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VIA University College



SEMESTER SYLLABUS **6TH SEMESTER** INTERNSHIP

Bachelor of Architectural Technology and Construction Management

VIA University College Horsens

Spring 2018

CONTENT

1	THE PROGRAMME	5
1.1	The study environments	5
1.2	Teaching- and workforms	6
1.3	Study activity / Attendance	7
1.4	Quality assurance and development of the programme	7
1.4.1	Your involvement	7
1.4.2	The local DSR (Student Council)	8
<hr/>		
2	THE SEMESTER	9
2.1	Entrance requirements	9
2.2	Learning aims for the 6th semester (transcribed from the curriculum)	9
2.3	The Internship	9
2.3.1	Documentation	10
2.3.1.1	The Logbook	10
2.3.1.2	The 1st report	10
2.3.1.3	The 2 nd report	10
2.3.1.4	The 3 rd report	11
2.3.2	Other study elements	11
2.3.2.1	The home day	11
2.4	Tests and evaluations	11
2.4.1	Assessment of the internship	12
<hr/>		
3	TEACHER TEAM SPECIFICS	13
3.1	Guiding time schedule	13
3.2	References and knowledge base	13

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

In the following links, you can find the latest action plans, developed by the programme management based on your assessments.

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

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.

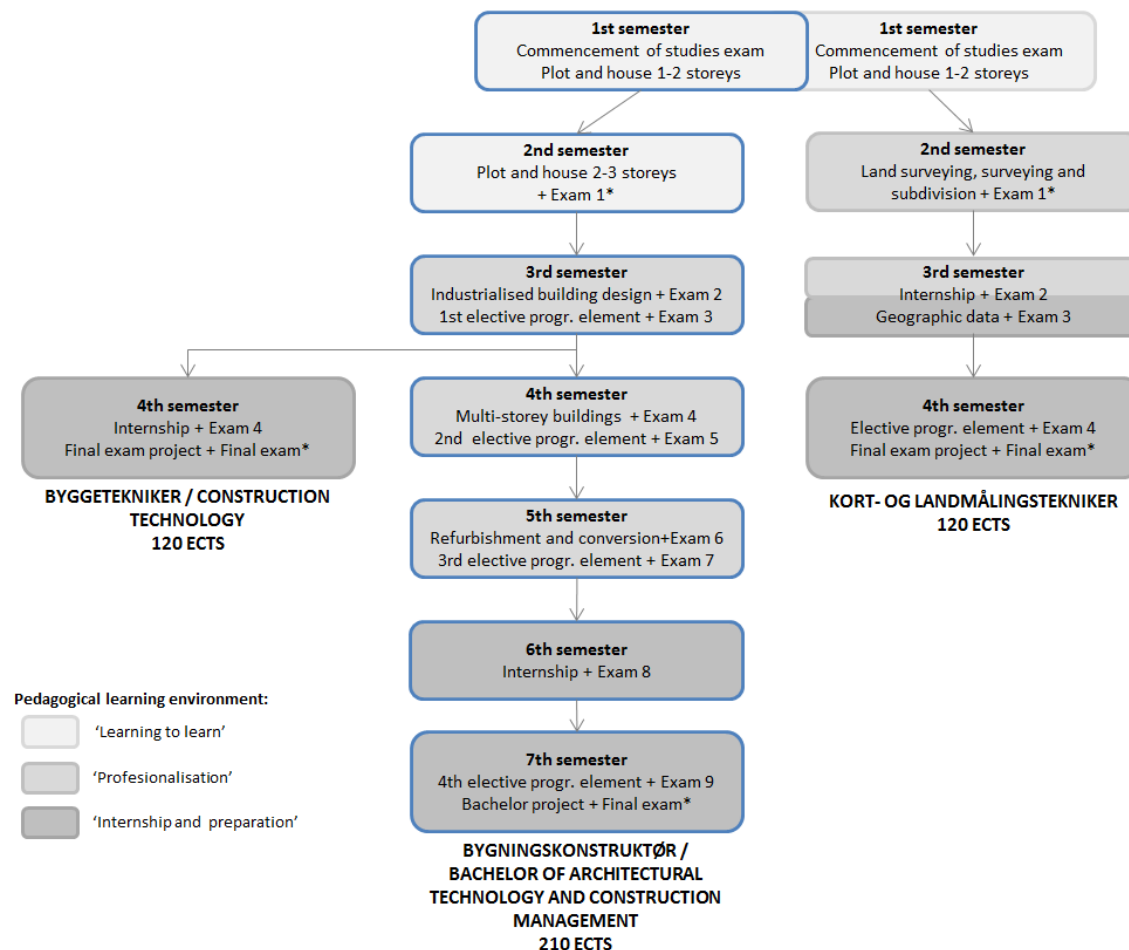
As a student, you have your own 'workplace' at the college, which we encourage you to use. The 'workplace' will change from semester to semester, depending on the size of the classes and your choice of specialization.

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

"Learning to learn"

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

This environment emphasizes the learning of how to be a successful student – finding your own learning style and gaining good study- and work-habits. Furthermore, special emphasis is put on Portfolio as the controlling element which ensures focus on the process oriented approach.

"Professionalization"

This environment increases focus on the professional content of the projects. At the same time, your ability to learn yourself is enhanced. This happens in relation with you learning more about advanced methods for carrying out analyses.

"Internship and job preparation"

Through the internship in a company of your own choice, the elective programme element and bachelor project, you are required to immerse yourself further and independently into the relation between theory and practice.

1.2 Teaching- and workforms

The Architectural Technology and Construction Management programme is based on Problembased Learning (PBL). That is, the turning point in each of the compulsory programme elements is one cross-disciplinary project. In the work with the project problems, the student develop and demonstrate gained knowledge, skills and competences across the academic areas of the semester.

To prepare the student as much as possible for the profession, the primary work form is group work. Other teaching and workforms are organised in relation to the project work. Theory lessons are primarily placed in the beginning of the compulsory programme element, as it is seen as general contributions within the theme of the semester.

Besides from this, the student has to seek and process anything else that might be relevant for carrying out the project.

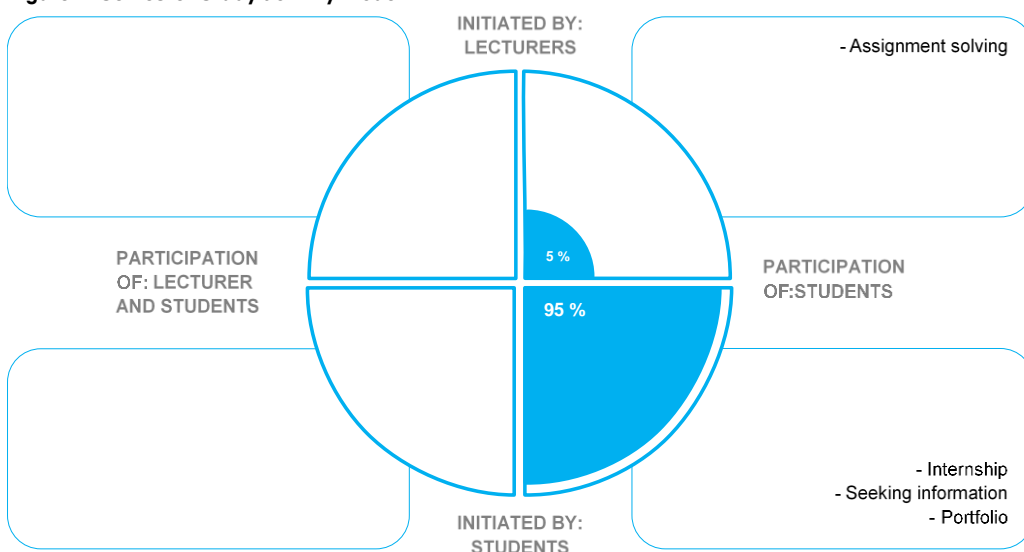
Portfolio is an important tool in the study programme, which you are to use to reflect upon your own learning.

The teaching- and workforms used in this semester are presented in the semester Study activity model.

The Study activity model clarifies partly that we expect you as a student to spent approximately 825 hours in each semester, partly that there are different types of teaching- and workforms which indicate that not all learning is initiated by a teacher and/or with the presence of a teacher. I.e., as a student you also carry a great responsibility for your own learning.

Hence the study activity model is also an illustration of what we expect from you as a student and what you can expect from us in relation to reaching the learning objectives.

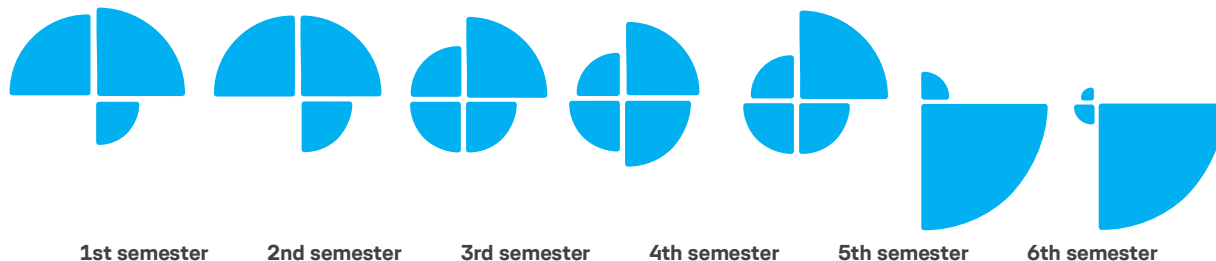
Figure 2: Semester Study activity model



Source: Development at VIA Built Environment

The percentage distribution of hours in the four categories is an expression of the degree of independence we expect of you as a student. If we look at the development in the semester wise Study activity models it follows the development in the pedagogical learning environment.

Figure 3: Development in the semester wise Study activity models



Source: Development at VIA Built Environment

All Study activity models can be found on the study programme's [website](#).

1.3 Study activity / Attendance

Please see the Internship manual.

1.4 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.

1.4.1 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

Element	Method	Primary users	Time
Alignment of expectation at the start of a new course at the institution	Dialogue at the Semester introduction with a starting point in the semester syllabus	Teachers and students	At the start of each semester.
Midterm teaching evaluation of a course at the institution	The Teacher team select a method	The teacher team	Approximately half way through the semester - is stated in the guiding time schedule.

Final teaching evaluation of a course at the institution	Online survey	The programme management and The teachers and the teacher team	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.
Ongoing dialogue	Dialogue between the teachers, students and programme management, e.g. in the daily life or through the local DSR/KSR	Teachers and students	Continuously.
Quality assurance, incl. final evaluation of internship in Denmark and abroad	Among other things online survey	The programme management, internship coordinators and the international office	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.
Quality assurance, incl. final evaluation of studies abroad	Among other things online survey	The programme management and the international office	By the end of each period of studies abroad.
Student satisfaction survey	Online survey	The programme management and VIAs upper 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 \(Horsens\)](#). 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.

1.4.2 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 the internship portal 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 (see 3.1. Guiding time schedule)
Content	<p>The weekly logbook must contain the following:</p> <ul style="list-style-type: none"> - a short description of tasks you have solved during the week – either independently or in collaboration with others. The logbook should give an overview of your tasks in relation to your learning aims - a short reflection of your achieved learning in relation to your learning aims

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 (see 3.1. Guiding time schedule)
Content	<p>The report must contain the following:</p> <ul style="list-style-type: none"> - a reason for your choice of learning aims - a description of the company and its work areas - a description of the professional background, education, experience, etc. of your (closest) new colleagues <p>The report must be a maximum of three A4 pages (one page corresponds to 2400 characters incl. spacing, excl. front page and reference list).</p>

Source: Created at VIA Built Environment

2.3.1.3 The 2nd report

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

Table 4: The 2nd report

Duration	Integrated part of the internship (see 3.1. Guiding time schedule)
Content	<p>The report must contain the following:</p> <ul style="list-style-type: none"> - a description of how you have worked with your learning aims and an assessment of the result. - considerations about possibly adjusting / supplementing the learning aims for the next 10 weeks - a description of and reflection on a problem that you encountered in your internship that may inspire the elective programme element. <p>The report must be a maximum of three A4 pages (one page corresponds to 2400 characters incl. spacing, excl. front page and reference list).</p>

Source: Created at VIA Built Environment

2.3.1.4 The 3rd report

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

Table 5: The 3rd report

Duration	Integrated part of the internship (see 3.1. Guiding time schedule)
Content	<p>The report must contain the following:</p> <ul style="list-style-type: none"> - reflections on your education in relation to your internship assignments – do you have the necessary skills to perform the assignments. - reflections on your work with your learning aims as well as an assessment of the outcome. - A reflection of the work and responsibilities of a bachelor of Architectural Technology & Construction Management in relation to your experience from the internship. - Information regarding your choice of topic for the elective programme element possibly in collaboration with the internship company and reflections on choice of subject for your bachelor project <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		20 %
Report 2	X		20 %
Report 3		X	20 %

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 \(Horsens\)](#).

2.4.1 Assessment of the internship

The assessment criteria are defined as:

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

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 TEACHER TEAM SPECIFICS

3.1 Guiding time schedule

To the extent possible, the semester will proceed in accordance with the guiding time schedule presented in Figure 4.

Figure 4: Guiding time schedule

Period from 05.02.2018 to 29.06.2018																									
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	26				
Teaching week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					
Internship starts - February 5 2018																									
Upload learning goals - no later than February 16 2018																									
Upload log - preferably every Friday																									
Upload internship report																									
Home-day for students in Denmark*																									
Information about 7th semester is uploaded to Studynet																									
Assessment of the internship																									
Internship ends - June 29 2018																									
Final evaluation of the internship																									
Choice of Elective Program Element for 7th semester - May 25 2018																									

*The exact date for "home-day" can be found in the activity list for your study program

Source: Created at VIA Built Environment

3.2 References and knowledge base

- [Link to the Internship manual](#)