

Dear student,

When you are halfway your graduation internship, it is a good moment to reflect on your progress. Ask your company mentor to fill in the form that you can also find in Canvas and discuss together. Also, fill in the form below to help you think about your progress, and submit both forms (evaluation company mentor, and from yourself) in Canvas. Your graduation teachers will review and also give their view on the progress and will give feedback, feedforward and feedup. If you, the company mentor or your teacher judges to be helpful or necessary plan a meeting to further discuss with the three of you.

In the form on the next page, describe for each learning outcome on which level of progress you think you are working, and give substantiation your ideas how to further work on it. By the end of the semester, all learning outcomes should be at least on proficient level. We recognize the following levels:

Undefined: you have not yet undertaken activities to demonstrate the learning outcome.

Orienting: you have made a start and explored the possibilities to demonstrate the learning outcome.

Beginning: you have taken the first steps and carried them out which contribute to demonstrating the learning outcome.

Proficient: you have demonstrated the learning outcome several times. You will demonstrate the learning outcome at a sufficient level, if your development continues in this way.

Advanced: you have shown several times to work on this learning outcome with good results. You have performed above expectations and have focused on continuous improvement. You will demonstrate the learning outcome at a more than sufficient level, if the development continues in this way.

At the end of this document you find a clarification on the learning outcomes.

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Graduation Profile	Software
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	Learning Outcome	Level* (U, O, B, P, A)	Feedback
1	Professional Duties	B	I am currently working on developing the final products, ensuring that they meet the professional standards expected of me. I anticipate that this learning outcome will only be achieved at the Proficient level by the end of my internship, when I formally submit my portfolio. The portfolio will contain an analysis document, research, designs, implementation, testing and an advice document.
2	Situation-Orientation	P	I consider this learning goal to be proficient already because I am currently making a lot of progress by applying previously acquired experience and knowledge. In addition, the work I do at Sligro is structured based on research methods, and is relevant to the IT and Finance departments. The expectation is that the work I produce will help making decisions about the ways of automation at the company. I think I could get this learning outcome to Advanced once the internship is over, and I showed that the work I did was of an outstanding value to the company.
3	Future-Oriented Organisation	O	This learning outcome will be relevant at a further stage of the internship. During my last research question I will talk about business case exploration and consider all of the business, sustainable and ethical factors of this project. That is why I put Orienting for now, even though I did create a project plan. Once I complete the last research question, I would consider this learning outcome to be proficient.
4	Investigative Problem Solving	B	This is a learning outcome that, in my opinion, begins automatically at the beginning of the internship and continues until the end of the internship. I will only consider myself Proficient or Advanced on this learning outcome at the end of the internship. My project plan and research demonstrate that I am constantly investigating problems and devising strategies to solve them while using the DOT framework.
5	Personal Leadership	B	I am working on my own personal development goals during this internship, which include improving my time management, communication skills, and presenting skills. I

			do these things to improve myself as an IT professional. Right now time management and communication seem to be going great, presenting is still something I need to do. Next to these personal development goals I fully take the lead in my own project, while making sure the stakeholders are involved. I believe that this learning outcome will be Proficient once my personal development goals are completed.
6	Targeted Interaction	P	I would say that this learning outcome is on Proficient because I clearly know who the stakeholders of this project are, and I make sure that the communication is at a professional level. Next to that I collaborate with colleagues that have experience with the system I have to work with.

*choose from **U**ndefined, **O**rienting, **B**eginning, **P**roficient, **A**dvanced

Appendix: Explanation about the learning outcomes

1. Professional Duties: You carry out the professional duties on a bachelor level resulting in professional products in line with the IT-area you are working in.

Clarification:

- Professional duties on bachelor level = All or a subset of the activities Analysis, Design, Realize, Advise, Manage&Control on professional level. As a reference, 1) use the HBO-I framework¹ on proficiency level 3, 2) the level as required in OE6 or OE7 that relates to the IT field, 3) the expectation in the professional workfield related to IT field of the graduation project.
- Professional products: end products and other products as a result of the professional duties
- In line with the IT-area = You deliver professional products that are characteristic for the IT area of your project. E.g., a software architecture in full stack software development. On a general level the IT areas are defined by the 5 architectural layers of the HBO-I framework (User Interaction, Organizational Processes, Software, Hardware Interfacing, Infrastructure), or a more specific level as a subset or combination of the architecture layers (like cyber security or web development).

2. Situation-Orientation: You apply your previously acquired knowledge and skills in a new and authentic context to deliver relevant and valuable results for the project and company.

Clarification:

- Apply your previously acquired knowledge = You adapt to the processes and way of working of the company
- Relevant and valuable = Your work is relevant for one or more persons and creates value (e.g., in terms of upward TRL transition)
- New and authentic context = you work in a methodological and structured way in a context where approach and solution area are open, with multiple stakeholders and multiple IT areas combined.

3. Future-Oriented Organisation: You explore the organisational context of your project, make business, sustainable and ethical considerations and manage all aspects of the execution of the project.

Clarification:

- organisational context – you identify the business domain and stakeholders of the project and know its business legitimisation.
- business, sustainable and ethical factors – you take into consideration business, sustainable development and ethical aspects in your judgement process using standards or methods/tools (e.g. TICT).
- manage execution – you create a project plan and monitor your project including the research activities, time, money, risks and the quality of the solution which is valuable for the organisation.

4. Investigative Problem Solving: You take a critical look at your project from different perspectives, identify problems, find an effective approach and arrive at appropriate solutions.

Clarification:

- Identify problems - Throughout all phases of the project, initially by identifying the problem/opportunity of the client, defining the main scope of the project and formulating the related research questions, and during the project by identifying newly encountered problems/challenges and formulating more in-depth or detailed research questions.
- Different perspectives and effective approach – you use a variety of research strategies, methods and activities (reference: https://ictresearchmethods.nl/The_DOT_Framework) in a structured way in order to find justified answers to your research questions.
- Appropriate solutions – you use the results from your research to create valuable solutions and validate these with the relevant stakeholders.

¹ As described in: HBO-i Domeinbeschrijving 2018, HBO-I stichting, Amsterdam.

5. Personal Leadership: you are entrepreneurial around your projects and personal development, you pay attention to your own learning ability and keep in mind what kind of IT professional and/or what type of positions you aspire to.

Clarification:

- Entrepreneurial means that you take the lead in your own project, both planning as well as content wise.
- Paying attention to your own learning ability means that you can reflect on your own actions, ask and receive feedback on your actions and look for further opportunities and possibilities that flow from that feedback and that you are aware of your development as an IT professional.
- You know which role you envision in the IT-landscape and what role you play in a team.

6. Targeted Interaction: You determine which partners play a role in your project, collaborate constructively with them and communicate appropriately to achieve the desired impact.

Clarification:

- Communicate appropriately means that you make sure that your communication has the right impact and execution.
- Partners are the different stakeholders in the project to which you pay attention to and whose interest in the project are clear to you.