

Rule for Conducting and Evaluating Student Practice (Internship) at the Georgian Technical University

I. Objectives and Content of the Practice

1. The practice is an essential component of higher education which supports the student's development as a professional and enables him/her to develop the theoretical knowledge acquired in a practical environment.
2. The practice gives the student the opportunity to test the acquired knowledge in a real working environment and to further refine and develop the acquired competencies.
3. The practice also aims to support students with regard to employment at the practice sites.
4. The purpose of the practice is also to provide its site with a highly qualified employee who will ensure the effective performance of ongoing work.
5. The content of the practice is determined by the practice program (syllabus), which must provide for:
 - the objectives of the practice;
 - the duration of the practice (determined by the specifics of the educational program and the course);
 - the practice site/sites and the sequence of completing the practice in a time format;
 - the components to be studied/performed by the student at the practice site;
 - the content and deadlines of the student's individual assignment;
 - the types of control of the practice;
 - the forms and methods of student assessment;
 - the deadlines for the students' interim assessments, and for the preparation and defense of their practice reports.
6. After the completion of the practice, its results must be reviewed at the session of the academic department.

II. Types and Sites of the Practice

1. Depending on the objectives of the program, the practice may be educational, introductory, industrial, technological or of another type.
2. Educational practice is, as a rule, conducted within GTU.
3. Industrial, technological and other types of practice are, as a rule, conducted within another enterprise/organization/institution.
4. Accordingly, the practice site may be an educational or educational-scientific laboratory, a scientific-research institute, a center or another structural/organizational unit of the Georgian Technical University (hereinafter – GTU), as well as another enterprise/organization/institution (including an employer) which has appropriate conditions for conducting the practice and with which GTU has concluded a relevant

agreement/memorandum.

5. The agreement/memorandum referred to in point 4 of this section must provide for the level and the title of the educational program, the number of students, as well as the purpose and the duration of the practice.

III. Organization of the Practice

1. Overall management of the practice is carried out by the GTU Teaching Department. Specifically, it performs the monitoring of the organization of the conduct of the practice at the faculties, the checking of draft orders, and other tasks;
2. Responsibility for the organization of the conduct of the practice rests with the dean of the relevant faculty and the head of the academic department;
3. Responsibility for the conduct of the practice rests with the practice supervisor;
4. For the purpose of the operational support and control of the students at the practice site, the practice site appoints a supervisor from among the site's personnel;
5. For the purpose of the organized conduct of the practice, by agreement between the dean of the faculty and the head of the academic department, at least 1 month before the start of the practice, a letter signed by the Rector is sent to the practice site, indicating the details of the agreement/memorandum referred to in points 4 and 5 of Section II, the number (or the lists) of the students to complete the practice in the current semester and the timeframes of its conduct, the objectives, as well as the level and the title of the educational program, the contact information of the practice supervisor and other necessary data.

IV. The Practice Supervisor (Appointed by GTU)

1. Before the start of the practice, carries out preparatory work at the practice site for receiving the students;
2. Establishes close contact and cooperates with the supervisor appointed by the practice site;
3. Controls the timely appearance of the students at the practice site and their completion of occupational safety instruction (taking into account the specifics of the practice site);
4. Introduces the practice program (syllabus) to the students;
5. Gives each student an individual assignment;
6. Together with the supervisor appointed by the practice site, controls the students' observance of the internal labor regulations;
7. Controls the observance of the practice deadlines;
8. Reviews the students' practice diaries and reports;
9. Carries out the interim and final assessments of the students;
10. Enters the assessment into the electronic record sheet of the student's knowledge assessment;
11. Submits to the academic department a report on the conduct of the practice, as well as remarks and proposals for the improvement of the conduct of the practice.

V. The Supervisor Appointed by the Practice Site

1. Organizes the students' practice in accordance with the practice program (syllabus) and the concluded agreement/memorandum;
2. Ensures the conduct of occupational safety instruction for the students;
3. Introduces the internal labor regulations of the practice site to the students;
4. Controls the students' observance of the occupational safety rules and the internal labor regulations;
5. Ensures the creation of safe working conditions for the students at each workplace;
6. Directs the students' daily work;
7. Provides consultations to the students for the fulfillment of the practice program;
8. Assists the students in the performance of the individual assignment;
9. Helps the students in obtaining the information and materials they need;
10. After the completion of the practice, prepares a reference (characterization) for each student.

VI. The Student's Obligations During the Practice

1. The student is obliged to:
 - a) study and strictly observe the rules of occupational safety and industrial sanitation;
 - b) observe the internal labor regulations;
 - c) fully perform the assignment (including the individual assignment) envisaged by the practice program;
 - d) keep a diary and prepare a report during the practice;
 - e) upon the completion of the practice, submit the diary and the report to the supervisor appointed by the practice site and, after his/her signature, hand them over to the practice supervisor;
2. Two or three days are allotted to the student at the end of the practice for the preparation of the report. After the completion of the practice, the student defends the practice report before the supervisor;
3. A student who fails to complete the practice program, or receives a negative assessment at the defense of the report, repeats the practice in accordance with the GTU Instruction for the Management of the Educational Process, in the same way as a course (subject).
4. If the practice is a component of a course, such a student is not admitted to the final examination of the course and will have to retake the course in its entirety, regardless of the assessments received in other components.

VII. Keeping the Practice Diary

1. During the practice, the student must keep records (by hand) in the practice diary of the activities carried out daily, describe the work performed and the novelties he/she became

acquainted with in the course of the practice, note down the necessary data, and record the results achieved;

2. Keeping the practice diary will help the student in preparing the practice report;
3. The practice diary must be completed in the form presented in Annex 1;
4. The practice diary must include the following information: the timeframes of the practice, the name of the practice site, the content of the work to be performed, the signatures of the supervisor appointed by the practice site, and the signature of the practice supervisor appointed by GTU.

VIII. The Practice Report

1. The practice report is an overview of the work studied and performed by the student during the practice.
2. The practice report must contain an introduction (the purpose of the practice site, a brief description), a description of the work areas/workplaces, information on the work specifically performed by the student during the practice period, including the individual assignment, conclusions and proposals, a list of the information sources used, and a table of contents.
3. The title page of the practice report must be formatted in the form presented in Annex 2;
4. The volume of the practice report must be at least 15 pages, excluding annexes. All pages must be numbered consecutively; leaving free space or a blank page is not permitted. The text must be produced on A4 format (297×210 mm) paper of 80 g/m² density, font – Sylfaen, size 12. The minimum font size of the page numbers is 10. A larger font size may be used in the titles of chapters and subchapters. The spacing for the main text of the report is 1.5. The text must be printed on one side of the page only. A margin of 30 mm must be left on the left side of the page, and 20 mm on the remaining sides. The text must be printed on a laser printer or with a quality close to it.

IX. Assessment and Defense of the Practice Report

1. The assessment of the practice is carried out in accordance with the rule and on the basis of the criteria described in the relevant syllabus.
2. The forms of assessment are interim (multiple) and final assessments.
3. A practice whose timeframes coincide with the timeframes of classroom sessions is assessed weekly. For this purpose, at the end of each week the practice supervisor reviews the students' diaries and hears information from them on the course of the practice. A student who has not kept a practice diary, or whose diary has not been signed by the supervisor appointed by the practice site, is not assessed.

The maximum weekly assessment is 4 points, of which the practice diary – 2 points, and the oral review (questioning) – 2 points; the maximum total score of the ongoing assessment during the semester is 60, and the minimum positive assessment is 30 points.

The assessment criteria are:

- a) the practice diary:

- 2 points – the diary is completed in full, produced to a high quality, the terminology is correct, the content corresponds to the practice program;
- 1 point – the diary is completed incompletely, the quality of production is satisfactory, the terminology is flawed, the content partially corresponds to the practice program;
- 0 points – the diary is incomplete, produced to a poor quality, the terminology is inappropriate, the content does not correspond to the practice program, or the diary has not been kept.

b) the oral review (questioning):

- 2 points – the student fully describes the course of the practice in the given period, including the specific areas/workplaces, names facts, the terminology is correct;
- 1 point – the student describes the course of the practice in the given period, but cannot fully specify the areas/workplaces, has difficulty naming facts, the terminology is flawed;
- 0 points – the student cannot describe the course of the practice, cannot name facts, the terminology is faulty.

At the final examination (defense), the practice supervisor reviews the students' practice reports and hears their presentations. A student who has not prepared a report, including one who has not performed the individual assignment, is not assessed.

The maximum assessment of the final examination (defense) is 40 points; the minimum positive assessment for bachelor's degree students amounts to 25% of the maximum assessment, and for master's degree students – 50%. The scaled score of the assessment is obtained by the formula $S = 8 \times M$, where M is the score received according to the assessment criteria.

The assessment criteria are:

- 5 points – the practice report is completed in full, including the individual assignment; the student's reasoning on the content of the practice report is coherent and convincing; he/she demonstrates a thorough knowledge of the material; professional terminology is used;
- 4 points – the practice report is almost completed in full, including the individual assignment; the student's reasoning on the content of the practice report is at a good level; it reflects the content of the presented material, there are no essential errors; professional terminology is used;
- 3 points – the practice report is almost completed in full, including the individual assignment; the student's reasoning on the content of the practice report is satisfactory; minor errors are noted; the terminology is flawed;
- 2 points – the practice report is only partially completed, including the individual assignment; the student's reasoning on the content of the practice report is incomplete and unconvincing; professional terminology is not used;
- 1 point – the practice report and/or the individual assignment is flawed; the answer is essentially wrong;

- 0 points – the practice report, including the individual assignment, has not been completed.

4. A practice whose timeframes do not coincide with the timeframes of classroom sessions is assessed in accordance with the rule described in the syllabus, in compliance with the requirements of Order N3 of the Minister of Education and Science of Georgia of January 5, 2007 “On the Approval of the Rule for Calculating Higher Education Programs in Credits”. For example, the final examination (defense) may be conducted in the same way as described above, while the interim assessment/assessments may be carried out depending on the time format allocated to the practice (for example, daily or with another frequency).

Form of the Student's Practice Diary**Student's Practice Diary**

Name of the practice site

Timeframes of the practice

N	Brief content of the work to be performed and of other information	Signature of the supervisor appointed by the practice site
1	2	3

Practice supervisor:

name, surname, signature

Form of the Title Page of the Practice Report

LEPL Georgian Technical University

..... Faculty

..... **Practice Report**

Level of education _____

Program _____

Student's name, surname _____

Year of study _____ Academic year _____

Group _____

Contact information, telephone _____

Timeframes of the practice _____

Name of the practice site _____

Legal form and name _____

Subordination (if any) _____

Location _____

Supervisor appointed by the practice site _____
name, surname, signature, date

Supervisor appointed by GTU _____
name, surname, signature, date

Year 20..