



INFO SESSION FOR PROFESSIONAL PRACTICE MENTORS

16 March 2021



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Agenda

- Preparation
- Objective
- End competences
- Reflective Portfolio
- Reflective Report
- Evaluation
- What is expected from the mentor?
- What is expected from the student?
- Timelines



Professional practice preparation

- **Students were asked to share the Professional Practice guidelines with their supervisor. They are available also on <http://www.imbrsea.eu/professional-practice>**
- **Required documents – deadline : 1st of March 2021**
 - Professional practice contract
 - Risk analysis
 - Medical questionnaire
 - Questionnaire and risk analysis lead to medical advise!

Professional practice objective

"We do not learn from experience, but by reflecting on experience" – John Dewey

- To become familiar with different workplace functions and roles
- Understand how knowledge acquired during education may be applied to solving problems in real world situations
- Immerse in the working environment
- Get acquainted with the real-life job world
- Get to know the institute, or the unit in the institute students work with

End competences

1 Describe how their Professional Practice experience has improved their professional competence

e.g. through an improved ability to:

- communicate and work effectively with others;
- show initiative and work independently;
- organise their workload and set priorities;
- respond to new challenges and changing situations

2 Critically evaluate how they have contributed to their host organisation's objectives

3 Explain how they applied previously acquired theory and practical knowledge to their professional duties in the host organisation.

4 Explain how their Professional Practice experience has modified their career aspirations.

5 Assess the effect of their Professional Practice on their future employment prospects.

Roles

- Student
- Professional practice mentor
 - At host organization
- Academic supervisor
 - Member IMBRSea consortium
 - Follow-up reflective portfolio
- IMBRSea Coordination office
 - Administrative issues
- Evaluation/Reading committee
 - Evaluation reflective report and exhibition

Professional practice (PP) deliverables

- Reflective portfolio
 - via online platform Matix: www.matix.imbrsea.eu
 - Created during the PP
 - Reviewed by academic supervisor (member IMBRSea consortium)
- Reflective final report
 - via online platform Matix: www.matix.imbrsea.eu
 - Uploaded at the end of the PP
 - Evaluated by Examination/Reading Committee
- Exhibition

Reflective portfolio

- What ?
 - A tool which helps you to guide students through the process of the professional practice and that allows evaluators to evaluate the whole 'process' rather than the final 'outcome'
- Elements
 - Personal objectives
 - Proofs
 - Timesheet
 - Reports on meetings (start / mid / end)
 - Peer assessment
 - Interview feedback

Reflective portfolio

Timing	Task	Person responsible
Week 1-6 (weekly)	<ul style="list-style-type: none"> - Uploading time sheets - Approving time sheets (Insurance!) 	Student Mentor
Week 1	<ul style="list-style-type: none"> - Translate the PP end competences to personal objectives - Report initial meeting - Work plan 	Student Mentor
Week2	Description of the institute	Student
Week 2-6	Weekly activity pictures	Student
Week 2-6	Weekly documented progress on personal objectives	Student

Reflective portfolio

Timing	Task	Person responsible
Week 2-3	Follow-up questionnaire from the Coordination Office	Student
Week 3 onwards	Report of virtual meeting with a fellow student	Student Peer
Week 3-4	<ul style="list-style-type: none"> - Report mid-term meeting (discussion progress of the PP, feedback from mentor on personal objectives) - Listing of potentially adapted personal objectives after the meeting 	Student Mentor
End of week 6	Report of the closing meeting	Student Mentor

Short demo portfolio

- <https://www.youtube.com/watch?v=Q3E7J1H5Wcg>

Reflective report

- Format:
 - Cover page
 - Introduction:
 - description host institute
 - details about the type of work
 - Reflection:
 - How did the PP allow the student to meet the 5 end competences?
 - Description of student's experience + opinions
 - Evidence from portfolio to support the reflection (Appendix)
 - Conclusion
 - Bibliography

Presentation/exhibition

- During Annual Symposium (5-9 July 2021)
- Students show experiences gained
- Poster or alternative exhibition (video, photo album, game etc.).
- **Creativity!**
- **Public!**

Evaluation

- Reflective portfolio:
 - not assessed directly
 - elements contribute to the final report
- Reflective report:
 - graded based on:
 - evaluation of student reflection on the end competences
 - evaluation of presentation and quality
 - evaluated by Examination/Reading Committee :
 - 2 members from consortium partners
 - external to host organization
- PP mentor evaluation/feedback:
 - feedback on student's performance and adaptation to the working environment
 - does not count for final grade
- Exhibition

Evaluation

- Final grade = 75% reflective report + 25% exhibition
- Evaluation feedback is shared anonymously with the students
- Details about evaluation criteria in Professional Practice guidelines (Annex 4)

Evaluation

Important!

- The outcome of the activities performed during the PP does not have an impact on the grades.
- It is not the result of the work carried out that is graded.

What is expected from the mentor?

- Provide support/supervision to students during their work at the organization
- Immerse students in the working environment
- Ensure students get to know the institute, or the unit they work with (by attending meetings, talking to staff members, etc.).
- Approve time sheets on a weekly basis (Insurance regulation!)
- Organize min. 3 meetings (initial – mid-term and final)
- Feedback/evaluation of student performance at the end (invitation via Matix)

What is expected from students?

- Adhere to the Code of Conduct for Students (see Annex 3 Professional Practice guidelines):
 - Adhere to policies, procedures and work practices of the host organisation
 - Respect confidentiality of the host organisation
 - Work diligently, responsibly and in a professional manner
 - Be accountable and accept responsibility for actions
 - Adhere to the timelines/deadlines for submission of the reflective portfolio and report
 - Participate in exhibition during Annual Symposium

Timelines

- Duration PP: Minimum 6 weeks, maximum 8 weeks
- Start-/end date in Matix (Insurance!)
- Submission reflective report (+ Appendix): **2nd of July 2021, 4pm CET**
- Exhibition during Annual Symposium: **5 – 9 July 2021**

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Questions?

