

TEACHING PLAN AND PROCEDURE FOR CURRICULAR INTERNSHIPS

Activity/Document	Action	Period/delivery date	Template
Internship	Presential	07/01/20 - 16/03/20	
Incorporation Report	Upload Report	15/01/20	Annex 7
Mid Term Report	Upload Report	15/02/20	Annex 4
Mandatory Tutoring #3	Meeting	02/20	
Request of Host Tutor Report	Communication of Annex 6 to Host tutor	01/03/20	Annex 6
Final Report	Upload Report	20/03/20	Annex 5
		12/07/20	Annex 5

PROCEDURE FOR FINAL GRADE PROJECT

The Final Grade Project Report will consist in a scientific paper, under some general recommendations (see Final Grade Report Template). The FGP Report has to be handled before June the 22nd at 23:59. The academic director will ask for a preliminary version of the FGP two weeks before the delivery deadline. Plagiarism or falsification in the FGP Report leads automatically to a fail in addition to any sanctions that are applicable according to University regulations.

In order to proceed to the FGP defense, the scientific tutor and the academic director have to approve the defense. The Examination Board will be composed by a minimum of two members and will be held June the 29th and 30th. The student will have 20 minutes to present the FGP and 8 minutes to answer questions from the evaluation board. A minimum of 5 is required to pass the subject.

Annex

Annex 4 – Midterm Report

Annex 5 – Final Report

Annex 6 – Report of the host institution Tutor

Annex 7 - Incorporation Report

Annex 4 - Mid-term Report

Students must follow the mandatory reporting format(Annex 5) and reports. However, depending on the constraints of the internship and **only after agreement with the Lecturer** other types of formats may be accepted (e.g. software, software documentation, database documentation, high quality lab book, Jupyter lab book, etc, etc). In case of any doubt on the final format, students are encouraged to discuss the matter with the Lecturer as early as possible. **Request for other reporting format must be provided along with the mid-term report, as a cover letter.**

- Report cover
 - Title
 - Student Name
 - Host Institution
 - Name of Host Institution Tutor/email
 - Start/End
- Summary of the Internship topic, 350 words. This summary should be a first draft of the abstract that will be provided with the final report.

Length: 1 pages max.

- A4 page format
- Times New Roman or Arial font
- At least 11 point size
- Single line spacing
- Margins at least 2cm side and 1.5 cm top and bottom

Annex 5 – Final Report

Students must follow the format (Annex 4,5) and reports. However, depending on the constraints of the internship and **only after agreement with the Lecturer** other types of formats may be accepted (e.g. software, software documentation, database documentation, high quality lab book, Jupyter lab book, etc, etc). In case of any doubt on the final format, students are encouraged to discuss the matter with the Lecturer as early as possible.

Length: 15 pages max.

- A4 page format
- Times New Roman or Arial font
- At least 11 point size
- Single line spacing
- Margins at least 2cm side and 1.5 cm top and bottom

Structure

Cover. Must feature: -Title

-Student Name

-Host Institution

-Name of Host Institution Tutor/email

-Start/End

Section 1 - Abstract - 350 words - not included in total page count

Section 2 - Introduction - 3 pages

Section 3 - Material and Methods - 5 pages.

This section must explain the nature of the methods being deployed in the context of the project, describing their relevance and specificity.

Section 4 - main dissertation - 5 pages

Case 1. *Recommended in the case of an Internship followed by a TFG in the same lab.*

This section should read as a grant application and should come along with the following sections:

- Scientific hypothesis - the hypothesis that will be tested.
- Proposed Methodology
- Expected milestones: List the main expected results, provide the timing of when they are expected to be obtained. Describe these expected results and explain how they should contribute to the project.
- Contingency plan: describe the alternative plan in case the milestones are not met.

Case 2. Recommended in the case of an Internship based around a scientific project.

Results and Discussion. This section should read like the research section of a scientific publication. It should present the results in the light of the scientific question asked in the introduction.

Case 3. Recommended in the case of technical and engineering work. Development. This section should describe how the section 3 methods were used to develop a tool, implement a software and in general carry out some engineering work. This section should describe all the new resources (web site, documentation, repositories) and provide an overview explicating the relationship between all these resources.

Students should feel free to select any of these three solutions, they may also propose other types of content but they should get in contact with the Lecturer before doing so. get in contact with the Lecturer.

Section 5. Conclusion - 2 pages

Section 6. Bibliography - 25 references max - **not included in page count**

Section 7. Tables - two tables max - **included in page count**

Section 8. Figures - Maximum of 4 sub panels (i.e. 4 Figures, or 2 figures with 2 sub panels each, etc) - **included in page count**

Important Note:

Supplementary material will be accepted but not reviewed. The reports should therefore be self contained without this extra information.

Length Limitations are compulsory. They are meant to reflect similar restrictions imposed on scientific production. Learning how to concisely express a problem and its solution is an essential skill to acquire. For this reason, **submissions longer than twice the limit will lead to a suspension** and the notation of **submissions otherwise over the limit will have their evaluation lowered by a 20% penalty.** No exception will be made.

Annex 6 – Report of the host institution Tutor

This report must be sent to the host institution tutor by the student. It is the responsibility of the student to insure this report is sent in time.

Dear Host Institution Tutor,

Thank you for hosting one of our students in your institution. Please fill in the following report and send it to: cedric.notredame@esci.upf.edu with ainhara.delpozo@esci.upf.edu in CC

Host Institution:

Tutor Name:

Email:

Student Name:

Start/End Internship:

Total Number of hours:

1. Evaluation of the Skills acquired by the student

Mark with an X the relevant value (0: lower 10: Maximum)

[illegible]

12. Written and Oral Skills											
13. Handling of Responsibilities											
14. Anonomy											
15. English											
16. Other language if required:_____)											
17. Understanding of the scientific problems											
18. Understanding of the methodologies											

2. Activities Carried Out

3. Has the student made a worthy contribution to the activity carried out in the host institution

Yes ____

No ____

4. Additional Comments

5. Global Evaluation (0-10, notes below 4 result in a failed subject)

Date and Signature