

**THE SCHOOL OF COMPUTING AND TECHNOLOGY**

**EASTERN MEDITERRANEAN UNIVERSITY**

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**ITEC-403**

**INTERNSHIP MANAGEMENT SYSTEM**

**GROUP 05**

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**Introduction**

The Internship Management System project aims to develop a web-based platform that enables seamless communication and coordination between the departmental internship coordinator, internship supervisor of the company, and the student. The system involves multiple stages, starting with the student filling and submitting the **Internship Application Form** and ending with the departmental internship **coordinator** evaluating the student and assigning a grade.

The primary goal of the internship management system is to serve as a comprehensive tool which allows for easy coordination of the student training program(internship). The main goal is facilitating real time fast and continuous communication between all the parties involved in the training program.

**Problem Definition**

Managing internships can be a daunting task for universities, students, and companies. Therefore, the development of an effective Internship Management System is highly imperative to streamline the process and provide a comprehensive tool for coordination between all the parties involved.

Our web-based internship management system will be built to overcome all the difficulties facing the current paper-based Internship Management System. With the help of this system, we aim to tackle and eliminate some of these issues e.g., lack of flexibility, slow transmission of information etc.

Additionally, this software will be developed to meet all the needs of the parties involved in the internship program, which include the departmental internship coordinators, company internship supervisors, and students to conduct the training program seamlessly and efficiently.

This software will be providing an **Internship Application** form which aims to simplify the application process. These applications will then be reviewed and accepted/rejected/deleted on the system.

**Project Scope**

The Internship Management System's project scope includes developing a web-based platform that enables effective teamwork and communication between the departmental internship coordinator, the company's internship supervisor, and the student. The project is broken down into several phases, starting with the student filling out and submitting the Internship Application form and ending with the departmental internship coordinator evaluating the student's performance and assigning a grade at the conclusion of the training session.

The project will involve the development of the front-end and back-end components, as well as the integration of a database to store and manage user data.

The system's main features include support for multiple languages (English and Turkish), a public website showing information about internships that were successful, the ability to add/delete/update announcements, and the capacity to display all intern information that is stored in the database. Also, when applications or uploaded documents are approved, rejected, or deleted, the system notifies students and internship supervisors via notification messages.

The project's scope also includes testing and quality control procedures to guarantee the highest levels of system security, dependability, and usability. Before it is put into use in the production environment, the system will go through extensive testing to find any bugs or issues and fix them.

**Additional Features**

Based on the provided requirements for the for the Internship Management System, some proposed additional featuresto enhance overall user experience and efficiency of the system.

* **Automatic Scheduling:** The system could automatically schedule the internship start and end dates based on the availability of the student, and supervisor.
* **Automated Email Reminders:** An automated email reminder will be integrated into the system to remind students, internship coordinators, and supervisors of upcoming deadlines, evaluations, and meetings. This feature will ensure that all stakeholders are aware of important dates and deadlines and will significantly reduce number of missed deadlines.
* **Performance Tracking:** The system will be integrated with a tracking system that could track the performance of the student during the internship period and provide regular feedback to both the student and internship supervisor.
* **Resource Library:** A library of resources such as documents, articles, audio, and video learning aids to help students gain new skills and improve existing skills during internships.
* **Document Management:** The system will be designed to provide a centralized location for all internship-related documents.

**Limitations of the Study**

Despite it’s great potential to significantly improve the effectiveness and efficiency of the internship process, the Internship Management System project is not without limitations. Some impediments that may have an impact on the overall success of the project are:

1. A web-based management system is dependent on internet connectivity, which may have a negative effect on the system’s performance in areas with poor internet connection.
2. The success of the system is highly dependent on user acceptance and adoption, which may be influenced by factors such as the ease of use, user interface and system reliability.
3. The system requires ongoing maintenance to ensure its continues effectiveness and to keep up with technological advancements and changing user requirements.
4. The system handles sensitive personal and confidential information, and security of the system must be ensured to prevent unauthorized access, breaches, and data loss.

It is essential to manage these constraints to ensure the project successfully meets its objectives.

**Importance/Benefits**

In terms of benefits, our internship management system aims to enhance the efficiency and transparency of the internship process, improve communication between stakeholders, provide real-time monitoring of student progress, and ensure compliance with regulations and policies. Furthermore, it can help universities to build relationships with companies and provide them with a database of potential future employees.

**User**

The system will be designed to support three different user account types which will support a variety of different functionalities each. The account types are student, coordinator, and supervisor.

Users with a **‘student’** account type can quickly fill this form, upload the required documents, and submit an internship application within few minutes from their devices.

The system provides users with **‘coordinator’** account type additional functionalities which allows them to review, and either accept, reject, or delete internship applications submitted by students.

Users with a **‘supervisor’** account type will be provided with an internship confirmation form which can be filled, downloaded, signed, scanned, and uploaded back to the system by the internship supervisor which is then made available to the internship coordinator and students.

**Literature Review**

An internship is an essential component of higher education because it gives students the chance to apply their classroom learning to real-world situations, get practical experience, and improve their employability. However, managing internships can be a daunting task for universities, students, and companies. Thus, it is crucial to create an efficient Internship Management System to speed up the procedure and offer all parties involved with a comprehensive tool for collaboration.

An Internship Management System should have elements including a user-friendly interface, automated workflows, document management, communication tools, and reporting capabilities, according to prior study. Additionally, the system ought to give students a place to look for and apply for internships, permit businesses to post opportunities, and allow the departmental internship coordinator to control applications, assignments, and evaluations.

**Proposed Methodology**

The development team will be adopting Agile methodologies, **Scrum** to be specific. Scrum is a framework for project management popularly used in software development. It emphasizes the importance of iterative and incremental development.

The group leader (Dauda Fahad M. Garba) will assume the position of the Scrum Master, overseeing the proper application of the scrum framework, coordinating meetings, and removing any barriers that can impede progress.

The development team, which consists of all team members with various talents and areas of expertise and is self-organizing and cross-functional, oversees creating a shippable product.

We will manage the project backlog, monitor progress, and report on project KPIs using project management tools like JIRA throughout the entire project. To improve communication and make sure that the team remains cohesive and on task, we will also employ collaboration platforms like Slack and Zoom.

**Proposed Timeline**

The complexity and requirements of the project will determine the project's schedule. To ensure the project's success and on-time delivery, communication and collaboration between the development team and the project supervisor are essential.

**REFERENCES**

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