Practical Training

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Why do we have Practical Training Courses

• Improving the EMPLOYABILITY of our graduates
  • Employability has been defined as "the capability of getting and keeping satisfactory work".
Core Idea:

• Practice is student’s temporary work that takes place within the framework of learning and assessment, where students take individual responsibility to learn.
  • Start time and end time must be fixed
  • Temporary working can’t impede the learning process in university

• The main question of the practice should be: „What did I learn during the practice?“
Goals of the Course

• The goal of the Practical Training is to acquire real work experience in an IT related company. Practical Training will give students opportunities to acquire skills required for entering labor market and experience in:
  • working in companies (key skills).
  • the suitability of their personal characteristics (personal skills).
  • the suitability and level of their acquired knowledge (skills related to education).
  • potential opportunities for future career (career management skills).
The Skills That the Practical Training can Develop

• Key skills
  • *Skills about working in the company (accept responsibility, work effectively under pressure)*
  • Taking the opportunity to learn new skills.

• Personal skills
  • *How can I Manage time effectively? How good I am in planning activities? Is this job position right for me?*

• Communication skills
  • *Communication with boss, team members, colleagues, clients …*

• Technological skills
  • I am a beginner; can put hands-on; I am an expert; can teach others

• Course related skills
  • I can use knowledge from the university courses; I can understand my learnings better

• Career management skills
  • Knowing your strengths and weaknesses, creating contacts
Description of the Course

• Select a company for practical training base and apply for internship.
• Create a practical training plan in co-operation with a practical training base side supervisor.
• Complete the practical training.
• Create a practical training report and defend it.
**Organization of the Practise in CSI**

- **Period**: all year round (September-January, February-May, June-August).

- **Duration**: 160, 320 or 480 working hours (in accordance with the curriculum).

- **Practical Training in Information Technology MTAT.03.206**
  (320 working hours 12 ECTS).

- **Practical Training in Informatics MTAT.03.237**
  (160 working hours 6 ECTS).
**Expected length of Practical Training?**

- It depends on how many credit points are required in curriculum and the Practical Training course are taking.
- Each ECTS requires 26 hours of work. 3 ECTS translates into roughly 4 weeks of half-time (20 hours per week) work or 2 weeks of full-time (40 hours per week) work (suitable for summer).
- Thus, practical training should last:
  - ~8 weeks of half-time work for 6 ECTS.
  - ~16 weeks of half-time work for 12 ECTS.
  - ~24 weeks of half-time work for 18 ECTS.

**NB!** You have to make sure that your Practical Training schedule does not collide with your other studies.
Finding Practical Training Bases

• Institute of Computer Science Practice Training Database containing offers from IT related companies in Estonia.

• StudentWeb portal for more general internships for students in Estonia.

• List of Practice Bases, which have previously actively offered practical training to our students.

• Erasmus traineeship grant for international internship in Europe.

• NB! Practice base is: institution, organization or company with a IT profile.
  • Supervisor is obligatory.
Plan for Practical Training

• In the practical training plan it is necessary to describe which learning outcomes the student plans to meet and how, where and under whose supervision will (s)he meet them.

• Plan / Agreement of the Practical Training must be prepared together with the practice base supervisor and confirmed by the practice coordinator.
  • This is necessary to make sure that the practice base, topic, learning outcomes and the choice of the supervisor meet the criteria for the practical training course(s).
  • Supervisor at the practice base is an employee of the practice base who is able to supervise the trainee on the chosen topic. The supervisor must be a specialist in the field of the student’s practical training. The same person may also be the official representative of the company.
Submitting Practical Training plan

• The practice plan will be signed by the student, the representative and the supervisor of the practice base and then presented to be signed by the practice co-ordinator.
  • The form of the plan can be found on the course website.

• Last Date to Submit **October 19. 2017** at 18:00.
Practical Training report

The report must include:

• The structure and the position of the practice base
• The position and role of the trainee in the completion of the practice
• The plan of the practice and the implementation
• Evaluation from the trainee
  • what I learned
  • what I experienced
  • what can I teach others
  • what can I understand better now
  • what was use of the practice in the light of my further career
  • which succeeded very well (examples)
  • what could I have done better (examples)
• Signed assessments about the completion of the practice from supervisor
Evaluation by the supervisor

• The supervisor at the practice base will give an evaluation to the student’s:
  • preparation
    • level of knowledge,
    • know-how,
    • suitability of the personality in fitting in to the company,
  • achieving the study purposes, the amount and quality of the work done.

• The evaluation should end with a conclusive evaluation of the practice.
Practical Training defense

• Defense speech by the trainee (7-8 min)
  • introduction of the practice base
  • the role of the trainee in the workplace
  • description of the job and performance
  • evaluation by the trainee
    • what did I learn, what did I experience
    • what can I teach to others
    • what can I now understand better from the courses
    • what was use of the practice in the light of my further career
    • what succeeded very well (examples)
    • what could I have done better (examples)

• Questions to the trainee

• Assessment from the representative of the company
  • Fulfilment of the tasks
  • Preparation (previous knowledge for the tasks)
  • Suitability of personal qualities
  • General managing with the work
  • General evaluation

• Discussion
Submitting Practice report

• Last Date to Submit is 3 **working days** before your defence.

• The available dates for defenses in the 2017/2018 Autumn semester are:
  • **December 6, 2017 at 16:15** in room 404, J.Liivi 2,
  • **January 17., 23. and 24. 2018 at 16:15** in room 404, J.Liivi 2,
Practical Training Process Diagram

Start of the semester

1. Enrol to the course
   - Student

2. Attend introductionary seminar
   - Student, Practice coordinator, Company representative

3. Find practical training base
   - Student

4. Submit practical training plan
   - Student

5. Create practical training plan
   - Student, Company representative, Company supervisor

6. Practical training plan evaluation
   - Practice coordinator

7. Complete practical training
   - Student

8. Practical training defense
   - Student, Company representative, Practice coordinator

9. Create practical training report
   - Student, Company representative

10. Submit the report
    - Student

Course completed successfully
Course webpage

https://courses.cs.ut.ee/2017/praktika/fall/Main/HomePage