SYLLABUS / FIȘA DISCIPLINEI

1. Information on the study programme / Date despre programul de studii

1.1. Institution / Instituția de învățământ superior	Universitatea de Vest din Timişoara
1.2. Faculty / Facultatea	Matematică şi Informatică
1.3. Department / Departamentul	Computer Science (Informatică)
1.4. Study program field	Computer Science (Informatică)
1.5. Study cycle/ Ciclul de studii	Bachelor / licență
1.6. Study programme / Programul de studii / calificarea*	Computer Science / Informatică în limba engleză / Database administration / *Administrator baze de date - 252101; Computer network administration / Administrator de retea de calculatoare - 252301; Analyst / Analist - 251201; Research assistant in computer science / Asistent de cercetare în informatica - 214918; Teacher in secondary schools / Profesor în învatamântul gimnazial - 233002; Programmer / Programator - 251202; Software systems designers / Proiectant sisteme informatice - 251101*

2. Information on the course / Date despre disciplină

2.1. Title of the course / Denumirea disciplinei	Practice Stage II						
2.2. Teacher in charge of the course / Titularul activităților de curs	Madalina Erascu						
2.3. Teacher in charge of the seminar / Titularul activităților de seminar	Madalina Erascu						
2.4. Study year / Anul de studii	2	2.5. Semester / Semestrul	2	2.6. Examination type / Tipul de evaluare:	C	2.7. Course type / Regimul disciplinei: (M)andatory	M

3. Estimated study time (number of hours per semester) /Timpul total estimat (ore pe semestru al activităților didactice)

3.1. Attendance hours per week / Număr de ore pe săptămână	-	out of which din care: 3.2 lecture/ curs	-	3.3. seminar/laborator	-

3.4. Attendance hours per semester / Total ore din planul de învățământ	14[1]	out of which: 3.5 lecture / curs	-	3.6. seminar/laborator	14
Distribution of the allocated amount of time / Distribuția fondului de timp*					**hours/ ore**
Individual study /Studiu după manual, suport de curs, bibliografie şi notițe					-
Supplementary documentation at library or using electronic repositories / Documentare suplimentară în bibliotecă, pe platformele electronice de specialitate					-
Preparing for laboratories, homework, reports etc. /Pregătire seminarii/laboratoare, teme, referate, portofolii şi eseuri					120
Exams / Examinări					2
Tutoring / Tutorat					12
3.7. Total number of hours of individual study / Total ore studiu individual	120				
3.8. Total number of hours per semester / Total ore pe semestru	134				
3.9. Number of credits (ECTS) / Număr de credite	2				

4. Prerequisites (if it is the case) / Precondiții (acolo unde e cazul)

4.1. curriculum / de curriculum	Programming I, Programming II, Programming III, Software Engineering, Databases, Operating Systems, Algorithms and Data Structures
4.2. skills / de competențe	Programming and problem-solving skills

5. Requirements (if it is the case) / Condiții (acolo unde e cazul)

5.1. for the lecture / de desfășurare a cursului	-
5.2. for the seminar, laboratory / de desfășurare a seminarului/laboratorului	-

[1] This corresponds to the preparatory activities during the semester (attendance to the meetings where are presented the companies and the stages, preparation of applications and participation to interviews etc.). The stage corresponds to 120 hours of activity.

6. Acquired skills / Competențe specifice acumulate

Professional skills / Competențe profesionale	- Ability to write code documentation - Knowledge of the specifics and activities in IT companies - The need to meet deadlines - Ensuring quality as a requirement
Transversal skills / Competențe transversale	- The ability to work in a team - respecting the design stages of an application - Ability to analyze specific requirements - Analyzing and designing an application - Specification analysis - Development and testing - Writing documentation

7. Objectives of the course / Obiectivele disciplinei (reieșind din grila competențelor specifice acumulate)

7.1. General objective / Obiectivul general al disciplinei	Familiarity with problems solved by IT industry; developing the capacity to develop documentation
7.2. Specific objectives / Obiectivele specifice	*Knowledge objectives:* (possible) methods and tools proprietary to the company *Abilitation objectives*: writing and structuring documentation *Atitudinal objectives*: motivation and argumentation of the importance of applying theoretical knowledge into practice

8. Content / Conținuturi*

8.1. Lecture / Curs	**Teaching strategies / Metode de predare**	**Remarks, details / Observații**
The students should attend the presentations of the practice stage topics given by the representatives of the companies organized by the Department of Computer Science.		
8.2. Seminar, lab / Seminar, laborator	**Teaching/learning strategies / Metode de predare/ invățare**	**Remarks, details / Observații**
The activity during the practice stage will be supervised by the tutor from the company who establishes the tasks to be executed by the student.		

9. Correlations between the content of the course and the requirements of the IT field / Coroborarea conținuturilor disciplinei cu așteptările reprezentanților comunității epistemice, asociațiilor profesionale și angajatorilor reprezentativi din domeniul aferent programului

Application of the knowledge acquired during university studies into practice.

10. Evaluation / Evaluare*

Activity / Tip de activitate	10.1. Evaluation criteria / Criterii de evaluare**	10.2. Evaluation methods / Metode de evaluare***	10.3. Weight in the averaged mark / Pondere din nota finală
Analysis of the practice portofolio and appreciation made by the tutor from the company.			

Date/ Data completării
21.01.2021

Signature (lecture) / Semnătura titularului de curs
Madalina Erascu

Signature (seminar)
Semnătura titularului de seminar
Madalina Erascu

Signature (director of the department)
Semnătura directorului de departament
Lect. Dr. Flavia Micota

Facultatea de Matematică şi Informatică
Departamentul de Informatică

Practice Regulations

1. Second year students (from Romanian and English specializations) have the obligation to perform specialized practice (Informatics) during the summer vacation.
2. Starting from the academic year 2018-2019, the duration of the practice will be **at least 120 hours = 4 weeks x 5 working days x 6 hours**.
3. The practice will be conducted in IT companies, public or economic units that have IT departments, centers or computing offices, high schools and schools. Due to the current Covid-19 pandemic, the practice can be conducted online as established between student and host organization.
4. The responsibility for finding the unit where the practice will be performed is the student's duty. The Department of Computer Science will organize meetings between students and companies. The practice period will be agreed between the student and the unit's representatives.
5. Students will download, from the faculty website, the practice documents: the application form, the regulations and a form to be completed by the unit representative (supervisor).

6. Students from the English specialization will write the practice report in the English.
7. At the end of the practice period, students will have to prepare a *practice portofolio* that will contain:
    a. the documents providing identification data of the student and unit in which the practice took place: convention (Conventia de practica) and partnership agreement (Acord de parteneriat) - optional;
    b. a declaration on his/her own responsibility that he/she did not make the practice only formally, did not copy the practice report or give it to someone else for the same purpose;
    c. a practice report containing:
        i. a brief description of the unit where the practice took place;
        ii. description of the activity carried out, daily, showing the quality of the activity carried out, in order to be able to correctly assess and record the activity;
    d. appreciation of the tutor from the unit / department where the practice took place, according to the template received from the faculty, with a proposal for a grade (certified by a signature).
8. The practice portfolio will be submitted via Google Forms during the autumn session, until a date which will be announced. Incomplete portfolios will not be accepted.
9. The practice portfolio will be analyzed by a committee composed of the teaching staff from the Department of Computer Science, which will set the final grade for the work done. In case of non-promotion, the commission will determine the re-enactment of the portofolio or practice stage. In this case, the student will present the practice portofolio in subsequent examinations sessions.
10. Failure of promotion leads to the impossibility of submitting to the bachelor thesis.
11. Students must comply with current regulations on occupational safety and indoor regulations in the facility where they perform the practice stage. Since the practice is performed out of the university building, the faculty leadership assumes no responsibility for the confidentiality of data that students have access to, for the work conflicts, accommodation, payment or insurance.
12. Students performing activities related to informatics (through conventions, employment contracts, etc.) during the current academic year may report this activity as a practice stage in informatics under the same conditions as in points 1-11. Students performing employment activities related to Informatics can use an employment certificate (adeverință de la locul de muncă) instead of convention (Conventia de practica) and partnership agreement (Acord de parteneriat).

Note:

The practice stage aims to familiarize students with the current tools, techniques and methods of production or research units. Thus, it is desirable:

- the familiarization of the practitioners with the utility schedule and the integrated environments used in the units where the practice stage takes place;
- the assimilation of software development phases, analysis, coding, testing, interpretation, documentation;
- creating an overview picture of the relationship between producer and beneficiary;

- informing practitioners on the flow of information from a unit
- familiarization with teamwork.

It is recommended to include practitioners in teams for the development / use of software products.

EVALUATION FORM

_____

Company

Company name: _____

Company address:_____

Tutor name (evaluator of the student activity):_____

Tutor e-mail: _____

_____

Student

Student name: _____

_____

Details on the internship

Period:_____

Number of hours: _____

1. Main activity of the company:

(check all true variants)

	Answer		Answer
Software design		Software	

IT services or IT related		other*	
*Details:			

2. Main activity/activities during internship:

(check all true variants)

	Answer		Answer
Programming		Documenting	
Testing		Administration	
Debugging		other*	
*Details:			

3. How would you evaluate the overall level of knowledge of the student with respect to the requirements of the internship

	Answer		Answer
Very good		Good	
Acceptable		Poor	
Very poor			
Remarks (optional):			

4. Which of the knowledge/competences/abilities of the students are not at an acceptable level?

(check all true variants)

	Answer		Answer
Design		Debugging	
Coding		Documenting	

Testing		other*	
*Details:			

5. How would you evaluate the team work abilities of the student?

	Answer		Answer
Good		Very weak	
Acceptable		N.A.	
Weak			
Remarks (optional):			

6. How would you evaluate the way the student met the deadlines:

	Answer		Answer
Fully met the deadlines		Most of the deadlines	
Only some deadlines		Not at all	
Remarks (optional):			

7. Which are the main qualities you remarked at the student during the internship?

(check all true variants)

	Answer		Answer
Technical and problem solving skills		Good team player	
Ability to finalize a task in time		Communication skills	
Resilience to stress		Adaptability	

Initiative		Other*	
*Details			

8. When the student received a task he/she ....

	Answer		Answer
managed to solve it by himself/herself		neither solved nor asked for help	
asked for help and solved it		refused it	
asked for help but did not solve it			
Remarks (optional):			

9. If the student had to write a report/documentation he/she ...

	Answer		Answer
wrote it completely and correctly		Refused it	
wrote it but not at the required standards			
Remarks (optional):			

10. Which of the following aspects have you observed at the student:

(check all true variants)

	Answer		Answer
Lack of motivation		Lack of interest	
Lack of technical skills		Inability to adapt	
Lack of communication skills			

Remarks (optional):

11. How would you appreciate the technical skills of the student?

	Answer		Answer
Very good		good	
acceptable		weak	
Remarks (optional)			

12. Overall evaluation of the student activity during the internship:

	Answer		Answer
Excellent		Very good	
Good		Acceptable	
Weak		Very weak	

Other recommendations: