

# **Industrial Training Handbook – 2021/2022**



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Sri Lanka Institute of Information Technology**

**Training Handbook (Version 1.6– 2021/2022)**

## VERSION HISTORY

Major Version	Description	Date Released
1.0	Announcement at the faculty board of the first version	5-Mar-2020
1.4	Incorporating changes of the first review completed by the three coordinators appointed by the faculty, one coordinator from each department.	3-Apr-2020
1.5	Version released for the faculty quality cell review	24-Apr-2020
1.6	Incorporating major changes as per faculty quality cell review and further changes	12-Feb-2021

## TERMS OF REFERENCE

CSSL	The Computer Society of Sri Lanka
Departments	Information Technology (IT) Computer Science and Software Engineering (CSSE) Computer Systems Engineering (CSE)
Department Industrial Training Coordinator / Advisor	Academic staff member from the relevant department coordinating Industrial Training (Contact list)
DIT	Database of Industrial Training
Form I-1	Internship Registration Form
Form I-3A	Monthly Diary maintained by the student during the internship
Form I-5	Final performance evaluation of the student by the supervisor
Form I-6	Internship Report
ITD	Industrial Training Division
Manager Industrial Placement	Faculty Coordinator for Industrial Placement
NGPA	Non Grade Point Average
Placement	Process/activity of locating a student training in a Training Establishment
Registration	Act of submitting Registration Form (Form B, Appendix II) to the Advisor to gain approval
SLIIT	Sri Lanka Institute of Information Technology
Supervisor	Personnel from training organization who mentors the trainee during training
Training	Industrial training/industrial placement/practical training
Training Organization	Workplace that provide training opportunity to trainee

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# 1. OVERVIEW OF INDUSTRIAL TRAINING AND PLACEMENT

## 1.1 Background

Industrial Training and Placement refers to students' work experience in an environment to familiarize themselves with professional practices prior to graduation. It is a mechanism to integrate professional practices in the curriculum to achieve the overall "Programme Outcomes" and "Graduates Attributes". Student can undergo the Industrial Training and Placement after completion of the 2<sup>nd</sup> year of the BSc (Hons) in Information Technology degree programme.

As per the CSSL accreditation industrial training and placement is required for students, as such module named IT3110 Industrial Placement of 6 months has been introduced for faculty of computing for the BSc (Hons) in Information Technology degree.

Students should note that Industrial Training and Placement is a **MANDATORY** component in the curriculum. It provides exposure to professional processes and industrial practices in an industrial environment which helps developing professional skills required prior to employment. Many employers regard this period as a chance to assess potential employees for future employment.

All students should make considerable effort and give sufficient thought into obtaining the most effective training for themselves. Whilst challenging, it is desirable to obtain training that covers specialization requirement of the degree program. Appendix I suggests the relevant training areas for the under each specialization of Faculty of Computing.

At SLIIT Faculty of Computing, Industrial Training and Placement is overlooked by the Dean of Faculty with the consultation of the Industrial Training Division and is managed by the respective Department Industrial Training Coordinator / Advisor for each department.

## 1.2 Objectives

Through the Industrial Training, students will be able to:

- Appreciate the differences between academic and industrial environments
- Value the training institutions relevance to information technology

- Document Technical and Non-Technical information in clear and concise form
- Relate the knowledge and experiences gained during training in subsequent academic activities
- Adhere to professional ethics, security and safety standard processes
- Apply knowledge learned in classroom environment in real industrial situations.
- Expose oneself to professional practices in the industries.
- Develop awareness about general workplace behaviours and build interpersonal skills.
- Prepare professional work records and reports.
- Build rapport and network with future employers to increase employability.
- To create an industry-university link to enhance the potential employment opportunities in producing quality graduates.
- To enhance the ability to solve issues that a firm confronts by applying the concepts and theories.

## **2 GENERAL INFORMATION ABOUT TRAINING**

### **2.1 Industrial Training Module in Course web**

The details of Industrial Training, and a copy of this handbook is available in the course web under 3<sup>rd</sup> year, 1<sup>st</sup> semester and/or 2<sup>nd</sup> semester for each specialization. Further, the Industrial Training Database (DIT) is maintained within industrial placement unit and the respective links are provided in courseweb. Students should refer to the course web for necessary details and updates.

### **2.2 Duration of Training and Credits awarded**

In Faculty of Computing, SLIIT, the training program can be started after completing the second year, but should be completed **4 months prior to final graduation ceremony date**. As an example, if the graduation ceremony is on 21<sup>st</sup> February 2021, then the internship of 6 months should be completed by 21<sup>st</sup> of October 2020. Students following BSc (Hons) in Information Technology degree programme offered by SLIIT (UGC approved program), should undergo industrial training for a minimum period of 6 months after the completion of the second year. The training should be a full-time training with a minimum of 32 hours/week excluding all leave for consecutive six months which calculates to total of 768 hours (32 X 4 X 6 = 768)

A total of 08 NGPA credits will be offered to the students who successfully complete 6 months training.

## **2.3 Eligibility and Parental Consent**

All students must be over 18 years or more prior to the first date of placement for Industrial Training. If any student is below 18 years at the date of placement for industrial training, then he or she to be considered for training must bring a parental consent (Letter) signed by the parents. A student also should complete 2<sup>nd</sup> year and register for 3<sup>rd</sup> year before starting an internship. However, even without registering for the 3<sup>rd</sup> year, a student may start an internship after completing all the exams of the 2<sup>nd</sup> year at his/her own risk. But industry training acceptance will happen once the student registers for the 3<sup>rd</sup> year.

## **2.4 Employment in Lieu of Training**

For a period of employment to be counted as part of Industrial Training, the proposed employment must be approved by the ITD (through respective advisor), prior to the commitment of work or within the first two weeks. The ITD would decide on whether the employment can be counted or not, and the equivalent period if it could be counted.

An on-line form and/or physical form called Form I-1A should be filled with the work details and approval may not be granted automatically. A student may be required to submit further supporting information for the intended employment to be approved. Retrospective approvals may not be granted. Fresh approvals should be sought for each different period of industrial training. Once such employment is agreed as an Industrial Training Program, such a placement will be registered with SLIIT. The students are reminded that unregistered placement will not be acceptable.

## **2.5 Responsibilities of the Student**

- Students are advised to inform the faculty about their intention to have industrial training after the initial briefing given by the industrial placement unit.
- The responsibility to obtain an industrial placement for a minimal period of 6 months lies with the student.
- After a placement is obtained, students MUST make sure that they get approval from the Department Industrial Training Advisor and are registered in the Database of Industrial Training (DIT) before undergoing the training. Any additional details required for the database, which may be available only after the commencement of training should be updated within the first two weeks of the training. There are two on-line forms (Form I-1A & Form I-1B) which merges the information submitted and constructs a PDF document named Form I-1 for this purpose.

- If students get absent for a period of one week or more, they should immediately discuss with the company and their supervisor and extend the internship period for the period they got absent. In short, internship period cannot be less than six months excluding all leaves taken for mandatory and non-mandatory academic activities.
- Students should complete the training in a continuous 6 months
- Student should undergo the training based on the guidance of the personnel in charge while obeying all respective organizational rules applicable to the trainees
- Students should maintain the training diary (Form I-3A, a physical form) up to date, submit the report (Form I-6, a physical document) to a cloud location link provided by industrial placement unit, upload the training diaries on a monthly basis to a cloud location link provided by industrial placement unit by the stipulated deadline, and finally face the industrial training final presentation.
- Students also can use the online form called Form I-3B for a given period, where the supervisor gets an automatic e-mail for approval or rejection as additional proof that the work has been reviewed by the supervisor. Submission of Form I-3B is not mandatory.

## **2.6 Responsibilities of the Department Industrial Training Coordinator / Advisor**

Department Industrial Training Advisors are academic staff appointed by respective department. Information about the list of industries and Advisors can be found under the Industrial Training Module in the course web.

- Advisors from respective department should brief the students about the industrial training procedures if and when required.
- Advisors should also advise on any doubts or inquiries from the students about their placement. This includes but not limited to propose Training Establishment of employment. Students may also consult other faculty members on such matters.
- Advisors have the authority to inspect the work of trainees while they are on training and rectify any issues with the content of training.
- Advisors should advice the students during the training and assist the students to solve any issues.



## **2.7 Responsibilities of the Manager Industrial Placement**

Manager industrial placement is the person who is in overall charge of all industrial placements.

- Direct students to the respective person or information in-terms of student queries.
- Define the processes and ensure completion of the industry placement module IT3110 of six months according to defined processes.
- Provide support on the student evaluation process.

## **2.7 Responsibilities of the Assistant Industrial Placement**

- Prepare letters for industrial placement requests.
- Schedule internship final viva of each student with the respective examiner
- Provide access to students on the daily diary (Form I-3A) upload link and internship report (Form I-6) upload link
- Collate all internship forms on the respective location and update the database only if requested by the industrial placement manager
- Assist in the preparation of module files for audit purpose by the accreditation bodies

## **3 INDUSTRIAL TRAINING PLACEMENT PROCESS**

### **3.1 Obtaining an Industrial Training Placement**

Students who expect to undergo Industrial Training need to apply and obtain an industrial placement on their own initiative or through the opportunities available at the SLIIT ITD or SLIIT career guidance course web page. Students may need look for any companies that they are interested to work with. If required, an undertaking letter can be obtained from the ITD to support the application for a placement.

### **3.2 Letters requests for the training to be provided**

Letters are only issued if the student has proof that the company is requesting a letter. If the student has not got selected for internship, letters will not be usually issued unless specific company requests such

letters prior to selection. Once the student get selected and if the company require a letter, industry placement unit will issue the letter. Students need to provide the student ID, name, contact number and e-mail of the student together with the name of the person the letter should be addressed, designation, company name and company address to obtain letters for internships. An on-line form should be submitted for the letter requests and the student will be notified via their SLIIT e-mail address of status of the letter. If the student is eligible to receive the letter, the letter is e-mailed in PDF format to the corresponding SLIIT e-mail address within 4 working after the submission of the form. It is a punishable act if the students alters the letter submitted through e-mail. The link to the letter request online form is available in the courseweb page

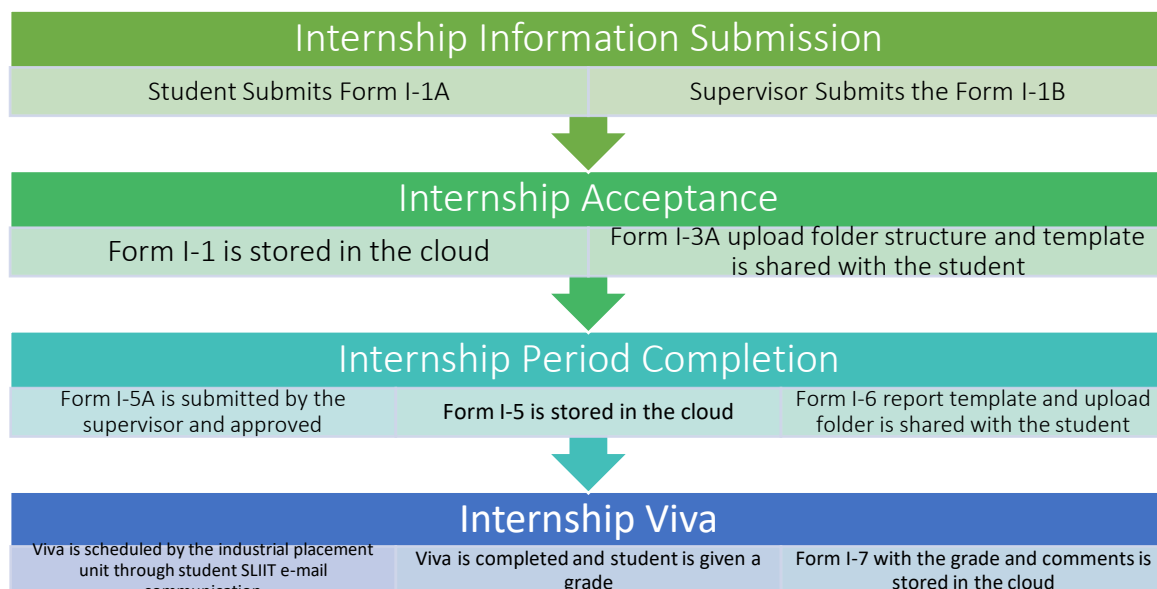
### **3.3 Registration and Confirmation of Industrial Training Placement**

Once a placement is confirmed, students **MUST** inform the ITD (by filling Form I-1A by the student and Form I-1B by the supervisor given in APPENDIX III: ON-LINE FORM URLS) and get approval. For an Industrial Training to be recognized and valid, the proposed placement must be registered and approved by the Faculty (through the respective Advisor) BEFORE the training starts. The approval is judged based on the relevance of industry, duration of training and training content/ programme.

Once the Advisor has approved the registration of an industrial training, the student's training particulars will be registered to the faculty DIT. The student and the supervisor also will receive an internship acceptance email. Although the internship may be accepted, during the final viva further checking of scope and relevance of the internship is assessed and student may have to repeat the internship if it does not satisfy the examiners.

### **3.5 Industrial placement (internship program) automated process workflow**

The key processes are outlined in the diagram below



The below steps will use the links provided in the APPENDIX III: ON-LINE FORM URLS

1. Student will submit the online form [Form I-1A](#) (the link is also available in courseweb) specifying the student details and the supervisor e-mail
2. Student will receive an e-mail from the system that the student information has been submitted
3. The student should share the link [Form I-1B](#) (the link is also available in courseweb) with the supervisor to submit the details.
4. Supervisor will submit the company, supervisor and internship details through the link [Form I-1B](#) for supervisor information submission. The student should follow up with the supervisor until he completes the submission
5. If the internship gets accepted through the system automatically the supervisor and student will receive an e-mail mentioning that the internship is accepted
6. The student further gets a link to a folder to upload the daily diaries (Form I-3A). If the student do not get a shared location to upload the Form I-3A please contact the industrial placement unit as granting access is a manual procedure. Student should upload the collection of daily diaries signed by the supervisor weekly on a monthly basis to the respective month folder as one single PDF document. If the physical signature is difficult a digital signature or an image of the signature from an e-mail, or image of an email confirming that the supervisor has seen and reviewed the diaries can be used. The student should be able defend the work carried out and have proof that the supervisor has reviewed the work during the final presentation.
7. There is an additional link [Form I-3B](#) where student can get approval by the person whom the student is reporting for any given period where student can summarise the information periodically for approval. This is not mandatory, but this will provide additional proof that the supervisor has actually seen and approved the work that was carried out. So it is recommended for students to submit this information for at least two periods within the duration of six months.

8. When the six months of internship is ready to be completed, the student must share the link [Form I-5A](#) (the link is also available in courseweb) with the supervisor to submit the final evaluation feedback.
9. Supervisor should provide feedback online using the link mentioned in step 8 above, once the supervisor provides feedback supervisor will get an e-mail mentioning the details he provided with an approve button to confirm the authenticity of the information submitted. If the supervisor approves that the details are accurate, then the supervisor and student will get an e-mail mentioning that the evaluation by the supervisor is approved.
10. The student also should get a link to download the internship report and a link to a shared folder to upload the internship report. If the student do not get a shared location to upload the report please contact the industrial placement unit as granting access is a manual procedure
11. Finally the internship viva will be scheduled and student will be evaluated as per the evaluation criteria specified in section 8.1 Criteria for Industrial Training Assessment

## **4 STUDENT CONDUCT AT TRAINING ESTABLISHMENT**

All students should follow the rules and regulations of the training establishment while they are on training. Trainees should consult the organizations about the health and safety requirements relevant to the training place and are expected to follow all relevant rules and procedures stipulated.

### **4.1 Daily Diary of Training**

Students should collect the diary (Form I-3A) from the ITD located in CourseWeb. All the training content/activities need to be recorded on a daily basis and approved by the supervisor weekly basis and uploaded to the given location on a monthly basis

- A reflection of the student's learning and experience during the industrial training.
- Training records and evidences for supervisor and Advisor reference.
- Summary of the key tasks together with the work carried out, problem encountered and how solved are captured in the monthly diary.

### **4.2 Leave during Training**

Undergraduates may be able to get casual leave for one day and half day's medical leave for each month of training they complete at their establishment. This will not be an entitled privilege and the employer has the authority to approve or deny leave. Leave applications should be submitted well in advance to avoid

disappointments. Students are encouraged not to take leave unless otherwise in an emergency or due to unavoidable circumstances.

Leave obtained to sit for an examination or for any mandatory academic activity should be covered by extending the internship by the number of days taken for leave.

### **4.3 Absence from Training**

Employers discourage the employees to go on leave during training period. All students are encouraged to refrain from going on leave while on training.

If students get absent for a period of one week, they should immediately inform the company, supervisor and authorised person and extend the internship period by number of days they get absent. Students should complete the training in a continuous 24 weeks (6 months) excluding mandatory academic work. Six months of training should be completed as the module requirement which can be completed as continuous six months (24 weeks). Student should get special approval if he/she cannot complete continuous 6 months. In this particular situation industrial placement unit may accept two periods of continuous three months (12 weeks).

### **4.4 Changing of Training Organization**

Students are NOT ALLOWED to change placement during the training period without obtaining written permission from respective Department Advisor. After getting a written permission from the Advisor, a fresh approval should be applied for the new placement.

## **5 INDUSTRIAL TRAINING VISIT BY THE VISITING ADVISOR(S)**

To the discretion of ITD, visits by Advisors who will be conducted throughout the industrial training period. The students and the Training Establishment will be informed on the date and time of the visit. Discussions will be held with the training supervisor(s) as well as the student during the visit. The visiting advisor could be the Industrial Placement Manager, Department Training Coordinator, Academic staff member or a qualified personnel nominated by the Industrial Placement Manager. Please note that due to large number of students and companies visits may be limited to companies selected by the ITD.

The purposes of the Advisor visit to the training place are as follows:

- To evaluate the student during training
- To ensure that the Training Establishment is suitable and is providing students with training that they need.
- To obtain feedback on training programme, student performance and training progress through discussion with training supervisor(s).
- To make courtesy visits and establish industrial relations between the University and the industry.

## **6 WORK AFTER COMPLETION OF TRAINING AT THE ORGANIZATION**

After the completion of Industrial training the students should ensure,

- Daily Training diaries (Form I-3A) are completed, attested by the training supervisor and uploaded to the given location. If the physical signatures a difficulty, digital signatures are accepted as long as the student can prove that his work has been reviewed and commented by the supervisor
- The **Final Performance Evaluation of the Trainee (Form I-5A)** submitted on-line at the end of the student's training of six months completed by the training supervisor and an e-mail has been received approving the evaluation from the system.
- Training report (Form I-6), Daily Diaries (Form I-3A), Student Performance Evaluation (Form I-5A) are submitted to the Industrial Training and Placement Division by the stipulated date
- Prepare for the Final Training Assessment on the stipulated date

## **7 INDUSTRIAL TRAINING REPORT**

An industrial training report should be prepared upon completion of training. The report is a compiled writing that demonstrates student's learning and development in technical knowledge, relevant software, network or informations systems engineering practices and professional skills through the practical experience. The industrial training report should also reflect a student's ability in academic context such as design, processes, evaluation and decision making in a clear and concise manner through report.

Students should seek advice from their employers to ensure that no confidential materials are included in the report. The student could be able to present the report to prospective employers, as a complement to their

degree. Any references made in preparation of the report should be recognised using standard referencing formats.

Student should refer to the Internship Report Template (Form I-6) as given in Appendix III in preparing the report. A copy of the report should be submitted to the faculty through the ITD, by specified deadline given in Course web and Appendix I. Students should also retain a personal copy of the report. Once the supervisor submits the final evaluation of the student a link to upload the report will be sent to the student's SLIIT e-mail address.

## **8 INDUSTRIAL TRAINING ASSESSMENT**

### **8.1 Criteria for Industrial Training Assessment**

The student must obtain an overall mark that would qualify for a "C" grade or above subjected to all the following submissions

- a. Supervisor final evaluation feedback of the student conclusion at the completion of six months training with the supervisor
- b. Daily Diaries submission
- c. Internship report submission
- d. Final presentation (viva) attendance on the scheduled date

The industrial training performance assessment will be based on

1. Daily Diaries (10%)
2. Student performance as per the supervisor evaluation feedback (20%)
3. Internship report (30%)
4. Final Industrial Training Assessment Viva based on presentation and articulation (10%), technical knowhow and mapping theoretical knowledge to practice (20%) and business acumen (10%)

Detail marking scheme for the industrial performance assessment is recorded in Form I-7. To pass, this module, students are required to get a minimum of 45% from the total mark

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 resit

- a. The student to undergo full 6 months training again
- b. The student to undergo between one months to 6 months training
- c. The resubmission of the internship report
- d. The resubmission of the daily diaries
- e. Re-sit of the viva
- f. Combinations of c, d and e.

## **8.2 Final Industrial Training Assessment**

Final industrial training assessment would be conducted based on the Daily Diary, Supervisor Feedback, Industrial Training Report, and Performance during presentation and viva. The date for this would be announced through the course web. An individual or a panel of two members for Final Industrial Training Assessment shall comprise of the following members.

- Manager Industrial Placement
- Department Industrial Training Coordinator / Advisor
- A Lecturer from Faculty of Computing



## APPENDIX I: DETAILS OF CONTACT PERSONS AND SUGGESTED AREAS FOR INDUSTRIAL TRAINING

### Details of Contact Persons

Person	Specializations Covered	Name	Email	Office - Telephone
<b>Manager - Industrial Placement</b>	All Specializations	Mr Saman Gunawardena	saman.@sliit.lk	011 7544 121
<b>Department Coordinator / Advisor – Department of Computer Science and Software Engineering (CSSE)</b>	Software Engineering (SE) Interactive Media (IM)	Ms Dilani Lunugalage	dilani.l@sliit.lk	
<b>Department Coordinator / Advisor – Department of Information Technology (IT)</b>	Information Technology (IT) Data Science (DS)	Ms Uthpala Samarakoon	uthpala.s@sliit.lk	011 7544 138
<b>Department Coordinator / Advisor – Department of Computer Systems Engineering (CSE)</b>	Cyber Security (CS) Computer Systems and Network Engineering (CSNE) Information Systems Engineering (ISE)	Mr Rajitha DeSilva	rajitha.d@sliit.lk	
<b>Assistants - Industrial Placement</b>	All Specializations	Isuri Udara	isuri.u@sliit.lk	

## **Suggested areas for industrial Training**

### **Cyber Security (CS)**

Although there are multiple areas given below the area should relate to cyber security specialization

1. Front end software development
2. Back end software development
3. Full stack software development
4. Mobile application development
5. Cyber Security related
6. Network Engineering
7. Systems Engineering
8. Database Administration
9. DevOps (Development Operations)
10. SysOps (System Operations)
11. TechOps (Technical Operations)

### **Computer Systems and Networking (CSNE)**

Although there are multiple areas given below the area should relate to computer systems and network engineering specialization.

1. Network Engineering
2. Systems Engineering
3. Database Administration
4. DevOps (Development Operations)
5. SysOps (System Operations)
6. TechOps (Technical Operations)
7. Robotic Process Automation
8. Cyber security Related
9. Project Management
10. NetOps (Network Operations)
11. Network Security Related
12. Network Designers and Architectures
13. Server Administration

### **Data Science (DS)**

Although there are multiple areas given below the area should relate to data science specialization.

1. Back end software development
2. Full stack software development
3. Data Science (developing statistical modeling, segmentation, quantitative analyses and customer profiling)
4. Data Engineering (collecting, storing and processing data)
5. Robotic Process Automation
6. Systems Engineering
7. Database Administration
8. DevOps (Development Operations)
9. SysOps (System Operations)
10. TechOps (Technical Operations)
11. Cloud Engineer

## 12. Big data Engineer

### **Information Systems Engineering (ISE)**

Although there are multiple areas given below the area should relate to information systems engineering specialization.

1. Front end software development
2. Back end software development
3. Full stack software development
4. Mobile application development
5. Data Science
6. Data Engineering
7. Software Testing - Manual
8. Software Testing - Automation
9. Robotic Process Automation
10. Systems Engineering
11. Database Administration
12. DevOps (Development Operations)
13. SysOps (System Operations)
14. TechOps (Technical Operations)
15. User Interface Design
16. Project Management
17. Business Analysis
18. Management and IT Support

### **Information Technology (IT)**

Although under this specialization a wide variety of internships are accepted student should cover hands on experience in sufficient tools and technologies. Merely having exposure to word processing and spread sheet software will not be suitable for these internships.

1. Front end software development
2. Back end software development
3. Full stack software development
4. Mobile application development
5. Data Science (developing statistical modeling, segmentation, quantitative analyses and customer profiling)
6. Data Engineering (collecting, storing and processing data)
7. Software Testing - Manual
8. Software Testing - Automation
9. Robotic Process Automation
10. Cyber Security related
11. Network Engineering
12. Systems Engineering
13. Database Administration
14. DevOps (Development Operations)
15. SysOps (System Operations)
16. TechOps (Technical Operations)
17. Multi Media related
18. Project Management
19. Business Analysis
20. IT Support
21. Others (IT related job role in government / private sector) – Need to specify and special approval is needed

### **Interactive Media (IM)**

Although there are multiple areas given below the area should relate to interactive media specialization.

1. Front end software development
2. Back end software development
3. Full stack software development
4. Mobile application development
5. Game development
6. Digital Marketing
7. Audio Engineering
8. Any Multi Media related

### **Software Engineering (SE)**

Although there are multiple areas given below the area should relate some kind of software development covering ideally full stack development.

1. Front end software development
2. Back end software development
3. Full stack software development
4. Mobile application development
5. Data Science (developing statistical modelling, segmentation, quantitative analyses and customer profiling)
6. Data Engineering (collecting, storing and processing data)
7. Robotic Process Automation
8. DevOps (Development Operations)

## APPENDIX II: RELAVANT MANUAL FORMS

### Form I-3A: Intern's Daily Diary

# Form I – 3A

## INTERN'S DAILY DIARY

*(To be filled by the Intern- Please ensure to upload duly filled set of forms at end of four weeks to the provided folder)*

### Intern's Information

Intern's Name

Student ID

### Internship Information

Internship Title

Specialisation

Supervisor Name

### Training Information For the Week (to be filled by the intern)

DATE	DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.


SUPERVISOR COMMENTS FOR THE WEEK

Supervisor's Signature

Date

Click here to enter a date.



---

# [DOCUMENT TITLE]

---

[Document subtitle]



[DATE]

STUDENT NAME:

STUDENT NUMBER:

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# 1. Introduction

## 1.1 Company Overview

Please give a brief description of the organisation and the department you carried out your internship.

## 1.2 Project Overview

Please give an overview of the project(s) that you worked during your internship period

## 1.3 Glossary

Following are the abbreviations and definitions used in this document.

Abbreviation	Description

# 2. Internship Insight

## 2.1 Objectives

Please describe the company's objectives for the internship

## 2.2 Procedures

Please describe the procedures followed during the internship

## 2.3 Methodology

Please describe the methodology you used during the internship

### **3. Learning outcome**

#### **3.1 Learning**

Please describe what student learned during the internship period

#### **3.2 Measurable Outcome**

Please describe the measurable outcomes of the project

#### **3.3 Effectiveness of the Effort**

Student should describe how effective was the effort he spent by drawing the analysis of the experience gained during the internship period with classroom material he studied

Also, student can describe what might have been done differently if the same internship was provided again

## 4. sample work

### 4.1 <Sub Title 1>

### 4.2 <Sub Title 2>

## APPENDIX III: ON-LINE FORM URLS

This section will outline all on-line forms available. The only manual forms are Form I-3A and Form I-6.

### [Form I-1A \(Part 1 of Internship Registration\): Student Information Submission](#)

The above link provides 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 an email with a link to enter rest of the information for internship registration

### [Form I-1B \(Part 2 of Internship Registration\): Supervisor Information Submission](#)

The above 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](#)

The above 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 in case supervisor gets changed, student should use this link to change the supervisor

### [Form I-3A Approval: Supervisor Feedback and Approval of the Diaries](#)

In case students are finding difficult to get the supervisor's signature in Form I-3A document, the above 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 scanned copy of manual signed/unsigned Form I-3A in PDF format in the location given** at the end of four weeks. When supervisor submits the information using the link he/she will further receive an e-mail with the details he/she submitted for the period with an approve/reject button where supervisor could either approve or reject.

### [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.

## APPENDIX IV: FREQUENTLY ASKED QUESTIONS (FAQs)

### **Q1. How will the internship be acknowledged?**

A1. This will be listed as a non GPA module in your transcript.

### **Q2. I already have a fulltime job, do I have to do a separate Industry Training?**

A2. If the job is related to the degree and specialization requirements you follow, then you don't need go through separate industry training, but, to recognise your industry training you need to follow online form submission process.

### **Q3. I am already in an internship, what should I do?**

A3. If the internship is related to the degree and specialization requirements, please follow the online form submission process initially submitting Form I-1A and Form I-1B

### **Q4. I am following another degree program in another university. Can SLIIT accept the internship that I am going through that university?**

A4. If that internship cover the specialization aspects of the SLIIT degree and company agrees to adhere to all the submissions both online and physical forms, then it can be accepted. Nevertheless please speak to the manager industry training further on this

### **Q5. What is the minimum period for the Internship?**

A5. The total period of 6 months is mandatory for the internship. However some organisations might prefer a longer duration. Similarly if an organization offer 3 months internship (e.g. Central Bank), then you may do it and do another 3 months internship elsewhere which needs to be specially approved by the industrial placement unit which is not usually accepted.

### **Q6. I am Specialising in Information Technology / Information Systems Engineering / Computer Systems and Network Engineering / Data Science / Cyber Security / Software Engineering / Interactive Media, do I have to undertake an internship program?**

A6. Yes

### **Q7. I am in my first year, can I find an internship?**

A7. You can certainly try on your own initiative. However most organizations prefer students who are in the third year and fourth year. You also need to complete minimum of the second year to start an internship as per the internship acceptance rules of faculty of computing at SLIIT.

### **Q8. I am a Curtin Student, should I do an internship?**

A8. The Curtin program only has a weekday program. We do not recommend you to undergo an internship during the semester time as it will affect your studies. However you can either opt for an internship during the semester break or soon after your 2nd year Semester 2 final exams.

**Q9. Will SLIIT find me an industry placement?**

A9. SLIIT will help you to find placement, but SLIIT cannot guarantee this as it depends on the vacancies available in the industry and your performance at the interview with the industry personnel. That is why we advised you to find your own placement. SLIIT will announce vacancies available via course web in career guidance page where students can apply for internships.

**Q10. I am working in a Bank, my job function has nothing to do with IT. Will my work be recognised through the SLIIT internship program?**

A10. No, but having this work experience will add value to your resume i.e. C.V. Nevertheless, we normally recommend the student to take a six months project within the work capacity that is related to specialization requirement of the degree to accept it as a valid internship

**Q11. I am a graduate student, can I find an internship through the Faculty of Computing Internship program?**

A11. We can certainly help you to find potential companies who are looking for interns, if you have already graduated we will be unable to acknowledge your internship in the transcript.

**Q12. Is Internship Compulsory?**

A12. Internship is compulsory for all specialization of BSc special honours degree in information technology.

**Q13. I am a student from a different faculty, can you support me getting an internship?**

A13. Kindly meet your Academic Advisor or Department Head to find details of Internship Programs available through your Faculty. Each Faculty of SLIIT has different initiatives in providing Internships for their students.