Dear Manager

10 April 2018

PRACTICAL: ONE WEEK – June / July 2018 (5 working days)

Managers are requested to assist students with **getting practical experience** while the students get to know how a business operates **and assist managers with assigned tasks**. Students will be doing this practical without any remuneration (Remuneration is permitted if the business would like to reward performance). Students will be second year BSc IT students. This assignment and module aims at acquiring problem solving skills and to collect information about the IT functions of the business and related information/computer systems.

The outcomes of the practical for students are to:
* assist managers / IT employees by doing assigned work half the time (value exchange).
* expose students to experience the working environment for 5 working days.
* gather information for their assignment [Components include information about the business, IT function of the business and related IT systems].

The following practical programme is suggested:*

Day 1	Exposure to the business, its facilities, product range and the industry, major competitors and changes in the industry. Students do assigned work. Students need to record the most important activities and lessons learned each day **in a dairy.**
Day 2	Interview managers / IT employees regarding IT functions of the business and aspects related to IT systems. Students do assigned work.
Day 3	Students do assigned work. Gather information regarding the IT functions of the business and related IT systems.
Day 4	Attend a work related meeting while getting to better understand the business and its environment. Students do assigned work.
Day 5	Students do assigned work and get **confirmation letter #** (see below) from manager as proof of the practical week.

* The sequence of the programme can be changed according to the preference of management.

 # CONFIRMATION LETTER: The manager is requested to provide a confirmation letter on an originally signed letter with letterhead (or official stamp of business) with full details stating the beginning and end dates (and time) of the practice and that the student did complete the practical satisfactorily.   As **part of the letter** the manager is also requested to provide **oral and written feedback to the student** regarding two strengths as well as two growth areas that should receive attention (Please use bullets for the purpose of good feedback).

In addition, we request that two employees from the business complete a short questionnaire during the work week as to get insight in their viewpoint of the value of the work experience of students e.g. the manager and an employee working closely with the student. The questionnaire should not take longer than 5 minutes. We appreciate your effort with this.

The link to the electronic survey is: https://goo.gl/forms/BsL0T9YeLPBMhYaQ2

Your assistance in developing the next generation of managers and IT specialists is very much appreciated.

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Lecturer

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