

## ISAT WORK PLACEMENT POLICY

### 1 – GENERAL INFORMATION

The ISAT runs a five-year engineering course. There are competitive entrance requirements for the first year (science 'baccalauréat') and the third year (specialised maths, further maths, DUT (technical college diploma) or BTS (vocational training certificate) majoring in mechanical engineering).

There are three compulsory work placements during the course:

- in the 1<sup>st</sup> year (6 weeks) usually from the end of January to the beginning of March
- In the 4<sup>th</sup> year (15 weeks) usually from the beginning of September to the end of December
- In the 5<sup>th</sup> year (20 weeks) usually from the end of January to the middle of June.

ISAT student work placements fall within the framework of the Institute's teaching policy which was introduced and approved by the French Accreditation Board for Engineers (CTI - Commission des Titres d'Ingénieurs). The aim of this policy is to train mechanical engineers specialising in transport.

The work placement aims to provide a balance between design and production aspects on the one hand, and between theoretical and experimental aspects on the other.

Although it is recommended that the 4<sup>th</sup> and 5<sup>th</sup> year placements should be complementary (design in the 4<sup>th</sup> year and production in the 5<sup>th</sup> year, or vice versa), the exact nature of the placement depends on the student's aims, which are expressed in his personal project.

The only stipulations are that:

- the 4th year placement be devoted to Transport Engineering (subject or company)
- the 5th year placement be aimed at putting the student into a virtually real-life Industrial Engineering situation
- The work placement subject is approved by an internal committee at the ISAT.

### 2 – PRACTICALITIES

Each student chooses his work placement. He can either look for a placement himself or consult the ISAT work placement file which contains company offers.

A company and work placement information sheet is completed by the student and submitted to the work placement department. This sheet must be accompanied by a one or two-page document detailing the subject of the work placement, which will be submitted to the ISAT work placement approval committee.

A placement from the ISAT file will automatically be allocated to any student who has not submitted a proposal three weeks before the beginning of the work placement period.

If there is any doubt about the quality of the placement workplace, the company will be asked to detail the type of support the student will be given. This is required before any definitive approval is given.

Once the placement is approved, a work placement agreement (with three original copies) is drawn up by the ISAT work placement department. It is signed by the ISAT Director and the student and then sent to the company, which must return two of the copies no later than two weeks before the work placement is due to commence.

The respecting of procedures and time limits will be taken into account by the work placement department in the assessment of the work placement report. The work placement supervisor and the relevant tutor may subtract up to two marks from the final grade based on the administrative report.

### **3 – MONITORING AND ASSESSMENT**

#### Monitoring the student:

By a company tutor, an engineer, who must submit a detailed assessment at the end of the work placement.

By a tutor from the teaching staff who examines the subject with the student, monitors his work and visits the company during the placement.

At the end of the work placement, each student must write a dissertation followed by a viva, which is assessed and graded by a board made up of both professionals and teaching staff.

A copy of the dissertation is given to the company and another is kept in the Institute's records, unless the company wishes it to remain confidential.

#### Grading:

Company tutor's assessment: 50% of the total mark.

Work placement dissertation: 25% of the total mark.

Viva: 25% of the total mark.

### **4 – WORK PLACEMENT REPORT AND VIVA**

#### 1 - WORK PLACEMENT REPORT

Point 1 – Reports must be written in correct French without spelling mistakes. Spelling and syntax will be taken into account by the tutor when grading the report.

Point 2 – The report must contain two non-confidential sections:

- Technical summary with a title, the objective of the project, the part played by the student in its realisation, the results obtained and possibly the innovative character of the project (one page maximum).
- On a socio-economic and personal level: what the student has learnt (one page maximum).

The two sections are to be signed by the student and the company tutor.

Point 3 – Report format:

- It is best to avoid the use of 'I' ('I did such and such') and instead use 'we' or the impersonal form.
- A bibliography must be included at the end of the report, listing all documents used.

#### 2 – WORK PLACEMENT VIVA

**1<sup>st</sup> Year:** 30 mins (15-min presentation, 10-min discussion with the student, 5-min deliberation for the board).

**4<sup>th</sup> Year:** 45 mins (20-min presentation, 20-min discussion with the student, 5-min deliberation for the board).

**5<sup>th</sup> Year:** Same as for the 4<sup>th</sup> year, but with the addition of a brief company presentation at the beginning.

For all work placements, any company information given must be limited to the most important details, i.e. those which are necessary in order to understand the working environment and the objectives of the work placement.

This point will be assessed.