

Graduation Requirements and Important Dates

1. Overview of Graduation Process

The internship will be evaluated based on six key learning outcomes. These learning outcomes will be addressed through the execution of my project, the development of a thesis (graduation report), and my final presentation and defense.

Due to missing 6 ECTS from my semester abroad, the Examination Board has allowed me to start my final semester while simultaneously working on a solution to address these missing credits. I will need to ensure that both my graduation project and the resolution of the missing credits are completed by the end of this semester.

2. Deliverables and Deadlines

Project Plan / Plan van Aanpak

The 1st assessor and 2nd assessor will provide feedback on the plan. If the submission is graded incomplete it means that the assessors have serious doubts about the internship being successful.


- **First Draft:** week 1 - 2
- **Due Date:** week 3

Project Report

The project report documents everything, including the research, development process, and the final outcome. It must address the six key learning outcomes specified by Fontys:

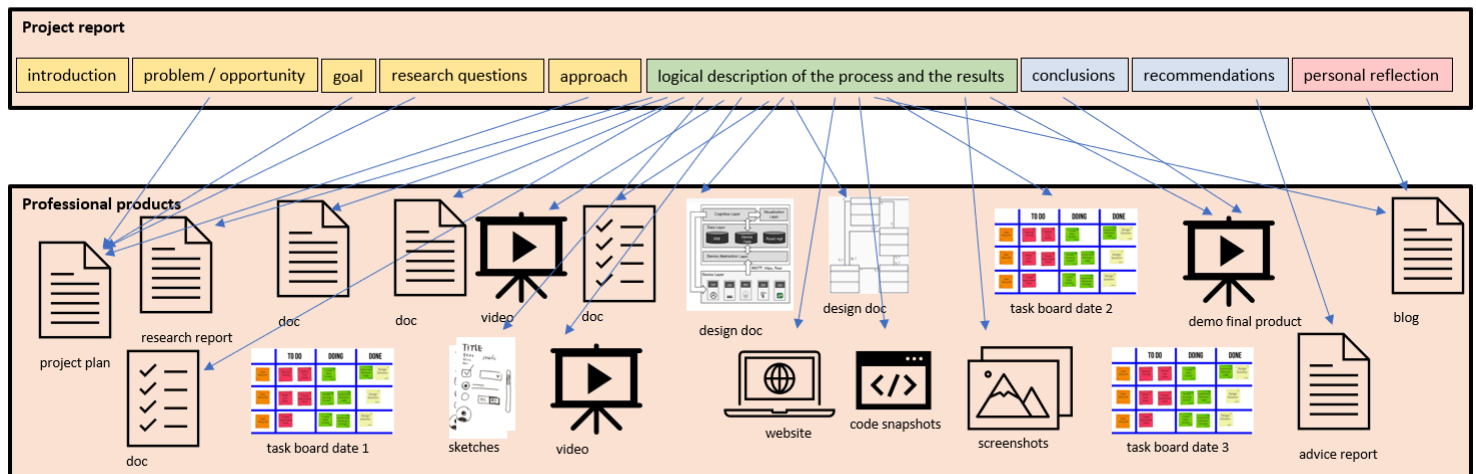
Learning outcomes  IT Competences and Learning Outcomes :

- Professional Duties
- Situation-Orientation
- Future-Oriented Organization
- Investigative Problem Solving
- Personal Leadership
- Targeted Interaction

The project report must contain the filled in  Portfolio Frontpage .

- **Must be reviewed twice:** Before submission the report must have been reviewed twice by the assessors.
- **First Draft:** week 10 - 12
- **Due Date:** Jan 14, 2025

Portfolio = Project report + Professional products



Logbook

The logbook is a collection of short updates on the progress of my project. The updates must contain the what, why, how, and when of its content, and the presumed next step.

- **Frequency:** presumably weekly or bi-weekly (to be discussed with 1st assessor)


Portfolio

The portfolio must include all relevant documents, such as the graduation report, any supporting materials. It must work as an overview of my work throughout the semester, and must be delivered as a zip file.

- **Start adding items:** week 5
- **First Release:** week 10 - 12
- **Due Date:** Jan 14, 2025 (Week 19)

Graduation Presentation and Defense

The student must present his project and its results to a panel of assessors, including external experts, the company supervisor, and others. The presentation must include a demonstration of the solution.

- **Presentation Date:** Jan 27, 2025 - Feb 7, 2025 / Week 19 or 20 (exact date to be determined).
- **Presentation Duration:** 20 min
- **Assessment:**  **Assessment_form**

3. Important Dates and Meetings

First Company Visit (Weeks 3-5)

The first company visit must take place between weeks 3 and 5. During this visit, the first assessor visits the company to review the project plan, understand the company's role in the project, and meet the company mentor. If the project plan has not been approved by this point, it must be discussed and finalized during this visit.

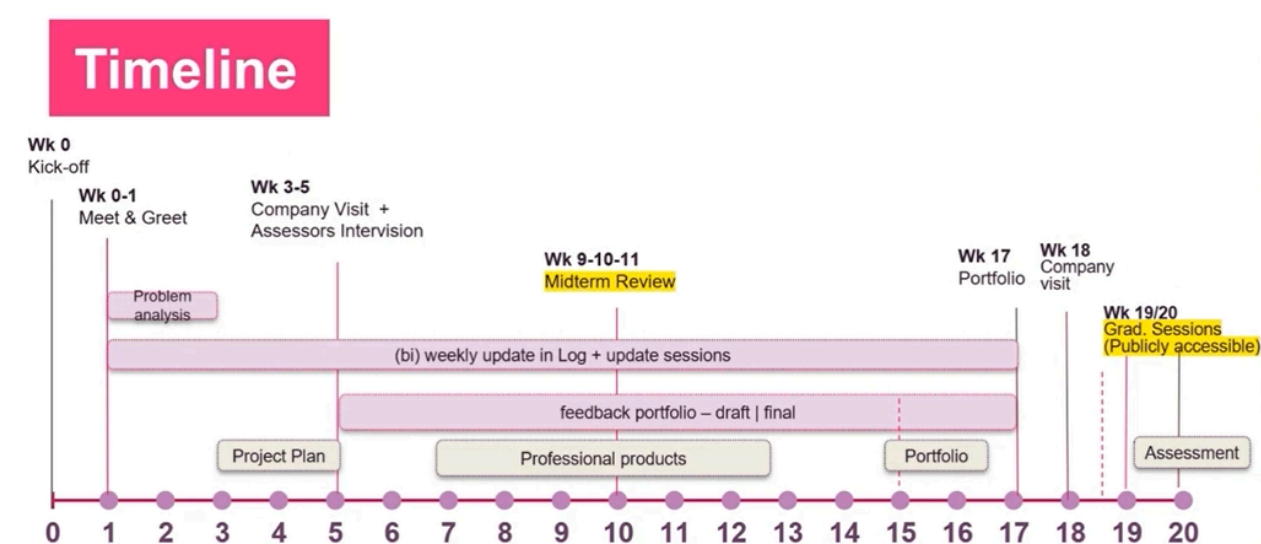
Midterm Evaluation (Weeks 10-11)

The midterm evaluation serves as a formative review of the project's progress. Feedback from the company mentor [Midterm Evaluation - CompanyMentor](#) and assessors must be gathered, and the student must submit a reflection form on their progress [Midterm Evaluation - Student](#). The evaluation assesses whether the project is on track to meet the final requirements and provides an opportunity to make adjustments if necessary.

- **Due Date:** Nov 8, 2024 5:59 PM

Second Company Visit (Week 18)

The second company visit must occur in week 18. During this visit, the assessors and company mentor align their preliminary assessment of the project. This visit also provides an opportunity to practice the graduation presentation and receive formative feedback before the final session.



4. Communication with Fontys

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