REGULATIONS FOR SPECIALTY PRACTICE in INFORMATICS

Course title: **IFI6058 Practical Work,** scope 5 ECTS (130 hours)

The course can be passed both in autumn or spring semester.

The practice is carried out in private, public or state-owned companies.

The aim of the practice: to develop the skills for independently solving ICT-related practical matters. To create the preconditions for independent coping in an IT company or IT department. To introduce the functioning of the real-life ICT company. To develop the student's ability to analyse one's activities. To support the improvement of student's social competence (communication, liability, teamwork etc).

The Practical Work is an optional course of specialty. The course is recommended to be taken by students who have not started professional work in their specialty by their 3rd year of study. The recommended precondition for the Practical Work course is passing 80% of the specialty subjects of the study programme. Special cases are handled one by one.

1. **Management of the Practical Work**
    1.1. The student is expected to independently find a suitable place of work practice and agree upon the conditions of work practice. The School of Digital Technologies assists in creating contacts, considering the wish of the student within existing possibilities regarding the student's specific interest in the field.
    1.2. Place of practice:
        a) appoints the local tutor for the trainee,
        b) guarantees the necessary working conditions for the trainee,
        c) in planning of the working schedule, takes into account the restrictions of the university (e.g. auditory studies).
        d) negotiates suitable tasks for the trainee.
    1.3. University work practice coordinator:
        a) determines the fulfilment of the preconditions by each student for undertaking the practice;
        b) appoints a university tutor for each trainee;
        c) arranges an instruction session for the students preceding the practice and the defending of the practice results in the end of the practical work.
        d) Introduces practice related university requirements to the practice tutor at the place of practice;
        e) decides upon the suitability of practice tasks.
    1.4. University tutor for practice:
        a) contributes to the settling of potential problems occurring during work practice.
        b) visits the student at the place of practice.
    1.5. The place of practice and the School of Digital Technologies keep no financial accounts between each other. The employment of the trainee for the period of practice is possible only on the basis of the agreement between the trainee and the place of practice. The place of practice does not have to pay the student for the work carried out during the practice.

2. **Content and tasks of the practice**
    2.1. The working tasks during the practice are specified by the place of practise. The tasks are specified based on the following principles:
        a) the content of the work should comply with the education acquired during a student's university studies,
        b) the work should contribute to the developing of working skills (i.e. should not be too easy or routine),
        c) the work should be connected with the principal activity of the place of practice and contribute to the cooperation of the trainee with the staff at site.
    2.2. The local tutor should introduce to the trainee the principal activities of the place of

practice and guarantee the availability of work tasks and relevant instruction needed.

    2.3. In the beginning of the practice period together with the local tutor the student prepares his/her plan for practice, listing the tasks and deadlines assigned.

    2.4. The university tutor visits the student at least once during his/her period of practice.

3. Practice reporting

    3.1. The trainee keeps a daily record of his/her working tasks and time spent during the period of practise. The student analyses and records in the diary his/her daily activities, successes and failures. The relevant form or a blog may be used for keeping the practise diary.

    3.2. At the end of practice the student prepares an analytical overview, containing the following subdivisions:

        a)   institutional structure of the place of practice, main fields of activity and their general characteristics;

        b)   a summary of the tasks fulfilled, results achieved and experience gained (a negative experience is also an experience) during the work practise;

        c)   an assessment of one's personal activities as well as the ones carried out by the place of practice (expectations regarding the practice and fulfilment of these, achievability of the tasks assigned and the work load expected, adequacy of instruction, main problems occurred and methods of solving these, etc);

        d)   Suggestions to the place of practice as well as the School of Digital Technologies for better organization of practice in the future.

3.3. At the end of practice the local tutor delivers a professional evaluation of the trainee. The practice performance will be assessed as "passed" or "not passed". The evaluation is presented in free form, where attention could be drawn to the following aspects: *Professional coping*: existing knowledge and ability to apply these, also ability to acquire new knowledge/skills under supervision as well as independently, etc. *Social coping*: attitude of the trainee regarding fulfilment of work tasks, assimilation with the other staff members, communication with co-workers and clients, following the deadlines/regulations/procedures etc. *All other matters which seem important*: e.g. references to aspects which should be taught at university in more detail.

3.4. One week after the end of practice the student will hand in or send the following signed documents regarding the practice to the Institute: a practice diary, an analytic overview and an assessment given by his/her tutor.

3.5. The practice ends with a defence session for all students having undertaken a practice in a given semester. The student delivers a 10-15 minute overview of the tasks performed and problems occurred during his/her practice, answering the questions posed by the audience.