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| To interns and teachers Information Technology |

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| Date: | Reference: | Contact: | E-mail address: |
| 17 October 2023 | AICT/E/internship | Bert Meijerink | work-placement.ict-ct-emmen@nhlstenden.com |
|  | | | |
| Place: | Your reference: | Phone number; | Attachments: |
| Emmen | - | +31 591-853100 | Evaluation form |
|  | | |
| Subject: | | |
| Schedule Internship review day for Information Technology study programme | | | |

**Schedule internship review day for Information Technology study programme**

Friday 24 November | Start: 09.00 hours

**Please note: all components of the internship review day are part of the final assessment of the internship. Make sure to be well prepared!**

**Components:**

1. **Exchange of substantive internship experiences by means of presentations in front of an audience.**

You are supposed to make a (promotional) video of three minutes which will be played on the internship review day, after which there are one minute for questions from the audience (teachers and fellow interns). You can decide for yourself how you are going to design the film (full screen, only your hands, etc.). Topics that should be addressed in any case are:

• the nature of the company;

• the activities of the department;

• how is your day like;

• the nature of the assignments and the level of the duties;

• supervision.

Prepare this film well and use MP4 (send via Wetransfer or Surf filesender) as the file format and ensure that this video is delivered to the internship office ([work-placement.ict-ct-emmen@nhlstenden.com](mailto:work-placement.ict-ct-emmen@nhlstenden.com)) by **Thursday 9 November.**

**2. Exchange of business information by means of a business presentation (see appendix)**

All internship students, in addition to the presentation mentioned at 1 above, are to prepare a presentation about their host company and give it at the (company) stand. This presentation should include information that characterises the business, and **will be shown to the audience on a laptop**. This information should be as original as possible, produced by the student, and focused on the internship. Additionally you may bring sample products, or elements that are part of your internship. You will be there to provide explanations on your presentation to the audience.

During this 'trade fair' the (company) stands will be visited by students, including first-year students who are working on professional orientation.

The trade fair has been mentioned at 1 above and will be held at the Study Landscape near the stairs on the first floor. Whenever students need to deliver their presentation referred to at 1 then they may temporarily leave the trade fair.

**3. Exchange of business information by means of a business presentation (see appendix)**

Focal points are:

• which professional elements or methods make for a good connection?

• which professional elements or methods are new?

• which parts of your internship activities were (or perhaps still are) difficult for you?

• about which parts of your internship activities would you want to learn more in the last stage of your study programme? (professional content, subjects, methods, skills, etc.)

Prepare your response to these focal points in writing, and give an explanation for each point with examples that refer to your internship activities/monthly reports.

Expected output: 1 page A4 with text.

**Make sure you have sent these replies no later than 14 November to:** [**work-placement.ict-ct-emmen@nhlstenden.com**](mailto:work-placement.ict-ct-emmen@nhlstenden.com)**.**

**4. Contact with your internship lecturer**

**SCHEDULE INTERNSHIP REVIEW DAY INFORMATION TECHNOLOGY**

**Friday 18 November 2022**

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| **Tijd** | **Locatie** | **Activiteit** | **Docenten** |
| 09.00 – 09.15 | 1.036 | Reception | Mr Meijerink |
| 09.15 – 09.30 | 1.036 | Explanation | Mr Meijerink |
| 09.30 – 13.00 | 1.036 | Exchange of experiences with internships, presentations, discussion | Mr Meijerink and teachers |
| 13.15 – 13.30 | 1.007 | Break, possible lecturer contact | n/a |
| 13.30 – 14.00 | 1.007 | Connection study programme and internship, evaluations | Mr Meijerink |

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| Kind regards,  Internship & graduation office |
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**Appendix**

# BUSINESS PRESENTATION AT TRADE FAIR

## Background

Symposia and conferences are opportunities for researchers to inform an interested audience about their activities. Traditionally, this was almost entirely done in the form of lectures. But when there are many speakers, this quickly results in very full schedules.

This led to the introduction of the *business presentation* a few years ago.

The schedule of the conference allows for lectures, but also for another type of presentation: the business presentation. Participants of the conference can gather at agreed times to watch researchers give their business presentation.

The business presentation at the return day should give information on the company and the assignment.

**Qualities of a good business presentation**

A business presentation should:

* draw attention
* inform the audience
* engage
* explain
* recruit/sell

The visitor of a company fair is immediately faced with a choice: where to go? For there are many companies to choose from.

So a good business presentation should draw attention with an engaging text and clear, eye-catching images.

The visitor's curiosity is piqued, and he/she should now be informed about the topic of the business presentation. Not all details, results, and conclusions need to be included in the business presentation, because the presenter is on hand to supply further information!

But under the often unfavourable circumstances (crowded, noisy, poorly lit, etc.), the core information should be easy to process.

As mentioned, the creator of the business presentation will be present on site. It is his/her role to provide further explanations on the business presentation in an enthusiastic and attractive way. This can be in response to questions, but the presenter can also approach the audience without being solicited. It is the duty of the presenter to "sell" the business information to the passing audience, that will easily be distracted by other information and/or noise.

This requires an active approach!