fill in order to be selected for that particular opening.

Formulário de Submissão de Propostas
Programa de Estágios do IST - 2015

Responsável pelo estágio (Aqui deve inserir o nome e o contacto da pessoa responsável pelo estudante durante o estágio):

Susete Mendes <susete.mendes@novabase.pt>

Grupo de investigação / Empresa (Aqui deve inserir o nome da entidade acolhedora):

Novabase

Área de investigação / projeto de investigação (Aqui deve inserir o título do trabalho que o estudante vai desenvolver/colaborar):

Quality Monitoring Portal

Breve descrição do projeto a realizar pelo aluno (Aqui deve descrever em algumas palavras o trabalho que pretende ver desenvolvido pelo estudante durante o estágio):

A Coliab possui uma aplicação de auditoria da qualidade desenvolvida em Flex. A aplicação permite fazer auditorias aos agentes de um contact center. O objetivo é desenvolver uma aplicação semelhante em HTML 5 que seja responsive e que funcione em qualquer browser desktop ou mobile (IOS, Android e Windows Phone).

Tecnologias: Visual Studio, .NET, HTML 5, JavaScript

Idealmente o aluno irá adquirir conhecimentos em todas estas tecnologias e também ao nível dos contact centers.

Duração (Aqui deve inserir a duração do estágio e as datas de início e término):

3 Semanas (entre Julho e Setembro, em data a definir)

Possibilidade de financiamento (Aqui deve inserir se existe possibilidade de atribuir uma bolsa de estágio ao estudante participante, ex: subsídio de alimentação, almoço no refeitório, etc):

350€ (Licenciatura) // 450€ (Mestrado)

Cursos-alvo (Aqui deve inserir os cursos que, como Engenharia Informática, pensa reunir em competências necessárias no estágio):

Engenharia Informática e de Computadores

Requisitos do candidato (Aqui deve inserir as competências que todos os candidatos a este estágio devem reunir, ex: ano, conhecimentos, notas mínimas):

Preferência (mas não é mandatório) a candidatos com conhecimentos em (Visual Studio, .NET, HTML 5, JavaScript)

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Figure 1. Proposal submission form for the IST summer internship program

3 CONCLUSION

The IST Summer Internships program was an innovative initiative developed by NEIIST alongside the other student groups of IST which allows students to enroll in an activity that brings them closer to the corporate world whilst gaining experience and making some money as well.

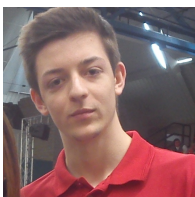
I am proud to have been a part of the organization of this event, which I hope will benefit the entire student community both in the short and long term.

The time I spent in the organization of the program was also important for my personal development as I was able to talk to lots of people in the corporate world and make some contacts that might prove valuable in the future.

Overall it was a great experience from which I learned a lot and even having "a lot on my plate" at the moment, I hope to continue to be a member of this group and take part in similar initiatives in the future.

ACKNOWLEDGEMENTS

I would like to thank all the GCE collaborators (my colleagues) for the work we developed together as well as the members of Coaching Team 3 Taguspark and Professor Rui Santos for the help they provided me during the attribution and execution of this activity.



Rodrigo Monteiro Computer Science and Information Systems MSc Student at IST, specializing in Intelligent Systems (as *major* field of studies) and Robotic Systems (as *minor* field of studies).

APPENDIX

STATEMENTS OF EXECUTION



Para os devidos efeitos, declara-se que o(a) aluno(a) Rodrigo Monteiro, número mecanográfico 73701, no 2º semestre do ano lectivo 2014/2015, exerceu o cargo de Colaborador no GCE – Grupo de Contacto com as Empresas do NEIIST – Núcleo Estudantil de Informática do Instituto Superior Técnico, tendo realizado as actividades Contactar empresas.

Lisboa, 31 de Maio de 2015

A Direcção do NEIIST:

Vânia Mendonça

(Vânia Mendonça - Presidente)

Denise Sofia Tavares Pedro

(Denise Pedro - Vice-presidente)

Ava Rita Gomes

(Rita Gomes – Vogal)

Manuel Alves

(Manuel Alves – Gestor Financeiro)