

# Industry Internship

## COMP47220

MSc Computer Science (Negotiated Learning)

Internship Academic Coordinator:

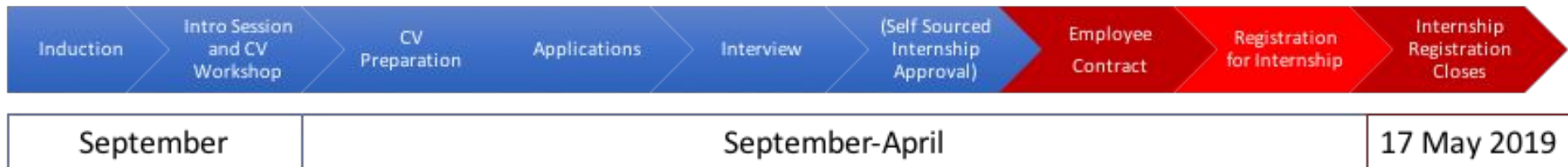
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# Internship Timeline

## 1. Getting an Internship



## 2. Internship and Assessment



	Group Practicum (team project)	Individual Project	Internship
<b>Pre-requisites</b>	None (Default registration)	GPA of 3.68 in Semester 1	Internship sourced, approved, contract signed by May 17th
<b>Environment</b>	Group work	Individual	Teamwork
<b>Learning Outcomes/Skills developed</b>	Data Science / Software Dev / UX Process/ Teamwork/ Communication	Research Methods/ Implementation/ Communication	Firm's processes/ Domain skills/ Tech skills/ Team skills/ Communication
<b>Outputs</b>	Project plan, product and code, presentations, report	Literature review and proposal, final report	Weekly reflective diary assignment, final report, company feedback
<b>Choices/ Level of control</b>	Choose your teammates, project theme- group defined project	Choose your supervisor + topic	Choose your firm/ They choose you
<b>Grading</b>	Individual + Group	Individual	Pass/ Fail
<b>Why</b>	Entrepreneur? Team and comms (written and presentation) skills	Interest in a PhD? Top company Data Science and ML jobs expect research experience	Try before you commit to type of role. Gain experience for CV.

# Key Dates

Date	Individual Project	Team Practicum	Internship
Jan	S1 GPA: precondition		(Approval)/ Application/ Interview/ Accept
Feb	Secure supervisor and agree topic  Submit Initial Research Proposal  (ethics approval)		
Mar		Project proposals	
Apr		Team Cafe	
May	17/5: Approval required	20/5 Proposal and teams submitted 27/5 Begin Project	17/5 registration deadline
			End may: Begin work
May- Aug	Semester 3		
Aug	18/8 Final Report	16/8 End of Module	25/8 Final Report

# Industry Internship

- Real world experience
- Exposure to practicalities
- Workplace Roles and skills
- Potential permanent job
- Extended interview



# Learning Outcomes

**On successful completion of this module, the learner will be able to:**

1. Work in a professional environment
2. Apply their academic experience and their theoretical knowledge in a professional setting
3. Demonstrate an ability to self-organize, to prioritize tasks and to work effectively to deadlines, serving the needs of key stakeholders within a professional context
4. Reflect on the learning experience and outcomes of their internship
5. Produce a professional report describing the details and experiences of their internship and the details of the particular project on which they worked
6. Present the outcomes of their internship



# Assessment: 3 things

## 1. Workplace Conduct

Employers *will provide an assessment* of the conduct and performance of students

A form will be provided on moodle. **You will need to ensure your line manager** completes it and submits in during the last week of your internship.

## 2. Reflective Journal

Each week you will reflect on a topic related to the internship experience. A short (< 500 word) written summary of the reflections will be submitted through Moodle at the end of each week.

**Note:** If you do not submit your journal entries and report in a timely manner you may be called upon to present yourself for a end of internship presentation session.

## 3. Final Internship Report

Typical report (template will be provided):

- Overview (industry, firm, team, role)
- Work/Duties/Typical Day
- Critical Analysis of Internship:
  - From recruitment through to learning and experience, technical and soft skills developed
- Self assessment survey
- Sign off from line manager

**The weekly reflections will help a lot in preparing the report**

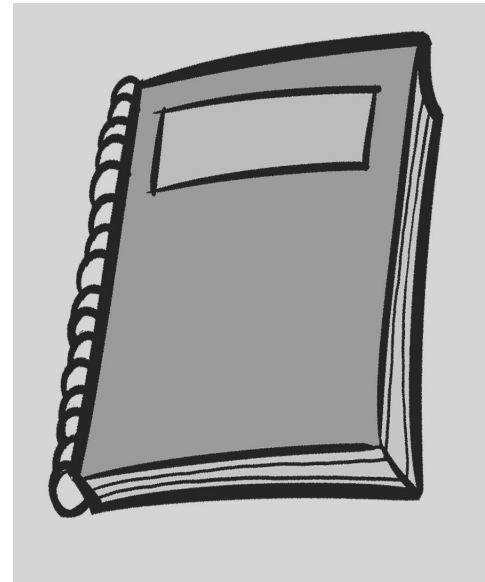
# Learning Outcomes and Assessment

To pass the module, you must achieve the learning outcomes

Your **weekly reflections and report are the evidence** you have achieved the learning outcomes.

How do you demonstrate you have done this?

## MAP THE LEARNING OUTCOMES TO THE REPORT





# Turn the Learning Outcomes into Questions

1. How do I **show** I **worked in a professional environment**?
2. What **examples** can I provide of how I **applied my academic experience and theoretical knowledge** in a professional setting?
3. What **proof** do I have that I demonstrated an **ability to self-organize, to prioritize tasks and to work effectively to deadlines, serving the needs of key stakeholders** within a professional context
4. When and **what reflections** did I have on the **learning experience and outcomes** of their internship

# Integrating your weekly reflections into your work: Create a Google Doc Diary

Suggestion to make writing the reflections and report easier.

**Update your diary EVERYDAY**

**(5 mins before you start working)**

Include in bullet points any:

New things you learned, deadlines you met, people you encountered, training you undertook, problems you solved, tools you used, roles you interacted with, conversations you had etc.

Each week there will be a topic/theme for the submission.

# Reflective Journal Assignment

- There are 6 reflective journal assignments to be completed over the internship period
- Each will be cover a different theme from the internship.
- They should be max 500 words and **should reference literature/media articles** related to the topic as well as using example experiences from your internship.
- You should **not** include any confidential information.
- These will be monitored and may be used for discussion during site visits but will not be graded with feedback.

**Note:** If you do not submit your journal entries and final report in a timely manner you may be called upon to present yourself for a end of internship presentation session.

# Reflective Journal Topics (Examples)

## **Expectation Reflections:**

- What do I expect to get out of the internship?
- Have I set myself goals in terms of experience, skills or knowledge.
- What are the organisations expectations of me?

## **Organisation Reflections:**

- What is the organisation like?
- Big/small, more or less formal/bureaucratic than I expected?
- What is the culture? (company mission, vision, work ethic)

## **Role Reflections:**

- What is my role? (e.g. job title, duties, day to day activities)
- Is it what I expected?

## **Team Reflections:**

- What is my team like? (e.g. size)
- What are the different roles in my team?
- Are there a mix of skills? A mix of personalities? It that important?

# Reflective Journal Topics (Examples)

## **Customer Reflections:**

- How does the customer impact my role and day to day work?

## **Business Reflections:**

- Is the business successful/profitable? How does the wider business performance

## **Technical Reflections:**

- What technical skills have I used that I brought from my MSc course?
- What skills have I developed?
- Was I able to share my technical knowledge/skills with other staff/team members?

## **Domain Reflections:**

- What is the domain I am working in? (e.g. finance, engineering, software, retail, travel)
- What knowledge have I gained in the domain?
- Is the business domain knowledge transferable to other jobs in other domains?

# Reflective Journal Topics (Examples)

## **Process Reflections:**

- What processes do I use?
- Do I follow prescribed processes (git merge/build processes? Documentation standards?)?
- Have I created my own?

## **Best and Worst Reflections:**

- What are the top 3 things I learned from my internship?
- What were the biggest problems I encountered?

## **Internship Wrap-up:**

- If I were to start over, would I apply for the same job?
- Different role/industry/company?
- How did it differ from my expectations?

# Grading

## **PASS/FAIL Scheme:** No grade

Internship module is grade neutral and will not affect a student's final GPA in any way

- Remember that ***it is possible to fail*** the internship module
- Remediation opportunities will not arise until the **following year** for those students that fail

**MAKE SURE YOU ARE  
COMFORTABLE WITH THIS**

**Note:** If you do not submit your journal entries and final report in a timely manner you may be called upon to present yourself for a end of internship presentation session.