

# AIT Presentation Guidelines

## Purpose

The AIT presentations give students an opportunity to share their workplace journey, successes, and reflections with academic supervisors. Students are expected to reflect on their personal and professional growth, provide valuable insights regarding the alignment of Belgium Campus academic curriculum with industry needs, and showcase their workplace experiences and achievements. Through these presentations, students not only demonstrate acquired skills but also contribute essential perspectives for refining educational programs and bridging academia with industry expectations. This process resonates with the experiential learning cycle, where interns engage in hands-on work, reflect on experiences, conceptualize new ideas, and implement learned concepts, fostering a continuous loop of learning, skills enhancement, and theoretical understanding.

## Structure of the Presentation

### 1. Introduction

- Introduce yourself briefly.
- Provide an overview of the internship experience (duration, company, role).

### 2. Experiences and Achievements

- Share the highlights of your journey during the internship.
- Showcase specific projects, tasks, or accomplishments from the internship.
- Use examples to illustrate the work done and its impact.

### 3. Workplace Journey and Reflections

- Reflect on significant experiences, challenges faced, and how you overcame them.
- Reflect on concrete experiences, new ideas, and how you implemented new concepts.
- Discuss key lessons learned, skills acquired, and personal/professional growth achieved.
- Reflect on mentor feedback and support, your work ethics, attitudes, values, and soft skills learned.

### 4. Alignment of Academic Curriculum with Industry Needs

- Present insights on how the academic curriculum aligns (or doesn't align) with industry requirements.
- Offer suggestions for improvement or areas where the curriculum could be enhanced to better prepare students for the industry.

### 5. Progress Reporting

- Submissions (control forms, mentor evaluations, etc.)
- Portfolio completeness.

### 6. Conclusion

- Summarize the main points discussed during the presentation.
- Reiterate the significance of your internship experience and the insights gained.
- Provide overall impression of AIT program and suggestions for future improvements.

## 7. Q&A Session

- Open the floor for questions and discussions.

## Rubric

(See table below)

STUDENT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_/\_\_/\_\_\_\_

## Presentation Criteria:

Criteria	0	1	2	3	4	5	SCORE
<b>Introduction</b>	- No introduction or irrelevant	- Introduction lacks engagement	- Basic self-introduction but lacks much information	- Adequate introduction covering some elements, but lacks clear focus and engagement	- Engaging introduction covering most elements - self, company, role, and outline	- Captivating introduction, sets the pace for awesome presentation, panel impressed	
<b>Experiences and Achievements</b>	- No presentation of experiences	- Fails to showcase significant experiences (Concrete Experience)	- Experiences are vague, have minimal impact, no significant achievements (Concrete Experience)	- Presents experiences and achievements, but lacks detail or clarity (Concrete Experience)	- Presents notable experiences with some clarity (Concrete Experience)	- Clearly articulates highlights, projects, and accomplishments (Concrete Experience)	
<b>Reflections on Workplace Journey and Challenges</b>	- No reflection on experiences	- No meaningful reflection (Reflective Observation)	- Superficial reflection, minimal insights (Reflective Observation)	- Basic reflection on experiences, but lacks depth (Reflective Observation)	- Reflects on challenges and experiences adequately (Reflective Observation)	- Thoughtful reflection on challenges, growth, and experiences (Reflective Observation)	
<b>Personal &amp; Professional Growth, Lessons Learned and Skills Acquired (both soft and technical)</b>	- No insights given, no evidence of learning or skills acquired (Abstract Conceptualization)	- Limited grasp of new concepts, minimal learning, lacking in coherence (Abstract Conceptualization)	- Offers some insights on new concepts learned but lacks depth (Abstract Conceptualization)	- Provides a reasonable analysis of lessons learned and skills acquired (Abstract Conceptualization)	- Offers insightful analysis of new concepts, lessons learned, and skills acquired (Abstract Conceptualization)	- Demonstrates a deep understanding, providing insightful analysis of lessons learned and skills acquired (Abstract Conceptualization)	

STUDENT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_/\_\_/\_\_\_\_

Criteria	0	1	2	3	4	5	SCORE
<b>Mentor Feedback and Innovative Thinking</b>	- No mentor feedback, no evidence of independent thinking, or innovative ideas (Active Experimentation)	- Poor appraisal or incomplete mentor feedback and support, limited innovation, and independent thinking (Active Experimentation)	- Limited mentor feedback, but lacks depth in independent thinking and innovation (Active Experimentation)	- Satisfactory mentor feedback, demonstrates independent thinking, and some aspects of innovation (Active Experimentation)	- Comprehensive mentor feedback, demonstrates independent and innovative thinking (Active Experimentation)	- Exceptional mentor feedback, demonstrates independent thinking, and showcases innovative ideas and new products (Active Experimentation)	
<b>Alignment with Industry Needs</b>	- Not addressed (Abstract Conceptualization)	- Limited understanding of relationship between academic curriculum and industry needs (Abstract Conceptualization)	- Limited analysis, lacks coherence (Abstract Conceptualization)	- Offers some insights into of BC curriculum alignment with industry but lacks depth (Abstract Conceptualization)	- Provides a reasonable analysis of alignment (Abstract Conceptualization)	- Offers insightful analysis of BC curriculum alignment with industry (Abstract Conceptualization)	
<b>Progress</b>	- No submissions	- Most reports/submissions missing or incomplete	- Some reports/submissions incomplete or missing	- Most requirements met. Few reports/submissions incomplete or missing	- Adequate progress reports and submissions	- Excellent quality of reports and submissions, all requirements thoroughly satisfied, portfolio complete	
<b>Conclusion</b>	- No conclusion	- Incomplete or unclear conclusion, fails to conclude effectively	- Summarizes main points but lacks depth in significance and suggestions	- Summarizes main points, reiterates significance, and provides reasonable suggestions	- Summarizes main points effectively, reiterates significance, and provides insightful suggestions	- Leaves a lasting positive impression, demonstrating exceptional understanding	
<b>Delivery and Engagement</b>	- Poor communication and complete lack of engagement	- Delivery is inconsistent and poorly structured causing disengagement	- Communication is clear but lacks consistent engagement	- Maintains audience engagement with clear communication	- Engages the audience with clear articulation, eye contact, and confident delivery	- Leaves a lasting positive impression, demonstrating exceptional understanding	

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NAME: \_\_\_\_\_

DATE: \_\_/\_\_/\_\_\_\_

Criteria	0	1	2	3	4	5	SCORE
<b>Visual Aids</b>	- No visual aids	- Visual aids are poorly chosen, inappropriate or distract from the presentation	- Visual aids are present but do not significantly contribute to the agenda	- Utilizes visual aids adequately to support key points	- Effectively uses visual aids to enhance the presentation	- Effectively uses visual aids to enhance the presentation, enhancing understanding of experiential learning goals	
<b>Q&amp;A Session</b>	- Unable to respond effectively	- Difficulties handling questions, limited responses	- Struggles with some questions, responses lack depth	- Handles questions adequately with reasonable responses	- Handles questions confidently, provides insightful responses	- Handles questions confidently, provides insightful responses, connecting responses to experiential learning goals	
<b>Overall Impression</b>	- Leaves a highly negative impression	- Leaves a negative impression due to multiple shortcomings	- Leaves a fair impression but with room for major improvements	- Leaves a satisfactory impression, demonstrating a fair understanding of the significance of experiential learning	- Leaves a positive impression, demonstrates clear focus, and recognizes the value of experiential learning	- Clear focus, leaves a lasting positive impression, demonstrating the unique benefits of experiential learning	
<b>TOTAL</b>							