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SEMESTER SYLLABUS 6TH SEMESTER INTERNSHIP

Bachelor of Architectural Technology and Construction Management

VIA University College Horsens and Aarhus

Spring 2016

Bliv opdateret
VIA University College



SEMESTER- ORIENTERING

6. SEMESTER PRAKTIK

Uddannelsen til professionsbachelor som bygningskonstruktør

VIA University College Horsens, Aarhus og Holstebro

Foråret 2016

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SEMESTER SYLLABUS

Welcome to the 6th semester!

During this semester, you will do an internship in a public or private company. The internship is an important part of your education, because you get tested your knowledge and skills in practice. In addition, it is your chance to test your 'dream job' and learn whether you will continue in that direction or aim the 7th semester in another direction.

Cf. the Internship manual, it is important that you during your internship stay in touch with this programme. Partly through contact with your UC-teacher, partly by staying updated on Studynet.

During the 6th semester, you have to select and register a topic for your elective programme element and at the same time consider which bachelor project you wish to work with in your 7th semester. We urge you to collaborate with a company, e.g. your internship-place who might have ideas or suggestions for a topic for both assignments.

Quality assurance and development

Find action plans in relation to the work with quality assurance and development of the study programme on [Studynet \(Horsens\)](#) and [Studynet \(Aarhus\)](#).

Join [VIA Bygningskonstruktør / Architectural Technology and Construction Management](#) on LinkedIn and become a part of a professional network with other students, graduates, teachers and employers.

Reading guide

To guide you about the different semesters in this programme, a semester syllabus has been developed for each semester. The semester syllabus contains three main sections:

- 1. The programme.** This section describes the basic approach to the pedagogy and teaching-forms, including our expectations of you in terms of achieving the learning aims. This section also describes our work with quality assurance and development of the programme and the role you play in this context.
- 2. The semester.** This section starts with a brief description of the requirements and prerequisites for admission on the semester as well as the overall learning objectives for the semester. Finally, the main section describes how to assess the fulfillment of your learning aims, through tests and evaluations, and what criteria form the basis for the evaluation.
- 3. Your implementation.** This section contains a time schedule prepared by the semester team (teachers) and references to literature and informative materials.

1 THE PROGRAMME

The Architectural Technology and Construction Management programme is organized as a full-time education with 7 semesters, equivalent to 210 ECTS-points. The Construction Technologist Programme consists of 4 full-time semesters corresponding to 120 ECTS-points. Each ECTS-point corresponds to a workload of 27.5 hours and each semester is organized over 20 weeks, including the exam. Hence, you are expected to spend approximately 41 hours per week on your education¹.

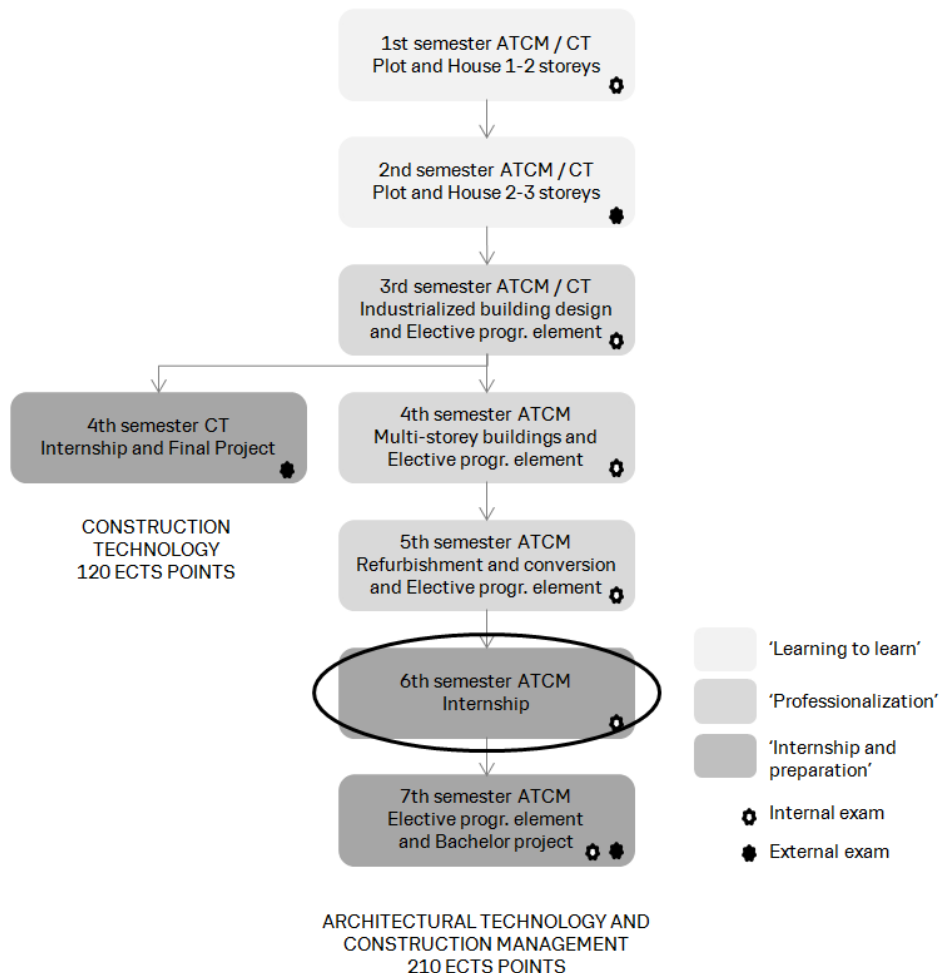
As a student, you have your own 'workplace' at the college, which we encourage you to use. The 'workplace' will change from semester to semester, depending on the size of the classes and your choice of specialization.

You also have access to resources and equipment made available to you by the campus. The type of resources and equipment may vary slightly from campus to campus.

1.1 The study environments

The programme is based on three different study environments, ensuring a natural progression in the learning during the course of the programme, see Figure 1:

Figure 1: The three study environments at VIA Built Environment



Source: Created at VIA Built Environment

¹ During the internship, a workload of approximately 37 hours/week is accepted.

"Learning to learn"

This environment emphasizes the learning of how to be a successful student – finding your own learning style and gaining good study- and work-habits in a PBL (Project Based Learning) environment. It is also an introduction to the professional world of the Bachelor of Architectural Technology and Construction Management, and you acquire basic knowledge and skills concerning working methods and tools used within the profession.

"Professionalization"

This environment increases focus on the professional content of the projects and you learn more about advanced methods for carrying out analyses.

"Internship and job preparation"

Through the internship in a company of your own choice, and through your elective programme element and bachelor project (defined within delimited areas), you are required to immerse yourself further and independently into theory and practice.

1.2 Study activity / Attendance

Please see the Internship manual.

1.3 Quality-assurance and -development of the programme

We work systematically and goal-oriented with quality assurance and development of the study programmes at VIA Built Environment with regards to ensuring your learning and the content of the study programmes. This includes ensuring an updated knowledge base, the right academic level and the study programmes' relevance for the employers.

1.3.1 Your involvement

You and your fellow students play an important part in assuring and developing the quality of the study programme. It is important for the programme management and the teachers to get your feedback, partly to ensure that you and your fellow students gain a high learning outcome, partly to ensure a satisfactory study- and teaching environment.

From the table below, you can get an overview of how you as students are involved in evaluating the courses at and outside of VIA, who primarily uses your feedback and when the evaluations are carried out.

Table 1: The students involvement in evaluation of the courses at and outside of VIA

	Method	Primary users	Time
Semester introduction	You and the teachers align your expectations to the semester with a starting point in the semester syllabus.	Students and teachers	At the start of each semester.
Portfolio	You reflect upon your own effort and what you have to do in order to reach your learning aims.	Students	Continually through the course of the study programme.
Midterm teaching Evaluation	The teachers select a method, typically it is orally.	The teachers	Approximately in the middle of the semester – it will be stated in the guiding time schedule.
Final Teaching Evaluation	You receive a mail with a link to the online survey from the study programme. In semesters where you can be gathered in class, the teachers will discuss the results with you.	Teachers The programme management	Each semester is evaluated every 3rd time it is carried out. It will be stated in the guiding time schedule if the semester is to be evaluated.

Final Evaluation of the Internship	You receive a mail with a link to the online survey from the study programme.	The programme management	
Final Evaluation of Study abroad	You receive a mail with a link to the online survey from the International Office.	The programme management The International Office	By the end of each semester.
Student Satisfaction Survey	You receive a mail with a link to the online survey from VIA Quality. The programme management invites the class representatives to a follow-up meeting.	The programme management VIA's management	Every 2nd year. It will be stated in the guiding time schedule if there is a Student Satisfaction survey in the given semester.

Source: Development at VIA Built Environment

You can find results, Key Performance Indicators and action plans on [Studynet \(Horsens\)](#) and [Studynet \(Aarhus\)](#).

Results from the latest evaluations are presented at the Semester introduction. Furthermore, your class representatives play an important part in passing on the main points from the DSR-meetings.

1.3.2 The local DSR (Student Council)

At VIA there is one [DSR](#) at each campus with class representatives from all the study programmes, but there is also local DSR's at the study programmes.

The programme management at VIA Built Environment in Horsens, Aarhus and Holstebro respectively continuously involve the local DSR in a discussion of the work with quality assurance and development of the programme, including:

- Employer involvement
- Graduate involvement
- Final Teaching Evaluation
- Final Evaluation of the Internship in Denmark and abroad
- Final Evaluation of Study Abroad
- The Student Satisfaction Survey
- Drop-out analysis
- The Quality Report

2 THE SEMESTER

During this semester, you will do an internship in a private or public company.

2.1 Entrance requirements

In order to be admitted to the 6th semester, you must have been registered for the exam in the 5th semester, or be able to document that you in other ways have equivalent competencies.

2.2 Learning aims for the 6th semester (transcribed from the curriculum)

In this section the learning aims for the compulsory part of the semester (30 ECTS-points) are described. The learning aims are transcribed from the curriculum.

Knowledge

At the end of the 6th semester you should have learned:

- about and have the ability to reflect on the practical work carried out within the profession in the specific company
- about the organizational, financial, administrative, social and work conditions in the specific company

Skills

At the end of the 6th semester you should:

- be able to work with relevant professional problems within the profession
- be able to work independently or in collaboration with others in the solving of theoretical and practical assignments commissioned to you the company

Competencies

At the end of the 6th semester you should:

- have the ability to put into practice key issues of the education when working with theoretical and practical assignments
- have the ability to identify your own learning needs and competencies in developing your own knowledge and skills in relation to the profession

2.3 The Internship

The final aim of the internship is future employment as a Bachelor of Architectural Technology and Construction Management. The placement should take place in a private or public company in Denmark or abroad. The company must be able to provide assignments relevant to the profession and provide appropriate guidance for such assignments.

The type of company you choose for the internship should correspond to your line of specialization. It is your responsibility to make contact with the company and your responsibility to sign a contract for the internship in accordance with the time schedule.

In collaboration with the company, you must initiate the elaboration of a plan for the internship, including the formulation of learning aims and definition of work conditions, etc. It is your responsibility to ensure that the learning aims described correspond to the aims and contents defined for the internship.

You have to upload your learning aims at "my website" to be approved by your UC-teacher, no later than two weeks after you have started the internship.

Throughout the internship, you are expected to solve the assignments given to you by the company to the best of your ability. It is expected that you participate in the company's daily routines like any other employee. The internship is non-paid but you are entitled to receive SU, if you are already eligible for this.

During your internship, the company is responsible for taking out insurance for you corresponding to that of the other employees in the company. You must arrange to have your own full-time accident insurance.

2.3.1 Documentation

During the internship, you must give a weekly report in the form of a logbook and write four independent reports with different learning aims cf. the time schedule.

2.3.1.1 The Logbook

The learning aims and content of the Logbook is shown in the following table.

Table 2: The Logbook

Duration	Integrated part of the internship.
Learning aims - Knowledge	You must gain knowledge about: <ul style="list-style-type: none"> - how to systematically give a report on work assignments in practice
Learning aims - Skills	You must be able to: <ul style="list-style-type: none"> - give a short and precise report in order for your information to be used by the recipients as a management tool
Content	The Logbook should contain a short description of the theoretical and practical work tasks you have solved during the week – either independently or in collaboration with others and a short reflection of your achieved learning by solving these tasks. Furthermore, it should be possible to use the Logbook as a management tool – by the student, the contact person at the company and the UC-teacher.

Source: Created at VIA Built Environment

2.3.1.2 The 1st report

The learning aims and content of the 1st report is shown in the following table.

Table 3: The 1st report

Duration	Integrated part of the internship.
Learning aims - Knowledge	You must gain knowledge about: <ul style="list-style-type: none"> - relevant learning aims for this specific internship - and an understanding of, the BATCM's work and responsibility within the industry compared to other professions that you might get involved with during your internship
Learning aims - Skills	You must be able to: <ul style="list-style-type: none"> - plan relevant learning aims for the internship in collaboration with the company - identify what is the particular work and area of responsibility of a BATCM as compared to other professions within the building industry - identify personal needs for learning in relation to the internship
Content	<ul style="list-style-type: none"> - A reasoned description of your personal learning aims for the internship - A description of the company (e.g. department) and its work areas - A description of the BATCM's work and responsibility areas with regards to what characterizes BATCM's role compared to other professions within the industry (with which you have had contact during the internship) <p>The report must be a maximum of three A4 pages (one page corresponds to 2400 characters incl. space, excl. front page and reference list).</p>

Source: Created at VIA Built Environment

2.3.1.3 The 2nd and 3rd report

The learning aims and content of the 2nd and 3rd report is shown in the following table.

Table 4: The 2nd and 3rd report

Duration	Integrated part of the internship
Learning aims - Knowledge	You must gain knowledge about: <ul style="list-style-type: none"> - relevant topics for this specific internship - and an understanding of work processes necessary in relation to the internship
Learning aims - Skills	You must be able to: <ul style="list-style-type: none"> - reflect on theories and methods used in the fulfilment of learning aims - evaluate and assess the outcome of your learning during the internship so far - gain new knowledge and use it in relation to the internship
Content	<ul style="list-style-type: none"> - A description of how you work with your personal learning aims and assess the result. - The report has to be based on a question, a problem or the like which you have met in the company, and which is relevant in regards to your learning aims. - you could reflect upon the content of the 2nd and 3rd report in relation to the elective programme element and bachelor project you are going to work with at the 7th semester. <p>The report must be a maximum of three A4 pages (one page corresponds to 2400 characters incl. space, excl. front page and reference list).</p>

Source: Created at VIA Built Environment

2.3.1.4 The 4th report

The learning aims and content of the 4th report is shown in the following table.

Table 5: The 4th report

Duration	Integrated part of the internship.
Learning aims - Knowledge	You must gain knowledge about: <ul style="list-style-type: none"> - relevant topics for this specific internship - and an understanding of work processes necessary in relation to the internship
Learning aims - Skills	You must be able to: <ul style="list-style-type: none"> - reflect on theories and methods used in the fulfillment of learning aims - reflect on working areas and responsibilities, and be able to distinguish the role of the BATCM compared to the role of other professionals within the building industry - reflect on how you have been working with your personal learning aims during the internship and be able to evaluate the result - identify personal needs for learning in relation to the internship - reflect on the programme in relation to the internship. Has the programme provided you with sufficient skills in order to undertake the role as BATCM during your internship?
Content	<ul style="list-style-type: none"> - Reflections on whether you through this programme have gained the necessary competencies to fulfill the tasks during the internship. - Reflections on whether you have reached you learning aims during the internship. - Information regarding your choice of topic for the elective programme element and, e.g. in collaboration with the internship-place. <p>The report must be a maximum of three A4 pages (one page corresponds to 2400 characters incl. space, excl. front page and reference list).</p>

Source: Created at VIA Built Environment

2.3.2 Other study elements

2.3.2.1 The home day

There will be a "Home day" for all interns, where you get the opportunity to share your experiences during the first part of the internship period and you will be informed of the 7th semester.

The elective programme element in the 7th semester has to be registered by the end of the 6th semester, why you will be informed specifically about this on the home day.

If you are taking your internship abroad, we do not expect you to show up at the "Home day". Instead, you must keep informed through Study net, your classmates and your UC-teacher.

2.4 Tests and evaluations

The semester is ended with an internal evaluation.

You are not to participate at the evaluation, why it is solely based on the written documentation you have delivered during the internship period.

The internship is assessed with a grade, using the 7-point grading scale.

Table 6 is an overview of the different study elements and their evaluation before or in relation to the final test.

Table 6: Study elements and their evaluations

Study element	Evaluated before the final test*	Evaluated at the final test	Weighting in the total evaluation
Logbook (updated continually)		X	40 %
Report 1	X		15 %
Report 2	X		15 %
Report 3	X		15 %
Report 4		X	15 %

Source: Created at VIA Built Environment

Note: *In case your internship doesn't run accordingly to the guiding time schedule, it is your responsibility to determine the dates for hand-in with your UC-teacher.

Note: ** You will only receive one total grade at the final evaluation!

Find general information about the exam on [Study net \(Horsens\)](#) and [Studynet \(Aarhus\)](#).

2.4.1 Assessment of the internship

The assessment criteria are defined as:

- Method and process (knowledge, skills, competency)
- Written presentation, reflections and conclusions (knowledge, skills, competency)

It is a prerequisite for the final evaluation of your internship that you as a student have had a normal workload of 37 hours per week for 20 weeks (unless you under special circumstances have agreed upon something else with the company and this has been accepted by the school).

3 YOUR IMPLEMENTATION

3.1 Guiding time schedule

To the extent possible, the semester will proceed in accordance with the guiding time schedule presented in Figure 2.

Figure 2: Guiding time schedule

Period: d.08.02-24.06																								
Month	February			March					April				May				June							
Calendar week	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
Teaching week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
Start of the internship	█	█																						
Elaboration of a plan for the internship in cooperation with the company	█	█	█																					
Upload learning aims (senest d.19.02.16)	█	█	█																					
Upload logbog (as a starting point every friday)	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█				
Upload internship report					1			2				3				4								
Assessment of the internship																				█				
End of the internship																				█				
Homeday and information about the 7th semester (d.30.03.16)								█																
Digital information concerning the 7th semester to students abroad									█															
Deadline: choice of specialisation in the 7th semester (d.27.05.16)																█								
Deadline: elective programme element (d.27.05.16)																█								
Choice and delimitation of the topic for the elective programme element																			█	█				
Final evaluation of the internship																				█				

Source: The semester team's creation

3.2 References and knowledge base

- [Link to the Internship manual](#)