IT3110 Industry Placement – 6 Months

Internship Automated Flow Rollout

Course Web Page
Industry Placement – 6 Months

IMPORTANT DATES

- Commencement of Training: after completion of the 2nd year (Can start as soon as the final exams are over in the 2nd year 2nd semester). **Although student may start the actual internship at the end of 2nd year, student can initiate the internship registration process with the faculty only after registering for the 3rd year and when registering internship with the faculty they can mention internship start date any date after completing final exams of the second year.**

- Submission of Internship Acceptance / Registration Form (Form I-1A & Form I-1B) should be on or **before completion of the 1st semester of the 4th year.** The Form I-1 should be submitted within two weeks into internship for the approval.

- Submission of Form I-3A at the end of every four weeks throughout the six months internship period : **Between at the start of 3rd year 1st semester until at the completion of lectures in the 4th year final semester**

IMPORTANT DATES CONT...

- Submission of Performance Evaluation Form (Form I-5A) by the supervisor immediately upon or near to completion of six months internship and submission of Form I-6 (Internship Report) within two weeks after completion of the internship: **on or before 4th year final semester lectures completion**

- Final Industrial Training Assessment Viva: **Within 3rd year 1st semester until 4th year final semester**

- **Deadline** for completion of 6 months internship at an organization and submission of all forms **on the final day of the regular exams of the fourth year**

IMPORTANT DOCUMENTS

Refer Industrial Training Student Guide for a set of comprehensive guidelines to access all information related to internships. This is the KEY REFERENCE GUIDE for internships

1. Industrial Training Student Guide

2. IT3110 Industry Placement - 6 Months Module Outline

MANUAL FORMS

- Form I-3A.docx – Intern's Daily Diary

- Form I-6.docx – Internship Report

ONLINE FORMS – Form I-1A, I-1B, I-1C

- Form I-1A (Part 1 of Internship Registration) : Student Information Submission – The link will provide Student Information Submission Part of Form I-1 where student applies for internship through the system mentioning the supervisor e-mail. Then the supervisor should receive and email with a link to enter rest of the information for internship registration. This email may not work and therefore the student need to follow up and share the Form I-1B link from courseweb with the supervisor

- Form I-1B (Part 2 of Internship Registration) : Supervisor Information Submission - This link provides Supervisor Information Submission Part of Form I-1 where supervisor provides the details of the company, supervisor and about the details of the internship

- Form I-1C (Part 3 of Internship Registration) : Supervisor Change Form - This link provides Supervisor Information Change request form in the case the supervisor gets changed during the internship. It is strongly recommended to keep the assigned supervisor throughout the six months of internship, but incase supervisor gets changed, student should use this link to change the supervisor
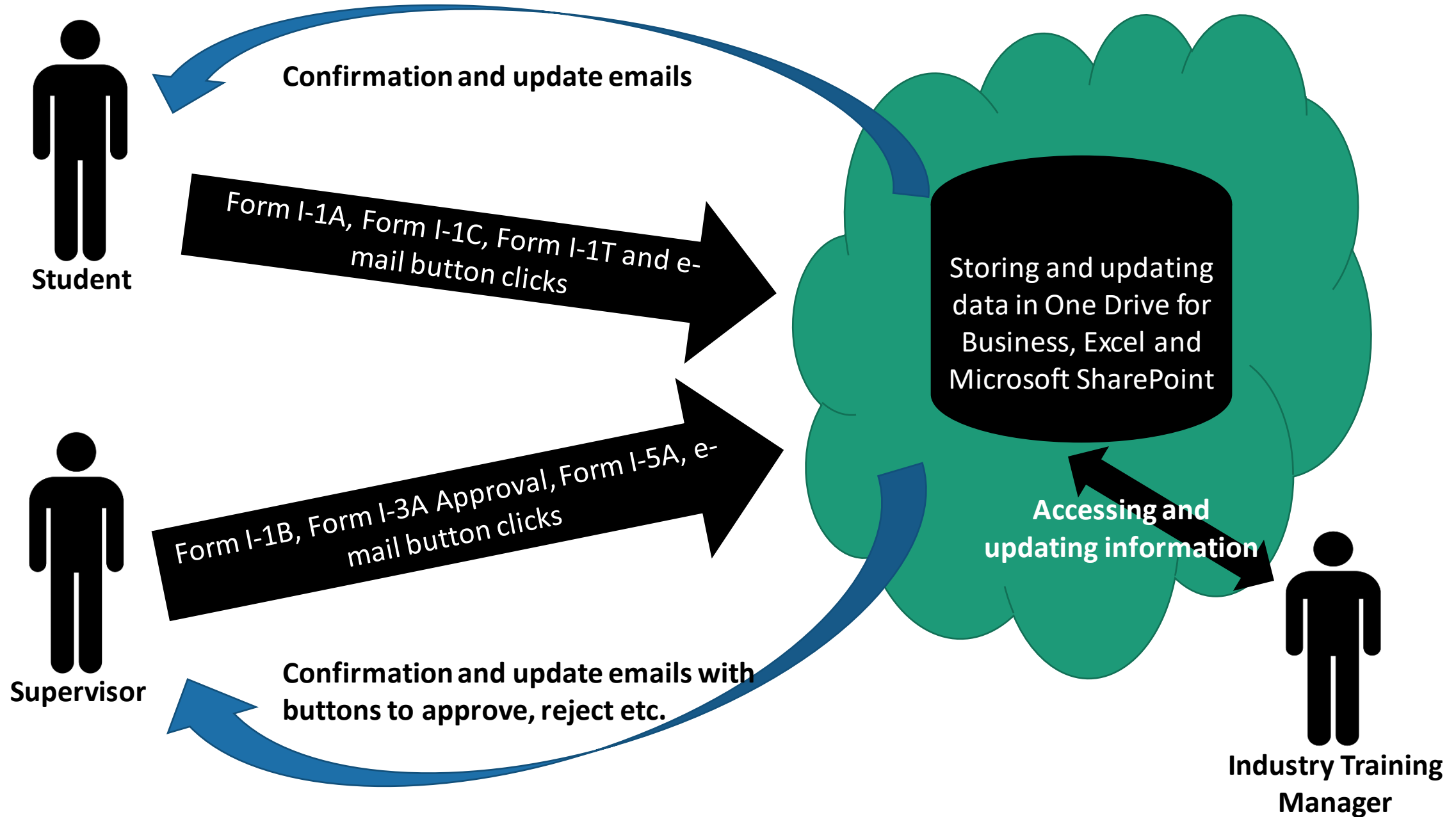
FORMS - Form I-3A & Form I-3A Approval

- Students should upload the scanned copy of manual signed Form I-3A in PDF format in the location given at the end of four weeks (we will provide the location soon). Students also can upload soft copy they maintained in PDF format with a digital signature or proper image of the signature with supervisor comments. If signatures are not available an image of an email with supervisor comments and approval notification in the root folder for Form I-3A can be done

- FORM I-3A Approval : In case students are finding difficult to get the supervisor's signature in Form I-3A document, below link can be used as the proof of the signature. This online form **DOES NOT** replace the manual **Form I-3A**. Students should upload the copy of manual signed/unsigned Form I-3A in PDF format at the end of four weeks in the location given. This is accepted instead of the signature. It is a two-step process. The supervisor need submit link and he must further approve the information submitted where the system sends an email with an approve button. Please ask the supervisor to check the email send by the system after submission of the link and to click the approve button given in the email.

FORMS - Form I-5A & Form I-1T

- Form I-5A (Student Final Evaluation) : Final Evaluation of the Student by the Supervisor - The above link provides the link for the final student evaluation to be performed by the registered supervisor. The supervisor who provides the evaluation of the student should have worked minimum of four months directly supervising the student. If the registered supervisor does not meet this criteria, student should initiate change supervisor link prior to providing the feedback.

- FORM I-1T (Internship Termination and Re-registration of New Internship) : There is a process to follow in terminating existing internship and starting a new internship.
    1. The student must ensure that proper termination protocols were followed as per the letter of contract signed.
    2. The student need to inform the supervisor and HR department people of the company where relevant and get their approval.
    3. If the contract say that resigning with a week, month notice etc is sufficient, about approval for the above 2nd point is not needed but informing the company in writing is necessary
    4. Finally, use the ink provided to initiate the internship termination

Confirmation and update emails

Form I-1A, Form I-1C, Form I-1T and e-mail button clicks

Student

Form I-1B, Form I-3A Approval, Form I-5A, e-mail button clicks

Supervisor

Confirmation and update emails with buttons to approve, reject etc.

Storing and updating data in One Drive for Business, Excel and Microsoft SharePoint

Accessing and updating information

Industry Training Manager

Internship Registration

Student Submits Form I-1A	Supervisor Submits the Form I-1B

Internship Acceptance

Form I-1 is stored in the cloud	Form I-3A upload folder structure and template is shared with the student

Internship Period Completion

Form I-5A is submitted by the supervisor and approved	Form I-5 is stored in the cloud	Form I-6 report template and upload folder is shared with the student

Internship Viva

Viva is scheduled by the industrial placement unit through student SLIIT e-mail communication	Viva is completed and student is given a grade	Form I-7 with the grade and comments is stored in the cloud

Internship Registration

Student Information Submission (Form I-1A)

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Supervisor Information Submission (Form I-1B)

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Internship Validation (Automated)

| Validation for the period | Validation for the type of work |

↓

Internship Status (Automated)

| Internship Acceptance | Internship Rejection |

Internship Period Completion

Form I-5A is submitted by the supervisor (Manual)

Supervisor Receives an e-mail to approve/reject his submission (Automated)

Supervisor Approval / Rejection (Manual)

Supervisor Approves the Contents | Supervisor Rejects the Contents

Confirmation of the Final Supervisor Evaluation

Reminders

Supervisor Information Submission (Form I-1B)

Student Daily Diary Upload (Form I-3A)

Supervisor Final Evaluation (Form I-5A)

There is a problem with email sending. Hence do not rely on reminder email or links being shared with the supervisors automatically. Please share the link available from couseweb at the right moment

Links to be Shared with the Supervisor

- Form I-1B link (Supervisor Information Submission) : Once the students completes the student information submission (Form I-1A), student could share the link of Form I-1B with the supervisor to submit the information.

- Form I-5A link (Student Final Performance Evaluation by the Supervisor) : At the completion of the six months please share the Form I-5A link with the supervisor from courseweb

- Once the supervisor submits information in Form I-5A, he needs to further approve the information for the process to complete. It is a two-step process.

Internship Viva

Industrial Training Division Schedules the Viva

Student is informed through SLIIT e-mail

Students attends the viva

Student get either passes or fails with a grade

Student's Responsibilities

- Submit the student's information (Form I-1A) immediately upon securing an internship but after registering for the 3rd year.

- Ensure that the supervisor has submitted Form I-1B and the internship is accepted within the first month of the internship

- Get access for diary (Form I-3A) upload location upon internship acceptance. Diary access expires in one month and student need to request access periodically.

Student's Responsibilities Cont...

- Ensure that the supervisor has completed the two-step process of Form I-5A submission at the end of six months completion

- Get access for internship report (Form I-6) upload location

- When all month's diaries are uploaded, **merge all the diaries into one single PDF** and upload in the root folder for diaries with the naming convention e.g. IT18182568_Form I-3A - Merged.pdf

- Ensure that the report is also uploaded in PDF format with proper naming conventions. The naming convention is e.g. Form I-6(IT18001444Oshan H.L)CS

Student's Responsibilities Cont...

- Check courseweb viva schedule after completion of internship towards the end of 3rd year and during the 4th year.

- Check for the calendar invitation of the viva

- Upload all documentation and attend the viva at the given time. Viva will be conducted via Team's online meeting. Viva's will not be rescheduled even for any sickness. Only hospitalization will be considered where hospital card needs to be provided. If a student fails to upload any document student will get 0 marks for that component and if a student fails to attend the viva, the student will get 0 marks for the viva components

Marks Distribution

1. Diary Maintenance : 10%
2. Supervisor Feedback and Examiner Assessment of the supervisor Feedback : 20%
3. Internship Report : 30%
4. Viva : 40%

   - Presentation and articulation : 10%

   - Technical knowhow and mapping theory to practice : 20%

   - Business Knowledge : 10%

Failed Student

- If a student fails, following types of repeat may happen and student will get a C grade if the student attain pass mark after the re-sit

  1. The student to undergo full 6 months training again
  2. The student to undergo between one months to 6 months training
  3. The resubmission of the internship report
  4. The resubmission of the daily diaries
  5. Re-sit of the viva
  6. Combinations 3, 4 and 5

Obtaining letters for internships

1. Students need to use the link available in courseweb for letter requests.

2. Once the form is submitted you will be notified of the details of the letter via your e-mail address.

3. If the student is eligible to receive the letter, it will be issues within one week through student's SLIIT e-mail address

CV UPLOAD

Students who have not found an internships can upload their CVs in the course web location given. Document should be PDF format and the document name should be studentid_Name_specialization.pdf
(e.g.. IT16045736_Perera K. S. P._SE.pdf)

Internship Summary – Check Points

1. Ensure that supervisor has submitted the Form I-1B and the internship accepted by checking student SLIIT e-mails for internship acceptance

2. Check whether Form I-3A folder upload location is shared with you (Follow up with the industrial placement manager)

3. Attest the daily diary (Form I-3A) weekly and upload diary monthly

4. Periodic submission and approval of Form I-3B

5. Internship final supervisor evaluation completion
   - Check for an e-mail to SLIIT e-mail sent by the system confirming your supervisor details are correct to send the link for the final supervisor evaluation
   - Check for final supervisor evaluation (Form I-5A) submission with the supervisor
   - Check for final supervisor evaluation completion with the supervisor approving the details the supervisor submitted with the supervisor

Internship Summary – Check Points Cont....

6. Check for receipt of e-mail confirming final supervisor evaluation is approved

7. Check whether Form I-6 (Internship Report) folder upload location is shared with you (Follow up with the industrial placement manager)

8. Check SLIIT e-mails daily for your internship viva schedule (This will also be published in courseweb)

9. There will be penalty marks for the following
   - Not uploading the diaries and internship report on time