

Rules for Conducting and Evaluating the Practicum of Students of the Georgian Technical University

I. Objectives and Content of the Practicum

1. The practicum is an essential component of higher education, which helps the student develop professionally and allows him/her to develop, in a practical environment, the theoretical knowledge he/she has acquired.
2. The practicum enables the student to test, in a real working environment, the knowledge acquired and the competencies gained, and to further refine and develop them.
3. The practicum is also aimed at facilitating students' employment at practicum sites.
4. The practicum also aims to provide the host site with a highly qualified employee who ensures the effective performance of ongoing work.
5. The content of the practicum is determined by the practicum program (syllabus), which must take into account:
 - the objectives of the practicum;
 - the duration of the practicum (determined based on the specifics of the educational program and the course);
 - the practicum site(s) and the sequence of the practicum in a time format;
 - the components to be studied/performed by the student at the practicum site;
 - the content and deadlines of the student's individual assignment;
 - the types of practicum control;
 - the forms and methods of student assessment;
 - the deadlines for students' interim assessments and for the preparation and defense of their practicum reports.
6. After completion of the practicum, its results must be discussed at a meeting of the academic department.

II. Types and Sites of the Practicum

1. Depending on the objectives of the program, the practicum may be educational, orientational, industrial, technological, or of another type.
2. Educational practicum is, as a rule, conducted within GTU.
3. Industrial, technological, and other types of practicum are, as a rule, conducted at another enterprise/organization/institution.
4. Accordingly, the practicum site may be an educational or educational-scientific laboratory, a 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) that has appropriate conditions for conducting the practicum and with which GTU has concluded a corresponding agreement/memorandum.

5. The agreement/memorandum referred to in paragraph 4 of this article must specify the level and title of the educational program, the number of students, as well as the purpose and duration of the practicum.

III. Organization of the Practicum

1. The general management of the practicum is carried out by the GTU Teaching Department. Specifically, it monitors the organization of the practicum conducted at the faculties, reviews draft orders, and performs other related functions;
2. Responsibility for organizing the conduct of the practicum lies with the dean of the relevant faculty and the head of the academic department;
3. Responsibility for conducting the practicum lies with the practicum supervisor;
4. In order to provide students with operational support and control at the practicum site, the practicum site appoints a supervisor from among its own staff;
5. In order to ensure the organized conduct of the practicum, no later than one month before the start of the practicum, and upon agreement between the dean of the faculty and the head of the academic department, a letter signed by the rector is sent to the practicum site. The letter must indicate the details of the agreement/memorandum referred to in paragraphs 4 and 5 of Article II, the number (or list) of students to undergo the practicum in the current semester, the deadlines and objectives for its conduct, as well as the level and title of the educational program, the contact information of the practicum supervisor, and other necessary information.

IV. Practicum Supervisor (appointed by GTU)

1. Carries out preparatory work at the practicum site prior to the start of the practicum in order to receive the students;
2. Establishes close contact and cooperates with the supervisor appointed by the practicum site;
3. Monitors students' timely attendance at the practicum site and their completion of occupational safety training (taking into account the specifics of the practicum site);
4. Familiarizes students with the practicum program (syllabus);
5. Assigns an individual task to each student;
6. Together with the supervisor appointed by the practicum site, monitors students' compliance with internal labor regulations;
7. Monitors compliance with the deadlines of the practicum;
8. Reviews students' practicum diaries and reports;
9. Carries out students' interim and final assessments;
10. Enters the assessment into the student's electronic grade record;
11. Submits to the academic department a report on the conduct of the practicum, as well as comments and proposals for improving the conduct of the practicum.

V. Supervisor Appointed by the Practicum Site

1. Organizes students' practicum in accordance with the practicum program (syllabus) and the concluded agreement/memorandum;
2. Ensures that occupational safety training is provided to the students;
3. Familiarizes students with the internal labor regulations of the practicum site;
4. Monitors students' compliance with occupational safety rules and internal labor regulations;
5. Ensures safe working conditions for students at every workplace;
6. Directs students' daily work;
7. Provides consultations to students for completing the practicum program;
8. Assists students in completing their individual assignment;
9. Helps students obtain the information and materials they need;
10. After completion of the practicum, prepares a reference/characterization for each student.

VI. Student's Duties During the Practicum

1. The student is obliged to:
 - a) study and strictly observe occupational safety and industrial sanitation rules;
 - b) comply with internal labor regulations;
 - c) fully complete the assignment provided for by the practicum program (including the individual assignment);
 - d) keep a diary and prepare a report during the course of the practicum;
 - e) upon completion of the practicum, submit the diary and report to the supervisor appointed by the practicum site, and after they have been signed by that supervisor, submit them to the practicum supervisor;
2. At the end of the practicum, the student is allotted two or three days to prepare the report. After completing the practicum, the student defends the practicum report before the supervisor;
3. A student who fails to complete the practicum program, or who receives a negative assessment when defending the report, shall repeat the practicum in accordance with GTU's instructions for managing the educational process, in the same manner as for a course (subject).
4. If the practicum is a component of a course, such a student shall not be admitted to the final examination of the course, and will have to retake the entire course regardless of the assessment received in its other components.

VII. Keeping the Practicum Diary

1. During the practicum, the student must keep daily (handwritten) records of the activities carried out, in the practicum diary; describe the work performed and any new developments encountered during the course of the practicum; note down necessary data; and record the results achieved;

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

VIII. Practicum Report

1. The practicum report is an overview of the work studied and performed by the student during the course of the practicum.
2. The practicum report must contain an introduction (the purpose of the practicum site and a brief description of it), a description of the work areas/locations, information on the work specifically performed by the student during the practicum 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 practicum report must be formatted according to the form presented in Appendix 2;
4. The volume of the practicum report must be no less than 15 pages, excluding appendices. All pages must be numbered sequentially; leaving blank spaces or blank pages is not permitted. The text must be printed on A4-format (297×210 mm) paper with a density of 80 g/m², in Sylfaen font, size 12. The minimum font size for page numbers is 10. A larger font size may be used for the titles of chapters and subchapters. The line spacing for the main body 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 each of the other sides. The text must be printed on a laser printer, or with quality comparable to it.

IX. Assessment and Defense of the Practicum Report

1. The practicum is assessed according to the procedure and criteria described in the relevant syllabus.
2. The forms of assessment are interim (multiple) assessments and a final assessment.
3. A practicum whose dates coincide with the period of classroom sessions shall be assessed on a weekly basis. For this purpose, at the end of each week the practicum supervisor reviews the students' diaries and hears information from them about the progress of the practicum. A student who has not kept a practicum diary, or whose diary has not been signed by the supervisor appointed by the practicum site, shall not be assessed.

The maximum weekly assessment is 4 points, comprising 2 points for the practicum diary and 2 points for the oral survey; the maximum cumulative score for ongoing assessment during the semester is 60, and the minimum passing score is 30.

The assessment criteria are as follows:

- a) Practicum diary:

- 2 points – the diary is fully completed, executed to a high standard, the terminology is correct, and the content corresponds to the practicum program.
- 1 point – the diary is incompletely filled in, the quality of execution is satisfactory, the terminology has flaws, and the content partially corresponds to the practicum program;
- 0 points – the diary is incomplete, poorly executed, the terminology is inappropriate, the content does not correspond to the practicum program, or the diary has not been kept at all.

b) Oral survey:

- 2 points – the student fully describes the course of the practicum during the given period, including specific work areas/locations, names facts, and uses correct terminology;
- 1 point – the student describes the course of the practicum during the given period but cannot fully specify the work areas/locations, has difficulty naming facts, and the terminology has flaws;
- 0 points – the student is unable to describe the course of the practicum, cannot name facts, and the terminology is incorrect.

During the final examination (defense), the practicum supervisor reviews the students' practicum reports and hears their presentations. A student who has not prepared a report, including one who has not completed the individual assignment, shall not be assessed.

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

The assessment criteria are as follows:

- 5 points – the practicum report, including the individual assignment, is fully completed; the student's reasoning about the content of the practicum report is coherent and convincing; the student demonstrates thorough knowledge of the material; professional terminology is used;
- 4 points – the practicum report, including the individual assignment, is almost fully completed; the student's reasoning about the content of the practicum report is at a good level; it reflects the content of the material presented; there are no substantial errors; professional terminology is used.
- 3 points – the practicum report, including the individual assignment, is almost fully completed; the student's reasoning about the content of the practicum report is satisfactory; minor errors are noted; the terminology has flaws.
- 2 points – the practicum report, including the individual assignment, is only partially completed; the student's reasoning about the content of the practicum report is incomplete and unconvincing; professional terminology is not used;
- 1 point – the practicum report and/or the individual assignment has significant flaws; the response is substantially incorrect.
- 0 points – the practicum report, including the individual assignment, has not been completed.

4. A practicum whose dates do not coincide with the period of classroom sessions shall be assessed in the manner described in the syllabus, in accordance with the requirements of Order No. 3 of the Minister of Education and Science of Georgia dated 5 January 2007, "On the Approval of the Procedure for Calculating Credits for Higher Education Programs." For example, the final examination (defense) may be conducted in the same manner as described above, while the interim assessment(s) may be carried out based on the time format allocated for the practicum (for example, on a daily basis or with a different frequency).

Appendix 1

Form of the Student's Practicum Diary

Student's Practicum Diary

Name of the practicum site

.....

Dates of the practicum

No.	Brief description of work performed and other information	Signature of the supervisor appointed by the practice
1	2	3

Practicum supervisor:

Name, surname, signature

Appendix 2

Form of the Title Page of the Practicum Report

LEPL Georgian Technical University

..... Faculty

.....Practicum Report

Education level _____

Program _____

Student's name, surname _____

Year of study _____ Academic year _____

Group _____

Contact information, telephone _____

Dates of the practicum _____

Name of the practicum site _____

Legal form and name _____

Subordination (if applicable) _____

Location _____

Supervisor appointed by the practicum site _____

Name, surname, signature, date

Supervisor appointed by GTU _____

Name, surname, signature, date

20.. year