

Computer Science Department

Stage Policies and Procedures Academic Year 2015/2016

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- I. Overview and Introduction
- II. Host Company Information: Stage Policies and Procedures
 - 1. TIME AND DURATION: Winter Semester 2016
 - 2. THE STAGE PROJECT: SCOPE AND GUIDELINES
 - 3. EXPECTATIONS OF THE HOST COMPANY
 - 4. EXPECTATIONS OF THE STUDENT
 - 5. COORDINATION WITH THE COLLEGE
 - 5a. THE ROLE OF THE FACULTY REPRESENTATIVE
 - 6. REMUNERATION
 - 7. EVALUATION
 - 8. INSURANCE

I. Overview and Introduction

During the third and final year of the professional program in Computer Science, our students offer their services to industry at no charge. By programming in industry, students complete a work stage for which they receive course credit.

The objective of this "stage" is to provide the third year Computer Science student with an industry apprenticeship involving analysis, design and/or implementation of a system, networking , programming using modern web and mobile tools as specified by the host company.

The project normally operates under the direct supervision of an analyst from the host organization, in liaison with a designated faculty representative from the College. The student is required to work according to the norms and standards of the organization, and to produce all documentation required for his or her project. In order to ensure the success of the project, we depend upon the close collaboration of the host organization.

II. HOST COMPANY INFORMATION: STAGE POLICIES AND PROCEDURES

1. TIME AND DURATION: Winter Semester 2016

Start Date: Monday, February 22th, 2016

Last Day: Friday, May 13^h, 2016

Total Time: 12 weeks

Work days: five days per week (Monday through Friday)

Work hours: per host company norms

Holidays: during this time period, only those days specified as holidays for other employees (Easter holidays, for instance.)

Potential modifications of the above schedule:

- a. The student may start a week earlier provided that he has completed satisfactorily the intensive courses of that semester and has departmental approval. And only if this is requested by the host company supervisor.
- b. The period may not, however, be extended beyond the last day (May 13) due to graduation implications.

2. THE STAGE PROJECT: SCOPE AND GUIDELINES

The projects vary from one location to the other, but ideally the student would be involved in all stages of systems development and implementation.

Given that these students are trainees, it is recommended that the project be one that is potentially useful to the company but that is not time-critical. It may be useful, for instance, to assign a project which would be beneficial but has never had sufficient priority to merit immediate attention by the regular staff.

The following guidelines should be considered when developing the project specifications:

- a) Must be a well-defined project, preferably with goals and milestones.
- b) The scope of the project should take into account the time available for successful completion (see "Time and Duration"), as well as allowance for an initial period during which the student becomes familiarized with your environment.
- c) The required level of supervision is anticipated as equivalent to that required for any starting employee.
- d) It is important that the student be given written specifications of the project.

The project specifications should be reviewed by the designated company supervisor and copy of the project specifications should be provided to the College faculty representative prior to commencing the stage.

Should the student receive additional assignments during the term, or should the original project be substantially modified, this too should be reviewed by both the company supervisor and the College faculty representative.

The student may not be reassigned to other areas, such as data entry or end user clerical work.

3. EXPECTATIONS OF THE HOST COMPANY

Other than a suitable project as described above, the host company is expected to provide:

- a. a supervisor who is accessible to the student for consultation and guidance during normal work hours; and to whom the student is accountable for appropriate progress and completion of the assigned project.
- b. a working environment containing a desk and a well-equipped computer.
- c. access to internet or appropriate reference manuals and company programming standards. An initial training, if required, in the use of systems unfamiliar to the student.
- d. appropriate access to the relevant computer system during working hours.
- e. evaluation of the student's performance. At mid-term discussed with the student and sent to the faculty supervisor, a final stage assessment that will bear the majority of the grading for the training provided
- g. A one-time visit from the faculty supervisor to meet the student, the supervisor

4. EXPECTATIONS OF THE STUDENT

The student is expected to adhere to the norms of the host company including, but not limited to:

- The student performs his or her duties in the normal work hours Monday through Friday of each week for the period of 12 weeks.
- Compulsory attendance is to be expected, and repeated absence will not be tolerated and could result as removal of the student from the stage and failing of the course.
- The student must notify his or her supervisor in advance if s/he cannot be present during any portion of normal work day, due to illness. A minimum number of hours is necessary to get the credits for the course. Minimize the absenteeism.
- The student may not leave early or arrive late. Once again The faculty will accept the decision from the host company to remove a student that does not abide by the company standards
- The student should be informed of, and follow, company expectations in terms of dress code, working procedures, and social norms (e.g., first or last name basis of address).

Student cannot be asked to work beyond the normal work hours.

5. COORDINATION WITH THE COLLEGE

- The faculty Stage Coordinator is responsible for the initial placement process as well as overall coordination during the stage semester.
- During the stage semester, each placement has a designated Faculty Representative. The Representative is the primary contact for any questions or problems during the semester. The Coordinator serves as a backup contact whenever necessary.

5a. The Role of the Faculty Representative

General

- To serve as the liaison between the department, the company, the company supervisor, and the student, to ensure the successful progress and completion of the stage placement.

Specific

- Coordinate the student's introduction and entry into the stage placement.
- Provide the host company supervisor with written documentation concerning the stage evaluation forms and to discuss student performance while visiting the company
- He will be responsible to receive weekly electronic reports from the student signed by student and supervisor at the host company.
- He will be responsible to receive the mid and final stage report and assign a final grade to the report which will be given to the stage coordinator
- To ensure that both midterm and final evaluations are carried out by the company and communicated to the student.
- To maintain on-going contact with the host company supervisor to ensure smooth progression and satisfaction.
- To ensure, in collaboration with the stage coordinator, that the project(s) assigned the student are well defined, sufficiently challenging, and feasible given the allotted time

6. REMUNERATION

Students normally are not encouraged to receive pay as normal employees, unless it is the standard for companies related to stage work or union regulations, but may receive expense money or bonuses at the discretion of the host company.

7. EVALUATION

The company supervisor will be asked to formally evaluate the student's performance at least twice during the semester stage. It is recommended that the first evaluation occur after the first four weeks and no later than the midpoint. This first evaluation will allow the student to be fully aware of perceived strengths and weaknesses, and provide an early opportunity to improve his or her performance.

At the end of the stage, a second and final evaluation will be submitted to the designated College faculty representative for calculation of the student's final mark.

Evaluation forms will be provided by the College faculty representative. Companies are encouraged to supplement these forms with those normally used for employee evaluation.

It is beneficial to discuss evaluations with the student prior to their transmission to the College. Any evaluation provided to the College by an employer is normally available to the student for review.

8. INSURANCE

Many companies require evidence of insurance coverage for students working on their premises. CSST insurance is provided by the College for all students on stage.

Confirmation of this coverage is provided by the College administration.