

Practicum Handbook

2020/2021

If you have chosen to undertake an internship in an organization, you need to carefully read this manual.

Number of credits: 12

Grading: Pass or fail basis will be adopted. If you pass, you'll have a description of the evaluation of the jury (Outstanding, Good, Acceptable) BUT the assessment will not be included in the semester or cumulative GPA.

I. Before the internship

Contact organizations that can provide you an internship in the major field of your studies. If you have an oral agreement, make sure that you will have a valuable problem to treat. Contact the supervisor in the company; discuss an interesting subject with him/her.

Print three copies of the internship agreement form, complete your personal information and sign the three copies. You do not need a registered signature.

After that, hand it over to the representative of the hosting organization who will fill-in three copies (the part related to the company) with the contact information of the supervisor, the signature and the stamp of the company.

Then, contact an academic supervisor at TBS. Every head of department/coordinator of a discipline has a list of teachers who have accepted to supervise. Present the subject of your internship to your academic advisor. The latter will judge the proposal. The academic advisor may contact the professional supervisor to discuss/readjust the project topic. Upon approval, the academic advisor signs the agreement form.

Finally, give the three copies to the administration to have the dean's signature. Submit these copies to Mrs Dorsaf Ben Cheikh (secretary of the general secretary)

When signed, a copy will be kept at TBS, a second one will be given to the hosting organization and the third one will be kept by the student.

II. During the internship

- * You are under the supervision of the academic advisor and the professional supervisor.
- * You should contact your academic advisor regularly.
- * You prepare your report following the report template.

Remark: Launching one's **own Startup** can be considered as an internship provided that the student has a hosting organization that plays the role of the third party (this can be an incubator, an accelerator, an entrepreneurship program ...) and a professional supervisor inside this organization.

III. After the internship

Your training supervisor fills-in an evaluation form (**Annex A**): one form per student in a sealed envelope and gives you a training attestation if your internship is successfully completed.

Your academic advisor fills-in an evaluation form (**Annex B**): one form per student.

Submit the evaluation letters to Mrs Dorsaf Ben Cheikh (secretary of the general secretary). Your submission must also include 1 hard copy (first version of your report) plus 1 electronic copy (.doc or .docx or .pdf).

Prepare your presentation and take into consideration the evaluation grid used by the jury (**Annex C**)

Following the presentation and if the jury asks for reviewing the report, the student should submit a final hard copy and electronic copy within two weeks from the presentation day.

The deadline of submission will be fixed by the project graduation committee and announced to students ahead of time. Later, the committee will announce the defense schedule to all students who have submitted all the required documents.

The jury is compounded of

- your academic advisor (president of the jury)
- one member (reviewer)
- your training supervisor will also be invited (member of the jury)

Plagiarism and cheating

"**Plagiarism**" shall be deemed to include:

- 1- Plagiarism of ideas as where an idea of an author or speaker is incorporated into the body of an assignment as though it were the writer's idea, i.e. no credit is given the person through referencing or footnoting or endnoting.
- 2- Plagiarism of words occurs when phrases, sentences, tables or illustrations of an author or speaker are incorporated into the body of a writer's own i.e. no quotations or indentations (depending on the format followed) are present but referencing or footnoting or endnoting.
- 3- Plagiarism of ideas and words as where words and an idea(s) of an author or speaker are incorporated into the body of a written assignment as though they were the writer's own words and ideas, i.e. no quotation or indentations (depending on the format followed) are present but referencing or footnoting or end noting.

Cheating is the actual or attempted practice of fraudulent and/or deceptive acts for the purpose of gaining an unearned academic advantage. Typically, such acts occur in relation to examinations.

TBS takes a most serious view of offences against academic dishonesty such as plagiarism and cheating. Penalties for dealing with such offences will be strictly enforced.

République Tunisienne

Ministère de L'Enseignement Supérieur et de La
Recherche Scientifique
Université De Tunis
Institut Supérieur des Affaires de Tunis



الجمهورية التونسية
وزارة التعليم العالي والبحث العلمي
جامعة تونس
المعهد العالي للأعمال بتونس

Annex A

Training supervisor evaluation form

Fiche d'évaluation par le maître de stage

<u>Organisme d'accueil</u>	<u>Sujet du stage</u>
.....
<u>Maître de stage dans l'organisme d'accueil</u>	
Nom et prénom :
En qualité de :
Tél :
Email :
<u>Stagiaire</u>	
Nom et prénom :

Evaluation du stagiaire					
	Excellent	Bien	Assez Bien	Passable	Insuffisant
Apprentissage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacité d'analyse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appréciation globale	Excellent <input type="checkbox"/>	Très bien <input type="checkbox"/>	Bien <input type="checkbox"/>	Assez Bien <input type="checkbox"/>	Passable <input type="checkbox"/>
Observations :					
.....					
.....					
.....					
.....					
.....					

<i>Date</i>	<i>Cachet de l'établissement</i>
<i>Signature</i>	

République Tunisienne

Ministère de L'Enseignement Supérieur et de La
Recherche Scientifique
Université De Tunis
Institut Supérieur des Affaires de Tunis



الجمهورية التونسية
وزارة التعليم العالي والبحث العلمي
جامعة تونس
المعهد العالي للأعمال بتونس

Annex B

Academic advisor evaluation form

Evaluation form by the academic advisor

<u>Intern</u>	<u>Subject</u>
Name :
Major :

Approval of the report	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Observations :

.....

.....

.....

.....

.....

.....

Date	Signature
.....	

République Tunisienne

Ministère de L'Enseignement Supérieur et de La
Recherche Scientifique
Université De Tunis
Institut Supérieur des Affaires de Tunis



الجمهورية التونسية
وزارة التعليم العالي والبحث العلمي
جامعة تونس
المعهد العالي للأعمال بتونس

Annex C

Evaluation Grid used by the Jury

Student's Name :

Grading sheet for Senior Project

Academic year 2020/2021

Report	Weight	Grade (1 to 5)	Grade*Weight
The treated problem in the internship/project matches the student major	2		
The treated problem is important & well-defined	1		
The used methodology is appropriate for approaching the problem	2		
The findings are sound and well justified	2		
The analysis/discussion is appropriate	1		
The conclusions are relevant and reflecting the report content	1		
The outcome of the project is impactful	1		
The report is concise & well-written	1		
The student showed interest & dedication to the project	1		
Overall, the contribution of the project is significant	2		
Total 1			

Presentation	Weight	Grade (1 to 5)	Grade*Weight
The student showed very good communication skills (motivation, self-confidence language, eye-contact, time management, etc.)	1		
The slides are well designed	1		
The presentation reflects the report content	1		
The presentation exhibits clear logical flow of the discussed ideas	1		
The student showed strong ability to answer questions	2		
Total 2			

Total= Total 1 + Total 2			
---------------------------------	--	--	--

Grades

0-59 Fail

60-69 Pass

70-79 Pass- good

80-89 Pass- very good

90-100 Pass -Excellent

Evaluator :

Signature