

DUBLIN CITY UNIVERSITY
FACULTY OF ENGINEERING AND COMPUTING

3rd Year

School of Electronic Engineering Students'
Most Frequently Asked Questions Booklet

Academic Year 2009/2010

Note: This booklet is subject to change. In all cases DCU regulations are the source of the most accurate and up-to-date information

Programme Chairs:

Dr Robert Sadleir (DME)

Email: Robert.Sadleir@dcu.ie

Dr Conor Brennan (EE/ICE/ME)

Email: brennanc@eeng.dcu.ie



Research and Engineering Building, DCU


General Information:

Who is the Head of Faculty/School?

Mr. Jim Dowling is the Dean of the Faculty of Computing and Engineering. His office is located in room L118 on the first floor of the Computing Building.

Dean of Faculty of Engineering and Computing	Mr Jim Dowling		e-mail: jim.dowling@dcu.ie
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Most other offices are located in on the third floor of the Research and Engineering Building.

Head of School of Electronic Engineering	Dr Noel Murphy		e-mail: noel.murphy@dcu.ie Room S347
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What and who is the year tutor?

If you have academic issues that concern all the students from your year or that have not been solved by your personal tutor/mentor, you can talk to the 3rd year tutor: Sean Marlow.

3 rd Year Tutor	Dr Sean Marlow		e-mail: Sean.Marlow@dcu.ie Room S337
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Who is in charge of my Degree Programme?

There is a programme chairperson in charge of each of the programmes as follows:

Digital Media Engineering	Dr Robert Sadleir		e-mail: robert.sadleir@dcu.ie Room S359
Mechatronic Engineering Electronic Engineering Information and Communications Engineering	Dr Conor Brennan		e-mail: brennanc@eeng.dcu.ie Room S339

Third Year Academic Structure

What are the subjects/modules I will attend this year, and how are they assessed?

Each lecturer will inform you of the specific assignments / tests / labs etc which they include in the CA mark, and deadlines for submission. Make sure you keep a record of these, and manage your time well so that you don't find yourself working on several assignments at the same time

What modules will I take this year?

Digital Media Engineering

Semester 1 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
CA213	Data Structures and Algorithms	5	70	30
EE314	Signals	10	80	20
EE320	VLSI Design	5	50	50
EE404D	Digital Electronic Systems	5	70	30

Semester 2 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
EE303	Mobile Robotics	5	0	100
EE317	Computation/Simulation	5	0	100
EE321	Data Communications & Network 2	5	75	25
EF318	New Enterprise Development Project	5	0	100
EE318	Engineering Intra	15	0	100

Information and Communications Engineering

Semester 1 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
CA213	Data Structures and Algorithms	5	70	30
EE313	Electromagnetics 2	10	80	20
EE314	Signals	10	80	20

Semester 2 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
EE308	RF Propagation & Radio Link Design	5	80	80
EE317	Computation/Simulation	5	0	100
EE321	Data Communications & Network 2	5	75	25
EF318	New Enterprise Development Project	5	0	100
EE318	Engineering Intra	15	0	100

Electronic Engineering

Semester 1 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
EE313	Electromagnetics 2	10	80	20
EE314	Signals	10	80	20
EE320	VLSI Design	5	50	50

Semester 2 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
EE303	Mobile Robotics	5	0	100
EE315	Solid State Electronics	5	80	20
EE317	Computation/Simulation	5	0	100
EF318	New Enterprise Development Project	5	0	100
EE318	Engineering Intra	15	0	100

Mechatronic Engineering

Semester 1 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
EE319	Electromechanical Systems	5	90	10
MM306	Mechanics of Machines 2	5	80	20
MM307	Measurement & Signal Processing	5	80	20
MM341	Product Design	5	0	100
MM382	Probability and Engineering Statistics	5	80	20

Semester 2 Modules				
<i>Code</i>	<i>Title</i>	<i>Credit</i>	<i>Exam %</i>	<i>CA %</i>
EE303	Mobile Robotics	5	0	100
EE322	Analogue Circuits & Design	5	100	0
EF318	New Enterprise Development Project	5	0	100
MM342	Mechatronic Workshop	5	0	100
MM345	Intra	15	0	100

Full module descriptors are available from the registry at:

http://www.dcu.ie/registry/module_contents.php

Is it true that 3rd year counts towards my final degree classification?

Yes. 3rd year will make up 15% of your final degree classification and will appear on your final degree transcript. The mark will be calculated by taking the average (weighted by credit) of your first full sitting of examinations. Here are some examples to make it easier:

- Pass all 3rd exams at the first sitting with a mark of 70%. Well done! Your average will be 70%, so you will receive 70% on your final transcript.
- Pass all 3rd year exams, but fail one at 23%. You will repeat the examination you failed, and the average will be based on your first attempt at all examinations, including the failed mark of 23%.
- Defer some examinations to autumn. Your mark will be based on the full set of subjects, including those sat at first attempt in autumn.
- Fail exams miserably at first sitting (not recommended!), but pass them all at the second, third or fourth sitting. The programme board will likely over-ride the average from your first set of results and provide you with a capped mark of 40% for your 3rd year contribution.

Please be aware that the mechanism for allocating final year projects is based on this average mark. Generally, project allocation in 4th year gives first preference to students with the highest marks in third year. (i.e. students with the highest marks are more likely to get their first preference project)

Note: If you are in Mechatronic Engineering your overall degree mark includes contributions from 2nd year and 3rd year. The 2nd year contribution is 10% and the third year contribution is 15%.

How do I find out what I should be doing?

You can find your class timetable on the DCU website at the following address:

<http://www.dcu.ie/timetables/search.shtml>. Other timetables are available on the DCU website at the following address: <http://www.dcu.ie/timetables/>

Lecturers in the School of Electronic Engineering regularly use e-mail for communication with students and with each other. Lecturers will assume you are using your DCU e-mail account and may send meeting requests, important notices etc., to your address. Even if you are using another e-mail account please check your DCU account regularly. If you set up e-mail forwarding from your DCU e-mail account to another one, make sure you check that it works. Keep your mailbox below quota limits – if a lecturer sends an e-mail to a class list, they will not be notified if the system cannot deliver it to any individual students on the list.

How much time do I need to spend studying? I have a part-time job. Is that a problem?

This is a full-time degree. It is designed assuming that students will spend a full working week at DCU (5 days, 9 to 6). It is very important to make sure that you keep up with what is happening in lectures, tutorials and laboratories. If you cannot do the tutorial problems for a particular subject, then you are not doing enough work for that module!

Many students **have** to work substantial hours every week just to pay rent and feed themselves. Many others work to pay for their social life and a car. Remember that a degree course lasts just 4 years, and that your summers are your own. If you don't have to sacrifice study time to work outside DCU, don't!

What do I do if I fall behind?

Go through the lecture notes and prepare a set of most significant questions. Go to the tutorials and ask those questions. Go to the library and borrow books advised by the lecturers and read them. Write notes, as they will help you understand better in the first place and review principles later on. Discuss issues with demonstrators during practicals and with tutors during tutorials. Talk to your lecturers. Form study groups with your friends. One of the best ways to learn is to discuss concepts problems with others taking the class. Both having someone to explain things you are having difficulty with and explaining what you understand to others is beneficial. Note: in the case where assignments are to be completed individually, it is best not to discuss specific details of the assignment until after it is turned in to avoid suspicion of plagiarism.

Do I have to go to the Library? Why?

You will receive a list of textbooks usually during the first lectures of each module, books that are recommended by the lecturers. It is strongly recommended to go to the library and borrow some of those books and read the sections related to the material presented in the lectures. In general, only brief information on certain subjects is presented during the lectures and textbooks need to be referred to for more detailed information.

Safety Information

What has Safety got to do with me?

Safety of staff, students and visitors is of paramount importance in the School of Mechanical and Manufacturing Engineering, and relies on the cooperation of all students. It is very essential that you heed all safety instructions, particularly when working in the laboratories and project areas.

If you have a concern about safety, please bring it to the attention of technical staff, or a lecturer.

What do I do if the Fire Alarm rings?

Leave the building immediately via the nearest fire exit!

- On hearing the alarm leave the building IMMEDIATELY
- Leave by the nearest EMERGENCY EXIT
- Do not stop to retrieve belongings
- Do not run/use lift
- Comply with instructions of Fire Wardens/Security
- On exiting the building head to the nearest assembly point
- Do not re-enter until given the all clear by Security/Fire Wardens

Please note that it is intended that every student occupied building on campus will have a Fire Drill during the first two weeks of the new academic year.

Health Information

I have a health problem? What do I do?

You can visit the DCU Health Centre situated on the Ground Floor of the Henry Grattan Building, room - CG13. The service is private and confidential. Nurses can be seen on a walk-in basis, while doctor appointments are scheduled as required. Call 700-5143 and make an appointment with Paula. Students with any medical conditions in need of on-going care are advised to register with the Student Health Service at the beginning of term. You can get more information at the following web address: <http://www.dcu.ie/students/health/index.shtml>

I have a special need. Who can help me?

The University has a unit dedicated to facilitating people with all forms of Special needs called Disability & Learning Support Service. Every student with a disability or specific learning difficulty in DCU has access to a range of reasonable supports and services, including assistive technology, learning support and exam accommodations. These are based on each student's individual needs. More information can be obtained by phone: 700-5927, email disability.service@dcu.ie or web: <http://www.dcu.ie/students/disability/index.shtml>

If I get sick and miss a Lab, what should I do?

Talk to the lecturer. S/he will discuss the matter with you.

I have been sick for a significant portion of the term and/or around exam time?

If you have on-going health issues, or have been sick at a time that might affect your exam performance (or make you absent from an exam) you must obtain medical evidence, fill out an Extenuating Circumstances form R30 (www.dcu.ie/registry/forms/pdfs/R30.pdf) for and submit both to the Registry. You should also notify the lecturer(s) concerned, the Programme Chair and your Personal Tutor. For further information about examinations see www.dcu.ie/registry/examinations/ and/or www.dcu.ie/registry/examinations/regulations.shtml. If you miss multiple continuous assessments due to your illness, discuss this with your lecturer.

I am completely stressed out, what do I do?

It is not unusual for students to experience stress during their studies, due to course related and/or external factors. If you are feeling enough stress that it is affecting your work and/or your quality of life, you should seek help. Counselling services are available on campus (see <http://www.dcu.ie/students/counselling/index.shtml>). As with illness, it is vital that you document your condition and inform someone (personal tutor, programme chair, etc.) of your condition, in order for us to take account of it in assessing your performance.

I think I may have human swine flu A (H1N1). What should I do?

Do not come to DCU for any reason or attend your GP. Call the free phone Flu Information Line (1800 941100) available 24 hrs a day. Listen to the symptoms of flu and the advice on home care. If you have severe symptoms or are in a high risk group (have diabetes, chronic respiratory, heart, liver, or neurological disease, are immuno-suppressed, aged 65 years or older, are on medication for asthma, severely obese or pregnant) then contact your GP for advice.

If you have symptoms of A (H1N1) flu then record your absence from college through the facility on your portal page or contact the School Secretary (phone 7005104) or programme chair. If you phone and need to leave a message, then remember to give your name, student number, and whether or not you are living in campus accommodation.

For more details see <http://www.dcu.ie/influenza/index.shtml> and <http://www.dcu.ie/students/health/h1n1.shtml>

I have been in contact with someone who has A (H1N1) flu or suspected A (H1N1) flu or I know someone in college who has it. What should I do?

The advice given (<http://www.dcu.ie/students/health/h1n1.shtml>) is to come to college as normal. If you are in a high-risk group then first contact your GP for advice.

What can I do to help stop the spread of A (H1N1) flu?

Please follow the guidelines regarding the washing of hands, etc., clearly posted around the campus.

DCU Plagiarism Policy

What is plagiarism? When is it acceptable to work together with other students?

Unless specified (as in group projects or assignments), it is expected that work submitted for assessment is solely the work of an individual (yourself). The new DCU Plagiarism Policy was approved by Academic Council on 10th June 2009 and states:

“Dublin City University defines plagiarism as follows: it is the deliberate act of taking and using another person’s work as your own. It includes absent references, reproducing the work (even with small changes) of another, taken from books, journals, articles, TV programmes, the internet, lecture notes and so on. It also includes self plagiarism, i.e. submitting own work for more than one assessment, copying another person’s work, with or without his/her consent. Also included is collusion where a group of people collaborate or collude to present an assessment or a substantial part thereof, when the examiner required individual research and outcome.”

All assessments must be submitted with a signed copy of the University’s Declaration on Plagiarism [see *Appendix A of the university policy on plagiarism*]. Where online or electronic submission is required, the University’s Declaration on Plagiarism will be published on the assignment submission page.

You can find the university policy on plagiarism at the following URL:

<http://www.dcu.ie/registry/examinations/plagiarism.pdf>.

But what about study groups?

Discussing course material with your friends is an excellent way to study course material. There is a great benefit in pooling resources either in having someone explain something that is confusing you, or in having to explain something so they also understand it. We strongly support the formation of these groups. But...assignments are to assess your grasp of the material, not the group’s, so all of the above applies. So, *please do* discuss the concepts pertaining to the assignments, but try to avoid sitting around in a group doing the assignment at the same time, as this will potentially lead to worryingly similar looking assignments.

Computer Usage Policy

When can I use the computer rooms and what can I do there?

The undergraduate computer rooms in the School of Electronic Engineering are available to students when not in use for teaching/examination purposes. There will be times when all these rooms are required for teaching at the same time and other times when there is no computer free. You should plan to finish assignments that require the use of computers well before deadlines because a computer may not be available when you want one. These activities are forbidden in all labs and subject to fines:

- Eating
- Drinking
- Smoking
- Playing Games

Do not leave litter on the desks in the computer rooms – please use the bins provided. These rules are in the interest of fairness – please stick to them:

- Never leave computers locked.
- If students are having difficulties finding computers and you are using one for non-academic purposes, be prepared to give it up.
- Do not disturb other people trying to use the computers – e.g. take your conversations outside.

Be conscious of the amount of time you are spending in the computer rooms for non-academic purposes. There are recognised addictions associated with computer usage – if computer usage is affecting your academic performance or personal life then you may have a problem. Also, the computer facilities are not, in general, for personal use – you can check your e-mails but you should only spend short periods of time doing this. Be conscious of the time you spend in the computer rooms for academic purposes:

- Note that there are ways of finding information on the web efficiently – or a trip to library may be more appropriate if searching for technical information.
- Remember that much information on the web is unreliable. Also, many technical explanations available on the web are badly written and often misleading.
- There are notes for using Word, Excel, and Visio in an efficient way on the EM107 web-site (<http://webpages.dcu.ie/~kennedal/em107.htm>) – you can save yourself a lot of time if you use these applications in the right way.
- You need to take regular breaks when using computers – look into the distance every few minutes – take breaks regularly (every 20 to 40 minutes).
- Make sure your seat back is upright and that the seat is at the correct height (your arm, when using the mouse, should be horizontal – if it's pointing a little downwards or upwards then you need to move the seat up or down). Make sure you are sitting straight in front of the computer and the keyboard. If you are switching back and forth between the computer and notes on the desk beside it then remember to move/turn your chair, not your body.

The university regulations for computer usage are available at:

<http://www.dcu.ie/info/regulations/computing.shtml>

Here are some key points from them:

- Computing resources must not be used for any illegal or unethical purposes and should not generally be used for recreational or personal use.
- It is the responsibility of the individual to be aware of the regulations and guidelines. Ignorance of the regulations and guidelines is not acceptable as an excuse or defence.
- Each user is responsible for the content and use of their own account. Users are responsible for all activities carried out under their account. Passwords assigned to accounts must not be divulged to others.
- Users must not interfere or attempt to interfere in any way with data belonging to another user. No user should access or make unauthorised copies of data belonging to another user.
- Users must not use the computing resources to store, create, display or transmit (other than for properly supervised and lawful research purposes) any offensive, obscene or indecent images, data or other material, or any data capable of being distorted into obscene or indecent images or material.
- Users must not deliberately perform acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
- Users must not put any copyrighted material (e.g. images, video, music, software etc.) on web pages without prior permission from the appropriate authority.
- Note that the University may access an individual's records such as, but not limited to, e-mail, file and Internet records, without their consent if there is evidence that breach of the law or of university policies probably has occurred.
- Logs are kept of most activities, for example, for backup purposes, the e-mail system retains records of all e-mail messages sent and received through the University's e-mail accounts and all accesses to the Internet are automatically logged. There are daily, weekly, monthly and annual cycles of backups. It is important to note that deleting data does not necessarily remove it from the system. It may still be possible to retrieve such data and to have it reviewed.
- It is prohibited to send or forward e-mails containing offensive or disruptive content, which includes, but is not limited to, defamatory, harassing, offensive, racist, obscene or threatening remarks. If you receive an e-mail of this nature, you should inform your Head of School or your lecturer.

You are not allowed to:

- Access, create, copy, or transfer web pages or other material accessible across the Internet that is in breach of copyright or other intellectual property rights.
- Play games on computing facilities available for general access except where required formally as part of research work, course work, DCU sponsored events or other DCU approved activity.
- Use the facilities for betting and gambling type purposes.
- Display material, play music, run video material or activate other materials that interfere with or are offensive to others.

- Publish information or statements about other people which could harm their reputation.
- Use the facilities to promote personal political, ideological and/or religious beliefs.

Make sure you read the regulations fully. Just because you see other people doing something does not make it acceptable, does not mean that you won't be the one who is caught, and will not be accepted as an excuse when you are faced with punishment.

Assessment and Progression

What are the Award Classification bands/thresholds?

The bands for degree classification (set by DCU Marks & Standards) in effect for this academic year are:

- | | |
|--|------------------------------|
| • First Class Honours Degree (H1) | Precision Mark 70 % and over |
| • Second Class Honours Degree Grade 1 (H2.1) | Precision Mark 60 – 69 % |
| • Second Class Honours Degree Grade 2 (H2.2) | Precision Mark 50 – 59 % |
| • Third Class Honours Degree (H3) | Precision Mark 40 – 49 % |

What is DCU Marks & Standards and where can I get a copy?

DCU Marks & Standards is the official document, approved by Academic Council, that details the rules and regulations that apply to the determination of module and programme marks and awards, appeals process, compensation rules, resits and repeats etc. All students should familiarise themselves with this document, which is available on the University's website:

<http://www.dcu.ie/registry/examinations>

What are ECTS credits?

The new DCU Marks and Standards state:

“ECTS credits are based on the workload a typical student needs to complete in order to achieve expected learning outcomes.”

“60 ECTS credits are typically attached to the workload of two full-time semester periods of formal learning and the associated learning outcomes. Therefore student workload whereby one ECTS credit corresponds to 25 hours of work equals 1,500 hours per 60 ECTS credits.”

The number of hours includes direct contact hours in lectures, laboratories, tutorials etc. and independent learning time.

What is a Precision Mark?

The new DCU Marks & Standards define Precision Marks as follows:

“**PRECISION MARK:** the precision mark is normally defined as the overall average weighted mark for the first full presentation of marks for **an academic session**. For continuous programmes, the precision mark is defined as the overall average weighted mark for the first full presentation of marks for an award.”

“**An academic session** is the enrolment period covered by the enrolment fee; the maximum duration of an academic session is 12 months.”

How is my precision mark calculated?

Generally, the precision mark for an academic session is calculated as a weighted average of your **marks from the first attempt** in all modules (except modules marked as Pass/Fail only). To make the calculation, multiply the first attempt mark in a module by the ECTS credits for that module, sum these values and divide the result by the total ECTS credits for the academic session.

In fourth year the precision mark also includes **contributions from 2nd year and 3rd year, if you are studying Mechatronic Engineering**. To calculate your precision mark in 4th year make the same calculation as above, multiply this figure by 0.75 (i.e. fourth year contributes 75% to your overall precision mark), multiply your second year and third year precision marks by 0.1 and 0.15 respectively (i.e. the 2nd year contribution is 10% and the third year contribution is 15% to your overall precision mark) and add together. If you are studying **Electronic Engineering, Digital Media Engineering or Information and Communications Engineering** you multiply your 4th year mark by 0.85 (i.e. fourth year contributes 85% to your overall precision mark), multiply your third year precision marks by 0.15 and add together.

NOTE: If your original precision mark for an academic session is less than 40% and you subsequently pass all your modules, the precision mark is set to 40% and this is used in any further calculations, such as determining the 2nd year or 3rd year contribution above.

Further, DCU Marks & Standards states:

“Where all modules for an academic session are marked as Pass/Fail only, then no precision mark will be calculated. The overall classification for the academic session in such cases will be recorded as Pass with Honours or Fail.

Where an individual module is marked as Pass/Fail only, it will have no impact on the precision mark. When calculating the precision mark, the following rules apply: A precision mark with a decimal place value of 0.5 or more will automatically be rounded up to next integer value.

Where a precision mark is no more than 1% below a classification threshold, the precision mark with a decimal place value of less than 0.5 will automatically be rounded up to the threshold value if one half or more credits are made up of modules with marks at or above the threshold value.”

What are the consultation days for?

This is an opportunity for you to view your script/talk to your lecturer and see where you went wrong in an exam.

If you feel you have a reason to appeal a mark then you are strongly recommended to first view your scripts during the consultation days.

The times when marks come out are often times when lecturers are not available or are very busy. The college sets aside two official consultation days after the results for each semester come out (see Academic Calendar) for students who wish to discuss them with their lecturers. Note that it may not be possible for lecturers to be available for both days – make sure you make an appointment (preferably by e-mail) beforehand.

Can I compensate a 3rd Year module?

Modules are eligible for compensation provided that all of the following conditions are met:

- i. the modules are being attempted for the first time, i.e. where a full set of exam marks is presented for the first time; compensation is not applied in relation to modules being attempted at a second or subsequent sitting
- ii. a minimum precision mark of 45% must be obtained for the academic session
- iii. a maximum of 1/6 of the available marked ECTS credits have been failed (regardless of the semester in which the failure(s) occur or of how these ECTS credits are made up in terms of modules) in the academic session
- iv. the marks obtained in the individual failed module(s) is/are greater than 35%

There are 60 ECTS credits available in 3rd year, and therefore, the maximum number of ECTS credits that can be failed to allow compensation to be applied is 10.

What if I fail a Module and I am not eligible for compensation?

If a student fails one or more modules in 3rd year and is ineligible for compensation then s/he must resit the module at the next available opportunity. All 3rd year modules **with an end of semester examination** will have resit examinations in the Autumn resit sessions in August 2010. Where feasible the Continuous Assessment element/s of a module will be repeatable. You should check with the module co-ordinator (the lecturer with responsibility for the module assessment) whether it is possible to resit the CA element/s of the module.

What is the difference between a Resit and a Repeat?

The new DCU Marks and Standards define Resit and Repeat as follows:

“RESIT: A re-sit assessment offers students a second and separate opportunity within an academic session to demonstrate that they have achieved the learning outcomes associated with a module. It does not require that a student repeats all the assessment components of the module; passed assessment component marks are carried forward. The maximum number of re-sit opportunities in any one academic session is one. The re-sit assessment does not have to be identical to the original assessment.

REPEAT: A repeat attempt at a module requires that a student registers for that module (or its equivalent) in the next academic session. It also requires that a student repeats all the assessment components of the module; component marks from previous attempts are not carried forward.”

Will my CA marks carry over?

In accordance with the new DCU Marks and Standards if you only require resitting the end-of-semester examination in a module to obtain the ECTS credits for the module within an academic session then your CA mark will carry-over to the resit. The same applies if you **defer** the end-of-semester examination to take your first attempt in autumn.

If you fail to achieve the ECTS credits for a module within an academic session and register to repeat the module in a new academic session your CA mark is lost as you can no longer register for examination only in a new academic session. The same applies if you defer the resit examination in an academic session and register for the module in the next academic session.

If I resit a module in autumn, can I still progress with the rest of my class?

Subject to obtaining a minimum grade for the module/s of 40% after the autumn resit examinations you will be eligible to progress with your class provided that there are no other outstanding ECTS credits to be obtained.

If I defer a module end of semester examination and sit the examination as a first attempt in autumn, can I still progress with the rest of my class?

As above, subject to obtaining a minimum grade for the module/s of 40% after the autumn resit examinations you will be eligible to progress with your class provided that there are no other outstanding ECTS credits to be obtained. The main difference is that once you have completed your first attempt at all modules compensation may be applied. Compensation cannot be applied to second and subsequent attempts (see section on compensation above).

How many attempts at a module do I have?

In accordance with the new DCU Marks and Standards you have two academic sessions in which to obtain the ECTS credits for a module. If a resit opportunity is available within an academic session, then you will have a maximum of four attempts. If there is no opportunity to resit a module within an academic session (for example the Final Year project) then you will have a maximum of two attempts to obtain the ECTS credits for the module.

NOTE: If you are repeating a module this year from the academic year 2008/2009 then the above does not apply. Contact your programme chairperson to determine how many attempts you have remaining.

Can I appeal a decision of the Progression and Awards Board, such as a module mark or refusal to allow a deferral?

A candidate may appeal by completing form R31 (which can be obtained from the DCU website at: <http://www.dcu.ie/registry/forms/pdfs/r31.pdf>) against a decision of a Progression and Award Board on the following grounds only:

- (a) that his/her performance in the assessment was adversely affected by illness or other factors which he/she was unable or, for valid reasons, unwilling to divulge before the Progression and Award Board reached its decision.

- (b) that the Progression and Award Board did not give sufficient weight to any extenuating circumstances previously notified to the Registry prior to the holding of the meeting of the Progression and Award Board.
- (c) that the examinations were not conducted in accordance with the current regulations as prescribed by the Programme Board and as approved by Academic Council.
- (d) that there was a substantial error of judgement on the part of the Examiners.
- (e) that there was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to the candidate's result; appeals lodged in this category may be made by a third party on behalf of one or more candidates provided that such appeals are made with the full and written consent of all the candidates concerned.

An appeal will cost €100 which is non-refundable unless the appeal is deemed by the appeals committee to be successful. **The closing date for lodging of appeals** for the academic session 2009/2010 is the **16th of July 2010**.

I have transferred into my programme from another institution and I feel I should be exempt from a module?

If you have completed a similar subject in another institution that is very closely related to a subject that you are taking in this academic year you must contact your programme board chairperson before the programme board that takes place in October. You may be awarded an exemption from this subject, requiring no further examination.

What is INTRA?

INTRA formally integrates the student's academic study with closely co-ordinated realistic jobs, based on the work abilities of the student and the objectives of each programme. The student develops an understanding of the professional, practical world of industry. The blending of theory and practice increases student motivation and allows a clearer view of a career path.

An outline of procedures adopted in administering INTRA and regulations governing the programme will be given along with information to assist students in completing the INTRA element of their degree programme. A question and answer session will be held at the end of the briefing.

An Interview Seminar will take place during week 3 or 4 of each Semester. You will be notified of the time and date during week 1 via your DCU email. The seminar is designed to help students maximise their performance during interviews by potential INTRA employers.

There is an excellent full Document on INTRA at: <http://www.dcu.ie/intra/index.shtml> - READ IT!

Can I really fail INTRA?

YES! There have been cases in the past where students have failed their INTRA placement and so have failed their 3rd year of study. This generally occurs because a student does not follow the regulations or does not take their work placement seriously. **Any failure to fully co-operate with the**

INTRA office, or fully obey the regulations may result in a fail grade being awarded, resulting in a student not progressing to final year.

How many attempts at INTRA do I have?

Note that there are no re-sits possible for INTRA and so you have only 2 attempts to pass it (unless granted a deferral).

Note that this does not apply to students who have failed INTRA and will be repeating it in 2009/2010 – they are still covered by the old regulations.

I have a significant amount of relevant work experience and I feel I should be exempt from INTRA. What should I do?

If you have already worked in a degree-relevant job for a significant period of time, you may be eligible to be exempted from INTRA. If you wish to apply for an exemption you should contact your programme chairperson and supply them with a CV and employment references. They will make a decision as to whether you are eligible. Again, you must apply for this exemption by October 16th 2009. The decision of the programme board is final and will be communicated to you by the INTRA Office.

Who do I contact with questions regarding INTRA?

Your first point of contact should be your INTRA co-ordinator from the INTRA Office, Maeve Long. Her e-mail address is Maeve.Long@dcu.ie and her extension number is 5515. The IBR/INTRA Office is located on the ground floor of the invent Centre, opposite the left side of the O'Reilly Library. Enquire at the reception desk. If reception can't help, you can make an appointment to meet with the co-ordinator for your degree programme by emailing them.

INTRA office Opening hours are:

Monday – Friday
11.00 am - 12.30 am
14.30pm - 15.30 pm

Dr Sean Marlow is the INTRA Academic co-ordinator for the School of Electronic Engineering (sean.marlow@dcu.ie). He is responsible for the pre-INTRA seminars (along with the INTRA Academic Coordinator from Electronic Engineering (EE), Dr Alan Kennedy). He will allocate an INTRA tutor to each student once they start their INTRA placements (the tutor is a lecturer who will contact you and then visit you during your placement). He is responsible for organising projects in DCU for any student unable to find a placement. He is also responsible for the assessment of INTRA presentations and reports.

Note that some Mechatronics students will be allocated their INTRA tutor by the MME INTRA Academic Coordinator (approximately half the ME class are allocated tutors from the EE staff and the others are allocated tutors from the MME staff).

The INTRA Office sources placement opportunities, administers the process, including scheduling interviews, etc. If you are not sure who to contact with a particular query then e-mail Maeve Long after reading this information and checking the INTRA web-site first!

Why and how is Engineering INTRA different?

In order to maximise the learning outcomes from the INTRA module, a number of changes have been made to Engineering INTRA that have not been made in other disciplines. These include:

- Pre-INTRA seminars on topics such as the INTRA assessment process, communication skills, engineering ethics and contract law. These are given to all Engineering INTRA students during Semester Two. There are assignments that must be completed in these seminars – if you fail to do so then you will fail INTRA – i.e. attendance at these seminars is essentially compulsory.
- The requirement for students to keep a work journal during their placements detailing the work they do, problems encountered (both technical and non-technical), ethical considerations, etc.
- Marking of visits. Your INTRA tutor will give a mark (worth 15% of the overall INTRA mark) for the INTRA visit during which they will talk to your supervisor, to you, and during which they may examine your work journal.
- A different assessment process. Returning INTRA students must give a presentation (usually in the first few weeks of 4th year) about their placement to at least one lecturer and to 3rd year students. This presentation is worth 15% of the overall INTRA module mark. Students must also submit a report, details of which are available on the INTRA web-site – follow the link on the page: https://www.dcu.ie/internal/intra/intra_students.shtml to “Student guide to INTRA Assignment”. The report is worth 70% and must be submitted by e-mail to INTRA@dcu.ie before the first Friday after the start of lectures in Semester One (normally the first Friday in October).
- Engineering INTRA is marked. In other disciplines INTRA is only passed or failed but a mark is given in Engineering. You must achieve a mark of 40% or higher to pass INTRA. The mark will be included on your marks transcript but will not contribute to your third year average (and, therefore, does not contribute to your final grade in 4th year).

When will the pre-INTRA seminars take place?

They are normally scheduled for Wednesday afternoons during the first six weeks of Semester Two. Attendance is effectively compulsory (the marking scheme is such that failure to attend one will lead to a 0% mark for INTRA). See above for further details.

What happens if I miss a pre-INTRA seminar?

If you have an acceptable excuse and can provide documentation (e.g. a medical cert.) then contact the INTRA Academic Coordinator as soon as possible. If you miss a pre-INTRA seminar without an acceptable excuse (e.g. you missed the bus) then you will be required to perform an alternative task. You need to contact the INTRA Academic Coordinator as soon as possible to find out what it is and when it needs to be completed.

What else do I need to know about INTRA?

From Web Site: http://www.dcu.ie/internal/intra/intra_students.shtml

How to Register for INTRA

- Read and be familiar with the INTRA Regulations & Procedures and sign a document stating that you agree to be bound by them.
- Compile INTRA C.V. on INTRA on line (ITOL)
- Re-submit your cv with corrections if it is 'rejected'
- Ensure that your cv has been 'accepted' on ITOL

When you have completed these 4 steps, you are then registered for INTRA. You are required to open ITOL every day from this point onwards to check job specs and interview details. You will receive a document from the IBR Office with details of your ID number and password that will allow you to access ITOL prior to the start of the process.

Interviews

- Read job adverts on ITOL & express an interest in your chosen jobs.
- Compulsory attendance at all interviews granted
- Must perform to the best of your ability at all interviews

Please remember that the IBR office acts as a facilitator in the process, by advertising positions on behalf of employers and helping the employer arrange suitable interview dates and locations. It is up to you to secure an INTRA placement by being properly prepared for any interviews you may be called for by the employers.

Employment

- Start your INTRA placement
- Meet with DCU Tutor
- Successfully complete INTRA employment
- Submit INTRA Report by given deadline.
- Assessment

You must achieve a “pass” in the three assessment elements, i.e. Tutor Visit Report, INTRA Report assessment and Employer Evaluation in order to “pass” your INTRA module. Their result appears on your exam transcript (Pass or Fail*) of the relevant INTRA year.

The full INTRA Regulations and Procedures for 2006 are available at:

<http://www.dcu.ie/internal/intra/regs.pdf>. This will give you full details about INTRA - from how to register - to compiling your INTRA report.

Can I do INTRA abroad?

Offers from employers outside Ireland may appear on INTRA on Line throughout the course of the Interview Phase, and you may apply for some or all of these if you wish. Your C.V. will not be forwarded to an International employer without your first having applied for the position. Most will look for references from your current lecturers and generally you will be deemed eligible by International employers only if you have achieved a 2.1 or greater in your 1st and 2nd year exams and are performing to that standard in the current year.

Each year, around 6% of INTRA students complete their internship in Europe (outside Ireland). Many international employers will have different application procedures to Irish employers, details of which will appear, as they arise, on ITOL. It may be necessary to translate your C.V. and provide a cover letter in the relevant language. Many international employers also seek written references and copies of any relevant certificates you may have.

Internships in the EU (outside Ireland) are often less well paid than Irish internships. Sometimes employers will only provide 'pocket money'. We will let you know when the job specification is published, what the approximate level of pay will be.

Under the EU Leonardo da Vinci Programme, DCU can sometimes offer additional funding to students, once the host employer has agreed to participate in the programme. You will receive further details if you are successful in securing a placement in the EU (outside Ireland).

Around 2% of INTRA students complete their placements in the USA each year. When you have secured a placement you will be required to apply for an 'Internship Visa' through USIT. This visa differs from the normal J1 because the work undertaken must be degree-related. If you have previously been to the U.S.A. and are not a U.S. citizen, you must have spent at least 90 days out of the U.S. before the Internship Visa will be granted. Full details and application forms are available from USIT Now (<http://www.usitnow.ie>). This visa is expensive and processing of your application will take around 12 weeks , so make sure you leave enough time between beginning the process and your proposed start date. Salaries paid by U.S. employers can be on a par or above those on offer by Irish employers. However, you must take into account the cost of the J1-internship visa, your flights and accommodation.

Is there a separate INTRA FAQ?

Yes it is at: <http://www.dcu.ie/internal/intra/faq.shtml>. Here are the most important questions and answers:

Does everyone automatically get an INTRA position?

No. The IBR will endeavour to provide enough interview opportunities so that everyone gets an equal chance.

Does the IBR office pick students for jobs?

No! Employers pick students on their cvs and an interview.

How are C.V. s selected?

Generally about 10 C.V. s are sent to employers for each position. If fewer applications are received, the IBR will select C.V. s at random from the relevant degree programme so that an employer will have a cross section of candidates to pick for interview.

How do I find out when and where I have an interview?

Details of interviews that you have been called for by employers will be posted on ITOL.

Can I refuse to attend an interview?

No! You can never refuse an interview. If you do, or attempt to avoid an interview by using a lame excuse (we've heard them all before!) you will be suspended from INTRA for a period of time – i.e. your cv will be “frozen” on ITOL and you will not be offered another interview until your co-ordinator decides to “unfreeze” your cv (usually in around 2 weeks time).

Can I refuse a job offer?

No! The first company to click on your name on ITOL gets you! You are immediately assigned to that employer on the system and are removed from the interview process. Subsequent offers are then available to your classmates so that no one misses out on a job opportunity. **If you refuse a job offer you will automatically be given a “fail” grade for INTRA.**

Do I have to accept a job outside Dublin (or my home town)?

Yes! If you have a very special requirement to remain in a particular location you must provide the IBR and Programme Board or Convenor with a detailed written account of your situation. This information will be treated in strictest confidence. It must be submitted by October 31st.

Can I search for my own job?

Yes! Provided you inform the IBR of your activities. Job offers made through the IBR are available to everyone in your class on an equal basis and in open competition through the interview system. You are therefore required to let the IBR know whom you intend approaching solely on your own behalf so that employers who generally offer jobs in open competition are free to do so and are not inundated with individual applications. You are free to approach employers that IBR have not dealt with in the past. Just drop in with a ‘wish-list’ and a staff member will indicate which employers you can contact on your own behalf and which of them will be making an offer to the class as a whole. Information on INTRA and your particular degree programme is available for you to send out to potential employers if you wish. If you get a job through the INTRA interview system, you will not be in a position to accept any subsequent offer that may come directly to you through your own efforts.

Please remember! If you are successful in securing a possible placement, you must first submit the details to the IBR in the form of a letter, on company headed paper from your potential employer. The IBR will then decide whether to ratify the position as an INTRA placement.

How will I be assessed?

You have to write a report (called a Work-Term report) of your activities during the employment period. Guidelines for the report will be provided by the IBR by post when you have started your placement. Employers are asked to complete a detailed evaluation of your performance at the end

of the placement. Also, a member of academic staff (your INTRA tutor) will visit you. The Tutor is required to submit a report on your progress to the IBR. You need to get a 'Pass' in all three elements in order to have successfully completed INTRA. INTRA is marked on Pass/Fail basis only. The Pass or Fail grade will appear on your exam transcript in the year following your INTRA placement.

I have gone to 2 interviews and liked company A more than company B, can I hold out for company A even if company B offer a job first?

No, the first company to click on your name on ITOL gets you!

If I have a problem while on INTRA placement, what should I do?

Your first port of call should be your supervisor at work. If you find that your supervisor is unable to help you with the problem, you should contact the IBR office. They will discuss the issue with you and offer to help you to resolve it.

These rules seem tough. Why are they this way?

The rules are this way for two reasons:

- The INTRA Office does an extremely good job liaising with companies, especially during tough economic times – it is through their hard work that companies return to DCU looking for students year after year and new companies are recruited to offer positions. If you were permitted, following a set of interviews, to refuse the jobs offered, those positions would be lost to the system and the employers involved would almost certainly never seek to employ DCU Engineering students in future years, but would rather employ students from other Universities who offer guaranteed hires following interview. Each job advertised should have relevance to your programme of study and offer an opportunity to add significant value to your general skill set.
- Students often make their own choices based on incomplete or incorrect information. Every year, as INTRA Academic Coordinator, I hear students saying things about companies, locations, etc. which are just plain nonsense – rumours tend to spread very easily around classes. Two students may have very different experiences within the same company (due to differences in the work they are given/their supervisors/their personalities and/or approaches) – and so, just because you hear something about what happened somewhere to a friend of a friend last year, you should not let that affect your decisions. The main purpose of INTRA is to get you experience and this will be extremely valuable to you. Yes, you may be interested in aircraft but it would be stupid to hold out for the job in aerospace company X – industrial experience in any company is much better than none. The INTRA Office tries its best to make sure you get the experience you should be getting – but it relies on you working with the system.

What if I don't get a placement?

If you haven't got a position through the INTRA Office by the time you should be starting your placement, the INTRA Office will inform the INTRA Academic Coordinator. He will arrange

alternatives – unless you have not complied with the INTRA regulations in which case you will fail INTRA. The alternatives are normally unpaid placements within DCU – normally in the School of Electronic Engineering (perhaps working with a group of researchers).

These alternative placements can be 12 weeks long (or the equivalent of 12 weeks full time if done on a part-time basis) but only if other employment is obtained by the student during the INTRA period and details of this other employment are given to the INTRA Academic Coordinator. If a student does not find employment then the alternative placement will run, full-time, for the full INTRA period.

Note that exceptions cannot be made for any student.

Note that, if you start an alternative placement in DCU, this should not stop you seeking an industrial placement. If you're successful in obtaining one, make sure you contact the INTRA Office and your Supervisor in DCU as soon as possible.

What if my placement falls through?

On rare occasions a company may decide to cancel a placement before it commences. In that case you should contact the INTRA Office as soon as possible so that you re-enter the interview process. This may happen at a late stage when there are few placements available – contact the INTRA Office and your INTRA Academic Coordinator and they will do their best to help you but, unfortunately, there may be very little that can be done if this happens.

Can I search for my own placement?

Yes! Provided you inform the INTRA Office of your activities. Job offers made through the INTRA Office are available to everyone in your class on an equal basis and in open competition through the interview system. You are therefore required to let the INTRA Office know whom you intend to approach on your own behalf so that employers who generally offer jobs in open competition are free to do so and are not inundated with individual applications. You are free to approach employers that the INTRA Office has not dealt with in the past. Just email a 'wish-list' to maeve.long@dcu.ie and she will indicate which employers you can contact on your own behalf and which of them will be making an offer to the class as a whole. Information on INTRA and on your particular degree programme is available for you to send out to potential employers if you wish. If you get a job through the INTRA interview system, you will not be in a position to accept any subsequent offer that may come directly to you through your own efforts.

Please remember! If you are successful in securing a possible placement, you must first submit the details to the INTRA Office in the form of a letter, on company headed paper from your potential employer. The INTRA Office will then decide whether to ratify the position as an INTRA placement.

What is the down-side of seeking my own placement?

Companies can string people along – they can say there's a job for you when they mean that there is work to be done but they haven't actually got approval to employ anyone to do it. In the mean-time you can either continue searching for jobs through the INTRA Office or you can withdraw from the

ITOL system – by contacting the INTRA Office. If you stay in the system and get an interview then you will have to accept it and perform at it – and if you are offered the placement then you will have to accept it. If you don't apply through the ITOL system while waiting to hear about your own placement, then you are in danger of your own one falling through and of you finding that there are no more placements available. You would then end up with a unpaid placement in DCU. Make sure you are aware of the consequences of any decisions you make and always talk to the INTRA Office first.

Will I have to communicate directly with companies?

Once you have gotten a placement, the company may communicate directly with you regarding contracts, starting dates and times, etc. **You will not initiate such contact without first getting permission to do so from your INTRA Coordinator.**

NOTE: Students often customise their e-mail accounts and set a “name to appear on out-going messages” – i.e. the name that appears beside your e-mails in other people's inboxes. Students do this and then forget about it. The problem is that sometimes this name is not appropriate for communicating with potential employers! Take care to check this.

When will the tutor visit occur?

Your INTRA tutor should be assigned to you by early July. They should contact you soon afterwards to organise a visit with you and your supervisor. If you are abroad then the “visit” may be done by telephone. Contact the INTRA Office if you want to find out who your tutor is. If no visit has been arranged by mid-to-late July then contact your INTRA Academic Coordinator.

What if I have a problem while on INTRA?

Your first port of call should always be your supervisor at work. If you find that your supervisor is unable to help you with your problem, you should contact the INTRA Office. They will discuss the issue with you and offer to help resolve it. You can also raise issues during the INTRA visit but don't wait for it – try and get things sorted out as early as possible.

I have a final year project idea from my INTRA placement. What do I need to do?

First make sure you discuss this with your supervisor and that they, and the company, are willing to support you. You then need to find a lecturer who is willing to supervise you. You can discuss this with your INTRA tutor during the INTRA visit. Alternatively you can e-mail lecturers who you think may be able and willing to supervise the project – e.g. someone who teaches in a similar area. You should do this in August or early September – do not leave it until the end of your placement. Remember that lecturers may be away on holidays. Make sure the lecturer in question discusses the possible down-sides of an INTRA-related project (e.g. that the company may withdraw support half way through; that they may introduce delays, etc.).

INTRA Programme Details 2006/2007 Onwards

By Derek Molloy, Harry Esmonde, Conor McArdle

DCU is committed to providing educational programmes relevant to the industrial and commercial world. An important element of this philosophy is the INTRA programme. INTRA formally integrates the student's academic study with closely co-ordinated realistic jobs, based on the work abilities of the student and the objectives of each programme. The student develops an understanding of the professional, practical world of industry. Also, the blending of theory and practice increases student motivation and allows a clearer view of a career path. The advantages of participation for employers are also numerous, such as offering a unique opportunity to identify skills and talents among potential employees. INTRA also provides companies with an extra resource to meet the demands of peak work-loads or to complete special projects.

The benefits of INTRA placement are clear, with engineering students gaining 6 months valuable engineering work experience in engineering companies or world-class research laboratories. The increased motivation and maturity of students returning to DCU after INTRA is absolutely striking. In many cases the INTRA placement leads directly to a job offer, clearly indicating the value of the programme.

In order to achieve the maximum learning outcome from the innovative INTRA programme, we are making improvements to the INTRA programme from the 2006/07 academic year onwards:

- Students will be required to take short courses on Effective Communications and Professional Ethics. These courses will take place at the beginning of 3rd year and will be organised through industrial contacts and the Innovation & Business Relations (IBR) office. They will aim to prepare students for a professional role that requires high quality written/oral communication skills and the ability to make decisions that have real-world consequences.
- A greater emphasis will be placed on the reporting phase of the INTRA programme, involving the production of a 4,000 word document that clearly identifies the learning outcomes of each individual placement. This document will be graded by the academic tutor and constructive feedback will be provided to each student.
- Students will also be required to give an oral presentation on their placement at the beginning of 4th year. This presentation will detail the student's experiences during INTRA and will relate these experiences to classmates, new 3rd year students and academic tutors.

This document presents the updated structure of INTRA in Figure 1, followed by an updated module descriptor for EE318 Engineering INTRA and finally a document detailing the student's reporting requirements, document template and the marking scheme to be applied by the academic tutor.

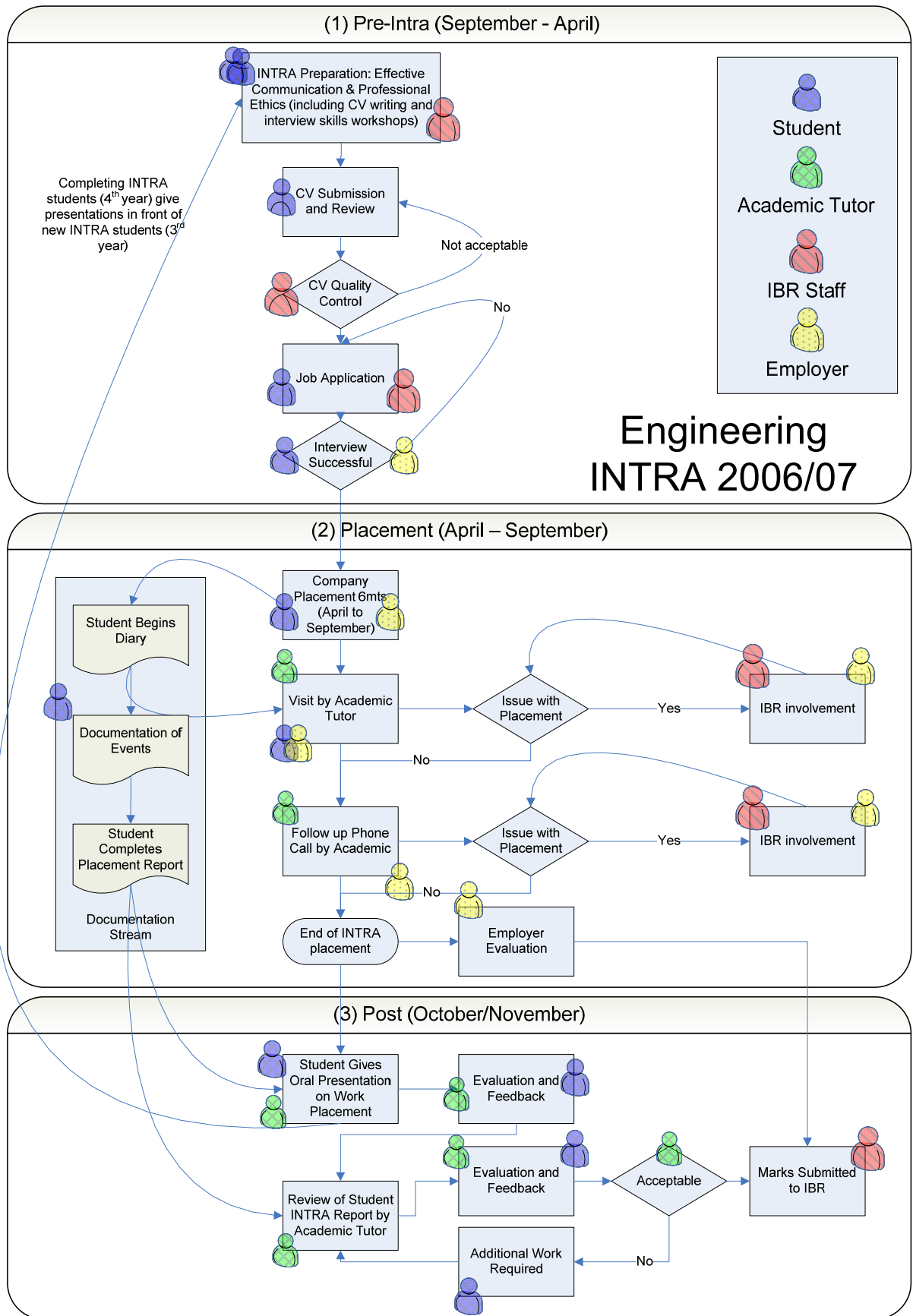


Figure 1. The Proposed Structure of Engineering INTRA 2006/2007 Onwards.

Additional/Updated information required for the IEI (re-)accreditation process.

Module Title: Engineering INTRA

Module Code: EE318

Module Co-ordinator(s): Dr Sean Marlow (3rd Year Tutor)

Learning Outcomes:

- On completion of this module, the student will be able to:
- Apply theoretical aspects of their programme to relevant practical work experience in companies/organisations based in Ireland or abroad. (PO1, PO2)
- Identify, describe and formulate solutions to real-world engineering problems. (PO2)
- Apply experimental, analytical and/or numerical methods as appropriate to the design of solutions for product/process development (PO2, PO3, PO1)
- Identify, interpret and evaluate unseen technical information. (PO5, PO2)
- Demonstrate initiative and ingenuity in deriving novel solutions to specific engineering problems. (PO2, PO3)
- Assess the importance of task management, planning, working in teams and interdisciplinary collaboration in Engineering practice (PO5)
- Communicate engineering concepts and ideas with engineers and non-engineers by oral, written and graphical means, both within the placement period and subsequent to the placement. (PO6, PO5)
- Demonstrate professional attributes, such as courtesy, punctuality, reliability, etc. (PO4, PO5)
- Document their duties performed, distinguishing their own role and describing the development of commercial products/processes and related commercial issues. (PO6)
- Identify their own learning needs; assess their progress in developing technical and professional skills and be able to outline a career plan (PO5)
- Identify, evaluate and discuss ethical issues in engineering as they relate to their work (PO4)

Contribution to Programme:

The module's contribution to the IEI Programme Areas and Programme Outcomes is characterised according to a five point scale where 4 indicates a very strong contribution and 0 indicates no significant or intended contribution.

Science & Mathematics	Discipline - specific Technology	Information and Communications Technology	Design and Development	Engineering Practice	Social and Business Context
2	3	3	3	4	3

The ability to derive and apply solutions from a knowledge of sciences, engineering sciences, technology and mathematics	The ability to identify, formulate, analyse and solve engineering problems;	The ability to design a system, component or process to meet specified needs, to design and conduct experiments and to analyse and interpret data;	An understanding of the need for high ethical standards in the practice of engineering, including the responsibilities of the engineering profession towards people and the environment	The ability to work effectively as an individual, in teams and in multidisciplinary settings together with the capacity to undertake lifelong learning;	The ability to communicate effectively with the engineering community and with society at large
2	3	2	2	4	4

Teaching & Learning Strategies/Assessment Methodology:

There are two strands of assessment:

- Administrative Assessment of the student's industrial performance, of the placement and of the experience.
- Academic Assessment of the student's learning outcomes from the work placement and assessment of learning at pre-INTRA seminars.

Administrative Assessment involves:

- A site visit by an appointed academic tutor to the placement location, where the tutor will complete a form detailing the industrial performance of the student, the conditions of employment and the employer's perception of the student's performance (Month 2-3)
- A follow up telephone call by the academic tutor with regard to the same issues (Month 5-6)
- An employer evaluation of the student's performance (Month 6)

Academic Assessment involves:

- Students will complete assessments at each of 5 pre-INTRA seminars. The assessment for each seminar must be completed at that seminar.
- Students will maintain a diary during the work placement that details information on the placement, such as ethical issues encountered. This diary will be available for inspection and will feed directly into a written report. (April to September)
- Students will complete a report that is based on their work placement diary. The report will follow a clearly defined template (as attached) (September/October). This report will be graded by the student's academic INTRA tutor and feedback must be provided to the student.
- Students will give an oral presentation in front of their peers on their placement that details their experiences (October/November). This presentation will be graded by the INTRA coordinator or other appointed representatives of the academic staff. Direct feedback will be provided to the student.

Marking Scheme:

The INTRA module mark will be calculated according to the formula

$$\text{Mark} = (V+P+R) \times S1 \times S2 \times S3 \times S4 \times S5$$

where V is the mark (between 0 and 15%) associated with the INTRA visit, P is the mark (between 0 and 15%) associated with the INTRA presentation, R is the mark (between 0 and 70%) associated with the INTRA report, and S1 to S5 are marks (1 if satisfactorily completed and 0 otherwise) for the 5 assessments associated with the 5 pre-INTRA seminars.

The INTRA placement (or equivalent) must be completed satisfactorily.

Assessment

Continuous Assessment: 100 % Examination Weight: 0 %

Engineering INTRA reporting guidelines

Guidelines, Template and Marking Template

In order to complete *INTRA* satisfactorily, each student must submit:

- **Report - typed and bound**
- **Abstract – to be emailed to the IBR office.**

The purpose of the *INTRA* Report is to provide you with an opportunity to document and evaluate your experience in the work place. The report acts as a record of *INTRA* for you, your employer and the University. The abstract will be made available to, and may be read by future *INTRA* students. It is therefore an important professional document, one to which you may wish to refer when talking to potential employers in the future. It is a **mandatory** element in the assessment of *INTRA*.

Confidential Elements of Your Report

PLEASE DO NOT NAME ANY INDIVIDUALS WITHIN THE COMPANY. THE PERSONS TITLE ONLY SHOULD BE USED: EG "I REPORTED DIRECTLY TO THE LAB MANAGER" (NOT I REPORTED TO JANE BLOGGS, LAB MANAGER)

In many technical and professional fields, you will work in research, product development & improvement or marketing activities that often generate patentable and confidential information. Before you begin working, you may be asked to sign an agreement that protects the employer from unauthorised disclosure of such information. You are bound by this agreement's terms in all cases. Information of a confidential nature that you gather during *INTRA* cannot be used in your *INTRA* report or in any subsequent projects, assignments, or other reports unless your employer specifically permits. You **MUST** therefore, clear the report with your employer before submitting it to the University for assessment.

There are three components to your overall mark:

- A Written Report at the end of *INTRA* (worth 70% of total)
- A Presentation at the end of *INTRA* (worth 15% of total)
- A Visit and Evaluation during *INTRA* (worth 15% of total).

Written Report Component

The report must be typed with 1.5 line spacing in a legible font (e.g. Times New Roman). The font size must be no less than 11 point. It should be submitted on white A4 paper and properly soft bound. It should be at least 4,000 words in length, excluding appendices. Please see the DCU Student Guide to Technical Report Writing at www.mecheng.dcu.ie/reports for additional help.

You must use the report template attached to this document.

The report accounts for 70% of the total marks for the Year 3 INTRA module mark. The report marks are apportioned as follows:

Abstract & Job Description:	10%
Details of Work Performed:	15%
Student Performance:	10%
Reflective Journal:	25%
Ethics in Engineering:	10%
Self-Evaluation of INTRA:	10%
Self-Development Plan:	10%
Quality of Written Report:	10%
Total:	100%

This report is considered by the University's Academic Council to be an integral part of INTRA. Any student who fails to submit a report by the due date will be deemed to have failed INTRA and will be prohibited from graduating.

The INTRA Report should be submitted to the Office for Innovation & Business Relations (IBR) before Friday 21st September 2007 at 5 p.m.

Remember, before submitting your report to the IBR, you MUST give a copy to your employer, and make sure that the employer is satisfied with its content (in particular with respect to confidential matters).

THE DEADLINE FOR SUBMISSION OF INTRA REPORT IS 5 P.M. FRIDAY, 21ST SEPTEMBER 2007

In exceptional circumstances only and at the discretion of the IBR office and/or your INTRA tutor, an extension to the given deadline may be granted, BUT ONLY UPON PAYMENT OF A FINE OF €30. (all proceeds to the DCU student financial assistance fund). Late reports will not, UNDER ANY CIRCUMSTANCES be accepted without payment of this fine.

Presentation Component

Having submitted the INTRA student report, each student is required to make a short presentation as follows:

- A 10 minute oral presentation, with PowerPoint slides, describing the company, your work area, your responsibilities and the work carried out, solutions designed and implemented and results obtained, ending with a summary of the strong points of the your experience on the INTRA programme. Your presentation should focus on effectively communicating your INTRA work to a general engineering audience, who may not have expertise in your specific work area.
- A 2 minute presentation of your career plan.
- 3 minutes questions and answers, where further information on particular points in the presentation may be sought.

Presentations will take place in front of your classmates and new 3rd year students, who are preparing for their INTRA period. The presentation accounts for 15% of the total marks for INTRA and is broken down as follows:

Quality of presentation materials:	25%
Quality of oral presentation:	25%
Suitability & Clarity of material presented	25%
Response to Questions	25%
Total:	100%

Visit and Evaluation Component

Where possible, as a part of the INTRA programme all students will receive a visit from their academic supervisor. This visit will generally take place in June or July. During this visit the academic supervisor will try to:

- Gain an insight into how each student is performing up to the date of the visit
- Learn how the employer rates the student up to the date of the visit
- Gauge whether the job specification provided by the employer matches actual work
- Improve the quality of future intra placements with the employer in question
- Intervene to help solve problems being encountered by the student or employer
- Identify fourth year project opportunity
- Identify an opportunity for research collaboration
- Highlight any Health & Safety concerns

During this visit the academic tutor will rate the student's performance and assign a mark based on the criteria provided in the attached marking scheme.

**Total mark for INTRA is calculated as:
70% Report Mark + 15% Presentation Mark + 15% Visit Evaluation
Mark**



**DUBLIN CITY UNIVERSITY
FACULTY OF ENGINEERING & COMPUTING**

INTRA REPORT

Student Name

Placed in ACME Ltd.

2006

Batchelor of Engineering in XXX

Acknowledgements

I would like to thank my industrial supervisor XXX.... Etc.

IMPORTANT NOTE ON REFERENCES

One area that some students fall down on is the area of references. The guideline here is quite simple: either you did the work and wrote the text, or *someone else did*. For any element of your report, even the tiniest element, which falls into the latter category, you must provide as complete a reference as possible, so that another researcher can easily access exactly the same source of information as you have. The desired form for the reference data is usually that used in IEEE journals. Please examine carefully the references used in this document in the References section after section 6 that includes an example of how to reference a document from the Internet. (Please delete this note when using this document as a template)

Declaration

I hereby declare that, except where otherwise indicated, this document is entirely my own work and has not been submitted in whole or in part to any other university.

Signed:

Date:

Abstract

The purpose of the abstract is to summarise the report. It should be written lastly, even though it appears first in the report. The abstract is not intended as an introduction to, but rather should be a summary of your report. It may provide future INTRA students with relevant information on the position. It should be around 250 – 300 words long. Please make sure it includes:

- A brief description of the Company
- Your job description
- A brief summary of your duties, responsibilities and work carried out.

As well as forming part of the INTRA report, the abstract should also be emailed, as a separate document, to IBR.

[5 marks]

Job Description: (not less than 200 words)

This should describe in your own words what your role was in the company and the importance of this role to the company. [Approximately 200 words]

The role that I performed within ACME Ltd...

[5 marks]

Details of work performed during placement (not less than 900 words total):

In this section you are required to describe three large tasks you performed during the placement. If you had more than three choose the most important ones, if you had less than three, break up a tasks into sections. Follow the format below and repeat for each task [delete prompts]

Task 1 Title	
Objective	
Your Responsibility	
Task Description	
<ul style="list-style-type: none"> • Technical details • Scientific and engineering skills required • Problems encountered and approach taken to solve them • Solution/design implemented • New skills/knowledge acquired [delete prompts] 	
Task Management	
<ul style="list-style-type: none"> • Task project plan Detail Timing – Gantt chart indicating subtasks and milestones (www.answers.com/Gantt) Discuss deliverables, including reporting requirements. 	
Team members on task (Diagram- tree structure & description)	
<ul style="list-style-type: none"> • Supervisor(s) – Position, Level, Responsibilities • Co-workers - Position, Level, Responsibilities • Supervised staff - Position, Level, Responsibilities • External inputs - Company, Position, Input (i.e. clients, contractors, the public etc) 	

Task 2 Title	
Objective	
Your Responsibility	
Task Description	
Task Management	
Team members on task (Diagram- tree structure & description)	

Task 3 Title	
Objective	
Your Responsibility	
Task Description	
Task Management	
Team members on task (Diagram- tree structure & description)	

[15 marks]

Student Performance: (not less than 400 words) For all three tasks collectively, describe how you performed in your designated role under the following headings [delete prompt]:

Ability to work in teams:

Ability to work on your own initiative:

Ability to work with people other than engineers:

Ability to undertake self-directed learning and/or research a new topic:

Effective communication: (With engineers, other professionals and with the public)

[10 marks]

Reflective journal/Self Evaluation/Self Development: (1000-1500 words)

You are required to focus on some critical events encountered during INTRA, document them and reflect on the learning outcomes achieved. You should ensure that these events include at least five of the following:

- A time when you had to negotiate personnel issues, for example, changing your holiday dates
- Your first day on the INTRA job
- Having to deal with a difficult person or situation
- Being expected to undertake a completely new area of knowledge or a complex task
- Receiving either positive or negative feedback from a superior
- Realising that you have made a mistake

- Finding yourself with nothing to do
- Your best day on INTRA

The following format should be used in reflecting on **each** event:

Event 1 Title:	A brief title that describes the event.
Context:	What happened generally and what was the context?
Your role:	What did you do, what was your role?
Actions taken:	With hindsight, should you have acted differently and in what way? If yes, how would you prepare for such a situation in future?
Performance:	Did your performance on this occasion differ from other similar occasions and if so, why?
Guidance:	Did you seek guidance from others and if so, in what way?
Improvements:	What is the one main area of your performance in this instance that you need to improve?
Gain/Learn:	What did you gain or learn from this?

Event 2 Title:	
Context:	
Your role:	
Actions taken:	
Performance:	
Guidance:	
Improvements:	
Gain/Learn:	

Event 3 Title:	
Context:	
Your role:	
Actions taken:	
Performance:	
Guidance:	
Improvements:	
Gain/Learn:	

Event 4 Title:	
Context:	
Your role:	
Actions taken:	
Performance:	
Guidance:	
Improvements:	
Gain/Learn:	

Event 5 Title:	
Context:	
Your role:	
Actions taken:	

Performance:	
Guidance:	
Improvements:	
Gain/Learn:	

[25 marks]

Ethics in Engineering (not less than 400 words)

Briefly identify and discuss **three** ethical issues that arose during the course of your INTRA placement. Topics may include, but are not limited to:

- Health and safety in the workplace
- Responsibilities of the company to the employee and vice versa
- Consideration of environmental impacts of products being produced – legislation or standards governing production or use of product
- Consideration of impact of product on the user or society at large in terms of safety or other factors
- Consideration in the design and/or production of the product of assessment of risks to workforce, users or the community
- Protection of intellectual property of the company, product licensing, copyright, restriction on access to internal documents or data, employee agreements with company on non-disclosure of sensitive information etc.
- Impact of any of the above issues on choices made during design, e.g. tradeoffs between product safety and product performance or manufacturing costs etc.

You may address your chosen issues in terms of the company's established policies and/or in terms of your own thoughts on these issues as they related to the work you carried out. Be mindful of any confidentiality issues if describing company policies [delete prompts]

Ethical Issue 1: This issue arose...

Ethical Issue 2: This issue arose...

Ethical Issue 3: This issue arose...

[10 marks]

Self-Evaluation of INTRA: (not less than 300 words)

- What were your expectations of your INTRA position?
- In what way were these expectations met?
- What new skills did you acquire?
- In what way was the work undertaken relevant to what you are studying at DCU?
- How would you rate your performance overall?
- In what way have you changed as a result of your INTRA experience? [delete prompts]

[10 marks]

Self-Development Plan: (not less than 300 words)

In the light of 1&2 above, please outline a plan for your future development during your final year in college. This plan should identify the skills you need to acquire and how these might be acquired. The plan should also consider some of your career options in the light of your experience while on INTRA. It should also cover the ways in which you are going to manage your time while in final year, including the balance between work, college and social activities. [delete prompts]

[10 marks]

[+10 marks for quality of English Grammar]

Student Name:	John Smith	ID Number:	53000000
Programme:	EE3	Academic Year:	2006/2007

Report Marks (to be completed by the academic supervisor): Students, please print this form and place it as the very last page in your report (after appendices). Please fill in details above.

Abstract & Job Description: [10 marks]	
Details of Work Performed: [15 marks]	
Student Performance: [10 marks]	
Reflective Journal: [25 marks]	
Ethics in Engineering: [10 marks]	
Self-Evaluation of INTRA: [10 marks]	
Self-Development Plan: [10 marks]	
Quality of English Grammar: [10 marks]	
Total: (out of 100 marks)	
Comments on the Quality of report: Strong Points:	
Weak Points:	

Presentation Marks (to be completed by the academic supervisor):

Quality of Presentation Materials: [25 marks]	
Quality of Oral Presentation: [25 marks]	
Suitability & Clarity of Material Presented: [25 marks]	
Response to Questions: [25 marks]	
Total: (out of 100 marks)	
Positive points on the Quality of the presentation:	
Areas needing improvement:	

Visit & Evaluation Mark (to be completed by the academic supervisor):

The academic tutor should assign a mark out of 100 to the visit (phone call where visit is not possible e.g. abroad) with the student's employer, strongly taking account of the views of the employer.

Total: (out of 100 marks)	
Comments on mark awarded:	

Totals (to be completed by the academic supervisor):

	Report (weighted 0.7)	Presentation (weighted 0.15)	Visit/Evaluation (weighted 0.15)	Total (Out of 100%)
Mark				