# COMP 693 Industry Project Contract

**OVERVIEW**

This 300-hour Industry Project is a required capstone course for Master of Applied Computing students. In the interest of all parties, the first assignment for this project is to complete the project proposal along with the contract below. This requires the student to meet with the supervisor to discuss the expectations of one another and of the project. It is absolutely critical that the timing of the project suits both parties. If there are scheduling conflicts, it is best to find another student/supervisor as there will be difficulty completing 300 hours if schedules don't align. Students are responsible for maintaining their schedule appropriately and supervisors should be flexible, as students will have other coursework to complete. Students should inform supervisor of instances where insufficient hours are being completed as this will disadvantage students for finishing in the given time period if student needs more hours than can be provided by the supervisor in the time-frame required.

Please read, complete and electronically sign this Contract.

**Student Responsibilities**
1) Discuss the timing of the project. Are working hours and days suitable for both parties?
2) Conform to the regulations and dress code of the organisation in which the project takes place. Ask the supervisor these details prior to working.
3) Maintain the confidentiality of the organisation in which project takes place.
4) Clarify specific dates of any planned absences before the contract is signed.
5) Notify the Lincoln University Project Coordinator* should any problems arise during the course of the project.
6) Student must complete and log the required 300 hours via LEARN.
7) Complete assignments, tasks, and all projects according to COMP 693 Outline.
8) Notify the Lincoln University Project Coordinator* of any poor treatment or problems with the supervisor and/or people you have contact with during your internship.


**Supervisor Responsibilities**
1) Provide a working environment that allows the student to gain experience relevant to the student's interest area.
2) Supply a safe environment for the student and inform the student and Lincoln University Project Coordinator* of any possible unsafe conditions.
3) Present the student with policies and operational procedures to which student is expected to follow during the course of the project.
4) Work with the student to develop goals and objectives to be completed during the project, to be documented in the proposal
5) Notify the Lincoln University Project Coordinator* of any poor work performance or problems with the student placement.

*Lincoln University Project Coordinator is Sandhya Samarasinghe, Sandhya.Samarasinghe@lincoln.ac.nz

# LINCOLN UNIVERSITY
# APPLIED COMPUTING INDUSTRY PROJECT
# CONTRACT

## A. Supervisor Section to complete

Supervisor Name:

Title:

Company and Department:

Telephone:

Email:

**Project Offered**

Date Internship Begins (ideal):

Date Internship Ends (approximate):

Remuneration, [i.e. (un)paid, compensated for petrol]:

**Work Schedule and Communication**

Dates of planned absences/holidays by supervisor:

How much advanced notice is needed to notify supervisor if late for work:

Supervisor preferred form(s) of communication: text/phone call/email

Frequency of face-to-face contact with student:

(Supervisors are advised to meet with student for a check-in at least once for every 20 hours worked. Student must track hours.)

## Supervisor's Expectations of Intern

For the duration of this project, please explain in detail the top 3 expectations the supervisor has for the student (this should be more than "being punctual", "well groomed", etc.). For instance, the expectations may have to do with the top 10 skills of young employees sought after by employees.

1.

2.

3.

# Student Section to complete

**Student Information**

Name: Sue Zadeh

Expected Graduation Date: Feb 2025

Telephone: o212049836

Email: [raisianz@gmail.com](mailto:raisianz@gmail.com) – sue.zadeh@lincolnuni.ac.nz

Specific days or dates Student Unavailable:

**Intern's Expectations of Supervisor**

For the duration of this internship, please explain in detail the top 3 expectations the student has for the supervisor. Again, they may relate to how the supervisor can foster the student's development.

1. **Regular Communication:** Regular communication to clarify project objectives, scope, and deliverables. Maintaining a record of all meetings and documented expectations would be beneficial to ensure alignment and aid in recalling project requirements and feedback.

2. **Access to Resources:** Access to necessary tools, documentation, and resources to perform tasks effectively. This includes technical specifications, design guidelines, or existing project frameworks that will help me adhere to established standards and accelerate the development process.

3. **Consistent Feedback:** Regular check-ins and feedback to address any challenges. This feedback will be crucial for keeping the project on track and accommodating any technical or design changes early in the development process.

**Intellectual Property Considerations**

Any New Intellectual Property (New IP) developed during this Industry Project, the Supervisor/Lincoln University, the Company and the Student agree that ownership of New IP and any Intellectual Property Rights in the New IP will vest immediately upon creation in (choose the option that apply):

1. Lincoln University and the Student
2. The Company
3. in equal Shares as tenants in common to Lincoln University and the Company

The Parties and Student agree to execute all documents and other instruments necessary to confirm such assignment.

The ownership of copyright in any Publication or Thesis shall remain the property of the author.

The IP owner grants to the other Party and the Student an irrevocable, worldwide, non-exclusive, royalty-free, perpetual licence to use any results and/or data produced or arising from the Research project for educational and/or research purposes.

The Student acknowledges and agrees that IP will be managed in accordance with Lincoln University's Policies on Intellectual Property and on Distribution of Revenue from Commercialisation of Intellectual Property.

Please sign below using an <u>electronic signature</u>. Directions to complete electronic signature are on next page.

By signing below, you:

a. Agree to the contents of this contract and will consult all parties involved (student, supervisor, examiner) prior to making changes.
b. Certify that the times discussed for working the 300 hour Industry Project are well-suited for both parties.

**Signature of Supervisor:**                                          Date:

**Signature of Student:**                                             Date: 08/11/2024

Notes for student:
**Please submit the signed contract to the examiner**

# How to create and insert your handwritten signature*

Your handwritten signature gives your document a personal touch. You can scan your signature (using any LU photo copier) and save it as a picture to insert in the document. If you don't have a scanner, you can download the app "CAMscanner" to take a scan of your signature.

1. Write your signature on a clean piece of blank, white paper.
a. Scan the page using a scanner and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png but NOT as a PDF as it is not possible to insert a PDF into a .docx.
b. Using CAMscanner, take a close-up photo of your signature in good lighting, save as .jpg, and email it to yourself directly from App.
2. Save image somewhere important on your computer (maybe with your CV) as you will use this frequently for your classes and in your future career.
3. Open Word on your computer then "Insert Image" and select "Photo". Find your electronic signature and choose it.
4. Right click image and crop the image so that there is only the signature in the image, not much white space around it.  To crop, click once on signature to open the Picture Tools Format tab, click Crop, and then crop the image so that only the signature appears.
5. Right-click the image, and then click Save as Picture to save the new, cropped picture as a separate jpg.

6.  To add the signature to a document, click Insert > Pictures.
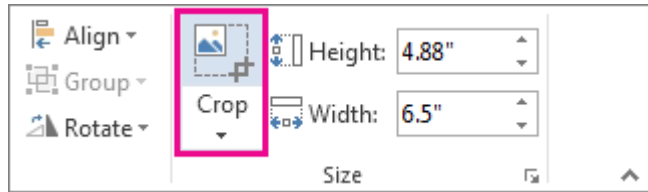


7.  Right-click the image, and then click **Save as Picture** to save the picture as a separate file.

8.  To add the signature to a document, click **Insert > Pictures**.
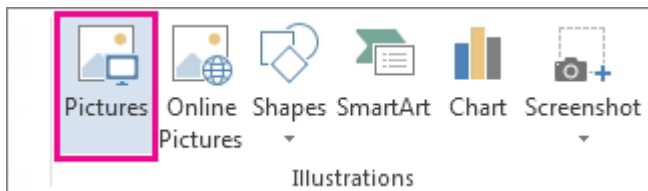


**\*Please delete the directions on this page prior to submitting your final contract.**