

CS3992 Industrial Training
Department of Computer Science and Engineering
Faculty of Engineering, University of Moratuwa

Objectives

- To strengthen the professional skills and interpersonal relationships of undergraduate students in professional settings.
- Expose students to the culture of a professional organization and enable them to grow in an inspiring environment under the guidance of an experienced mentor(s).
- An undergraduate completing this module is expected to be able to:
 - Explain the role and contribution of industry to the national development.
 - Recognize the professional realities of the industrial environment that complement, enhance, confirm, and reshape knowledge.
 - Appreciate the formal and informal relationships in an industrial organization and demonstrate essential skills on human relations and teamwork.
 - Demonstrate the ability to appreciate the complex nature of industrial problems and relate theoretical concepts learned to practices in the industry in obtaining optimum solutions.
 - Appreciate the application and synergy of engineering, management, financial and economic aspects in the real world.
 - Demonstrate the ability to cultivate powers of observation and make use of the facilities provided to fulfill the needs of the industry.
 - Demonstrate the sense of responsibility towards industry and society in general.

Company Selection and Internship

1. When a company expresses its interest to provide training, a visit by a team of CSE staff members is arranged. The CSE team will evaluate the company's ability to provide a comprehensive training program based on the expertise of its staff, types of projects, and the availability of resources. If the CSE team is satisfied with the company, it will be added to the "pool of approved companies."
 - This evaluation also applies even if a student identifies a new company for an internship. If the potential company is a foreign one, a Teleconference will be arranged with the company representative(s), and the CSE department has the right to request necessary documentary evidence from the foreign company.
 - A company may be later removed from the approved pool of companies if the department of CSE and/or Training Division of the University identifies that the interns are not receiving an adequate training experience.
 - Strict quality check will be applied for startups to ensure that they have experienced staff.
2. At the beginning of the 5th Semester, all approved companies will receive the "Industrial Training Confirmation Form". Companies are expected to submit the completed form by the deadline.
 - This form is considered as the agreement between the Company and CSE on types of training and number of trainee positions to be offered for the upcoming 24-week period.
 - The deadline may be different for the new companies identified by the students.
3. A subset of information extracted from the "Industrial Training Confirmation Form" is then shared with the undergraduates.
 - Typical information includes the company name, website, types of training, technologies involved, number of trainee positions, and allowance.
 - This information should be only used for the propose of getting to know the companies. It should not be shared with anyone else including junior/senior students, students from other departments, and companies.
4. "Pitch Your Company" session gives an opportunity for companies to pitch "why interns should consider their company?"
 - Companies get a 10 + 5 min slot to pitch to the entire batch.

- After several pitches, there will be an opportunity for students to network with the company representatives. Company representatives may share their contact details, company fliers, and giveaways. However, students are not allowed to share their CVs.
- All students must participate in all sessions regardless of whether they bid or not.
- 5. Each undergraduate student then bids for the companies that he/she would like to apply to.
 - Each student is given a certain amount of virtual currency plus a bonus to bid. Bonus depends on student's significant academic and other achievements.
 - By default, each student gets 100 coins.
 - Students with a current GPA of 4.0 or above may claim a bonus of 50 coins.
 - Students with a current GPA of 3.8 or above may claim a bonus of 10 coins.
 - A maximum of 10 more bonus coins may be claimed for significant non-academic achievements like submitting a paper to a reputed international conference, winning a competition, getting an award, university colors, and/or batch reps. In all the awards you need to be recognized as a student of UoM/CSE. No coins are given for participation. The department has the right to decide what fraction of these 10 coins to be allocated based on the claimed achievements. However, no coins can be claimed if the current GPA is below 3.3.
 - No one is given bonus coins by default. All claims for bonus coins need to be submitted by e-mail by 1:00 pm Sep 21, 2021. Format to submit requests is as follows:
 - To – Interns@cse.mrt.ac.lk
 - Subject – Internship Batch 2018 - Bonus Claim
 - Name & Index No
 - Current GPA (attach all grades received as of Sep 13, 2021)
 - Non-academic achievements (attach all certificates)
 - Additional bonus coins will be given for volunteer work (CSE website design and development) as mentioned earlier. You don't need to apply for this. Coins will be added later.
 - No trading of coins is allowed.
 - Students may bid for any number of companies they like to go for training.
 - Then for each company top n bidders will be selected (where n is the number of vacancies offered by that company) such that at most 2 companies will be identified for each student based on his/her bids.
 - When the total number of available positions is less than the twice the no of students, n will be multiplied by a factor c and $\text{ceil}(cn)$ will be considered. For example, suppose total no of students is 125, and total offering is 230. Then $c = (2 \times 125) / 230$.
 - This means a company may receive a slightly higher no of CVs than the interns they are willing to higher. This gives companies more opportunities to interview students and students' gets to apply for at least 2 companies.
 - A 3rd option can be proposed after all students have bid and selected for 2 companies.
 - A student who identified a new company for an internship, and it was approved, can directly pick that company and those positions will not be even considered for bidding.
 - Bidding decisions are final and will not change under any circumstances. Choose your bid wisely!
- 6. Based on the bids, student CVs are sent to selected companies by the CSE department.
 - Students are not allowed to send CVs to the companies directly.
 - The CV of a student is sent to at most 2 companies. However, for companies to get an idea about where a student stands with respect to others, CVs for all the students will also be sent to a company. Please note that this is only for comparison, and companies are not allowed to interview any other students that did not apply to their company.
 - Number of CVs received by a company will be the minimum of either the number of positions offered (or $\text{ceil}(nc)$ when factor c is applied) or number of interested students. For example,

- if a company is willing to get 5 interns and only 4 students have bid for that company, only 4 CVs will be sent.
- CVs are submitted through the department's Office 365 portal or Google Forms. Only PDF files can be submitted.
7. The companies may then interview students within the allocated 2-weeks period.
 - Companies may have multiple rounds of interviews if desired.
 - All interviews must finish within the allocated 2-week period. Moreover, interviews are not allowed to interfere with any of the academic activities. Students are not allowed to skip a class or lab session to go for interviews. All efforts should be taken to negotiate a suitable timeslot with the company such that no academic work is disrupted.
 - A company may reject any candidate that is not suitable for the desired internship role.
 - Department of CSE expects the interns to be paid an allowance to cover their traveling and other expenses during their period of training. Students are encouraged not to decide a training place based on the stipend, rather consider the ability of the company to provide good training. Students are also advised to seek feedback from seniors.
 8. Interview decisions are due at the end of the 2 weeks.
 - Companies are requested to give at least 3 working days for a student to confirm a given offer. However, students must not hold on to an offer for more than a week.
 - If a company rush you to sign an agreement and whereas you want more time to decide, remind company about the 3 days. If they do not agree, you may inform the Training Coordinator to get his/her support to resolve the issue.
 - Following scenarios need to be handled as described below:
 - i. The student got an offer and liked to accept it – Tell the company immediately and inform training coordinator. If you are already called for a 2nd interview, tell the company politely that you already got an offer and thank them for the consideration and their time.
 - ii. The student got an offer and would like to know the result of the other offer too, before deciding – Company that gave an offer needs to wait for at least 3 working days before the student takes a decision. Some companies may allow 3+ days. Find out how many days student really has before taking a decision. Let us say $m = \text{MAX}(3, \text{no of days allowed by 1}^{\text{st}} \text{ offer})$.
 1. If a student decides within m days and didn't hear from other company handle like scenario i above.
 2. If a student got both offers within m days (from 1st offer) decide where you want to go for an internship. Then call and inform both companies (one that you go as well as one that you don't). Again, thank them for the consideration and their time.
 - iii. m days are passed but didn't hear from the 2nd company about the decision. Then the student must go for that company. Then handle as scenario i.
 - iv. Got rejected from the 1st company and 2nd company gave an offer. The student must go for 2nd company.
 - Once the offer is confirmed, please inform the decision to the CSE department by e-mailing to Interns@cse.mrt.ac.lk.
 - Companies are encouraged to sign a contract and an NDA with the selected student(s).
 - Due to various reasons such as internal management or project changes, 1 or 2 companies may suddenly decide not to hire any interns (even after having interviews). In such cases handle the case like you were not selected to that company.
 9. Another round of interviews will be conducted for students who may not get selected during the first round.
 - Selection of companies for the 2nd round of interviews is also based on bids in Step 5.
 - However, priority will be given to students who may not had the opportunity to go to 2 companies in previous round. For example, in the case of a company suddenly deciding not to hire any interns.
 - Some companies that may not receive CVs during Step 6 may receive CVs during this round.

- Step 7 and 8 will be the same for these students. However, only a week is allocated for the 2nd round.
10. If a student did not get selected even during the 2nd round, he/she must try another round, one company at a time. This process will continue until a student get selected to a company.
 - A student will not be assigned to any company by default. If a student did not get selected to a company before the beginning of the internship period, he/she must retry next year. This essentially means the student will miss the batch.
 11. Students going for training in foreign countries are required to compile a comprehensive report on basic rules and regulations of that country, employee laws, sexual harassment training, etc. When applicable CSE department may also ask students to take an online exam/training. Internship for these students is confirmed only after evaluating their report.
 12. Companies may invite selected student for any relevant event at the company before the start of the industrial training. However, it is the responsibility of the student to make sure such activities are not in conflict with academic programs on campus.
 13. The internship will then continue for 24 weeks from the agreed starting date.
 - Interns get 6 credits for completing the 24 weeks.
 - If the intern is unable to finish 24 weeks of training, e.g., due to sickness, companies are encouraged to arrange alternative options. For example, by allowing the intern to work for additional time till next semester begins (where time permits) or allowing the intern to work on weekends.
 - Company holidays are counted within the 24 weeks.
 - Interns may apply for one day of casual leave and half a day of medical leave for each month. However, the intern must take every possible effort to discuss this with his/her supervisor before applying for leave. Companies are recommended to inform the CSE department if the intern is taking unapproved leave.
 - Remember that leaves are not an entitlement.
 14. Staff from the Department of CSE, Training Division, and NAITA will visit interns during the 24 weeks.
 - The staff wishes to talk to interns' supervisor(s) during this visit.
 - Department of CSE usually visits interns twice. One visit is scheduled within first 2 - 6 weeks and another during week 16 - 24. The objective of the 1st visit is to ensure that the intern is settled and has a planned training program. The 2nd visit is to evaluate what the intern has gained during the training experience. In each of these visits, the company's industrial training program will be evaluated too.
 - A company may also be visited by staff from University Training Division and NAITA.
 15. Students are required to send monthly progress reports on time.
 16. Internship diary needs to be up to date and needs to be available for inspection at any time during the 24 weeks.
 - Relevant diagrams, tables, and algorithms are highly encouraged than just text. Students get marks for the quality of entries in the diary, as well as it leads to a better-quality training report.
 - The mentor/supervisor is expected to sign the diary at the end of each week. It is your responsibility to the diary is signed on time.
 17. Once the training is over, interns need to submit a comprehensive report. They will be later called for a viva to discuss what they gained during the internship.
 - This report needs to be ready at most by 1 week after finishing the internship. Hence, start preparing the report early. No extensions will be given.
 - A company representative is invited to the viva panel.

I hear by confirm that I read and understood these guidelines, rules, and regulations.

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Name

Index No

Signature

Date