



## **Appendix F**

# **Several Interim Regulations on Graduate Internships of Chongqing College of Mobile Communication**



1. Graduation Practice is the first part in the process of students' Graduation Practice teaching, and it aims to further improve students' practical ability and innovation ability. Students must go and work in relevant enterprises and institutions outside the school for Graduation Practice. In order to standardize the management of Graduation Practice and improve the quality of Graduation Practice teaching, this regulation is specially formulated.

2. The basic task of the Graduation Practice is to provide students with basic training of practical skills on production (scientific research), and to improve students' ability in analyzing and solving problems.

3. Site Choice of Graduation Practice

3.1 Graduation Practice unit shall be chosen by students themselves or arranged by each department.

3.2 The college encourages students to seek for internships on their own, or helps students to contact corporate enterprises and institutions for Graduation Practice, but the internship unit must provide an official letter agreeing the internship.

3.3 All expenses incurred by students during their Graduation Practice outside the school shall be borne by the students themselves.

4. Basic Requirements for the Content of Graduation Practice

4.1 The content of Graduation Practice shall be proposed by the internship unit and submitted to the head of each department for approval.

4.2 The content of the Graduation Practice should meet the training objectives and requirements of the major.

4.3 The content of Graduation Practice should be based on practical topics, and strive to enable students to receive more comprehensive training in production skills.

4.4 The content of Graduation Practice should be conducive to students using the knowledge they have learned to solve problems, and be conducive to broadening the knowledge scope of students.

5. Under the guidance of tutors, students should independently complete the internship tasks, and write and submit internship report (more than 2000 words) within the specified time.

6. Evaluation of Graduation Practice

6.1 Graduation Practice results are divided into five categories: excellent, good, medium, pass, and fail.

6.2 Graduation Practice results are assessed according to the internship performance and the internship report.

6.3 For students who found the internship themselves, the internship unit first evaluates on their Graduation Practice results, and fills out the appraisal form of Graduation Practice. The final score is given by the evaluation teachers of the college based on the preliminary evaluation results and the internship report. The Graduation Practice appraisal form must be stamped with the official seal of the internship unit and signed by the instructor.

6.4 Graduation Practice is a compulsory course, hence those who fail must retake it.

7. Basic Requirements for Graduation Practice Management

7.1 Each department shall mobilize graduates for Graduation Practice at the end of the



first semester of the graduation year.

7.2 Students should submit an application form in time if they are seeking internship unit on their own, as well as an official letter from the internship unit agreeing the internship.

7.3 Students should submit internship report and internship appraisal form to teachers for evaluation within one week after the end of the internship, and teachers should submit students' final score of Graduation Practice within one week.

7.4 During the internship, teachers who are responsible for Graduation Practice should keep track of the internship process and performance of the students who work outside the college, help students solve problems encountered during the internship in time, and urge students to complete the internship tasks with high quality and observe law and discipline.

7.5 Teachers who undertake the task of Graduation Practice guidance of the college should prepare the content of the internship in advance, guide students to complete the internship task in a responsible manner, and complete the evaluation of internship report and submit the transcript within one week after the end of the internship.

7.6 The internship unit of the college should supervise and inspect the guidance of teachers on Graduation Practice and the work quality of students, to ensure that Graduation Practice is completed as planned.

## 8. Supplementary Provisions

8.1 This regulation shall come into force on the date of promulgation.

8.2 The right to explain this regulation is vested in Chongqing College of Mobile Communication.

# Work plan for Graduation Practice

## 1 Course information

Course name: Graduation Practice

Course code: 010105

Course type: comprehensive practical course (Compulsory)

Credits: 9 ECTS

Semester: the 7th semester

Starting and ending date: November 9 ~ December 30, 2022

## 2 Objectives and tasks of Graduation Practice

This course is a compulsory course of specialized technique (practical course). The basic task of Graduation Practice is to provide students with basic training in practical skills of production (Scientific Research) and improve their ability in analyzing and solving problems. The purpose of Graduation Practice is to cultivate rigorous working attitude and professional ethics; consolidate, deepen and expand the knowledge learned in the theoretical courses, and broaden horizons; cultivate independent ability in operation and maintenance and improve professional technical skills; cultivate the comprehensive ability of observing problems, analyzing problems and solving



practical problems to enhance students' professionalism.

### 3 Graduation Practice requirements

3.1 The content of Graduation Practice shall be proposed by the internship unit and submitted to the head of each department for approval. The content of Graduation Practice shall meet the training objectives and requirements of the major. The Graduation Practice should be based on practical topics, and strive to enable students to receive more comprehensive training in production skills. The content of Graduation Practice should be conducive to students using of the knowledge they have learned to solve problems and be conducive to broadening their knowledge scope.

3.2 During the internship, students shall give full play to initiative, enthusiasm and creativity; establish a scientific style of seeking truth from facts and a high degree of professionalism; take the initiative to consult and communicate with instructors; regularly report the work to counselors.

3.3 Students shall be careful to personal safety during the internship.

3.4 Students shall learn and abide by the technical safety regulations and confidentiality regulations of the internship unit, and observe all rules and regulations of the college and the internship unit.

3.5 Within the specified time, students should independently complete the internship tasks under the guidance of tutors (including unit instructors), and submit the internship report and appraisal form.

### 4 Graduation Practice workflow

4.1 From October 27 to November 8, students apply for internship and submit relevant information on xiaoyoubang.

4.2 Three days before the start of internship, students need to check whether the "internship position" is related to their major, and submit relevant materials for job certificate. Students need to consult the teacher in advance and submit on the system after approval. The submission date is restricted from November 9 to December 14.

4.3 During the internship, teachers need to guide students through "xiaoyoubang" app or its WeChat Mini Program, complete the processes like "daily sign-in" and "weekly log", and give "attendance score" according to students' performance.

4.4 After the internship, students shall submit internship report and appraisal form (with the official seal of the internship unit and the signature of the "unit instructor"). Students need to consult the teacher in advance and submit on the system after approval. The submission date is restricted from December 14 to December 30.

4.5 Graduation Practice is a compulsory course, and those who fail must retake it.

Table 1 workflow of each time node

Sequence	Matter	Date	Notes
1	Check whether the internship position is related to the major	November 9 ~ November 14	Off-campus internship students upload "job certificate" on "xiaoyoubang" app and teachers review it.



			Students can submit before December 14.
2	Check sign-in status	November 15 ~ December 14	Students sign in every day and teachers check the record.
3	Read and comment on weekly log	November 15 ~ December 14	Students submit weekly log (over 300 words). Teachers should read and comment on it.
4	Submit internship report and appraisal form	December 14 ~ December 30	Students upload the internship report on xiaoyoubang app (submit the internship report and appraisal form).
5	Input results in the system and submit the self-made transcript of Graduation Practice to the Teaching and Research Office for filing	Before December 30	

## 5 Evaluation of Graduation Practice

### 5.1 Enterprise evaluation

#### 5.1.1 Assessment form

The internship unit shall assess all the intern students every weekend and record them in the weekly assessment form of internship. The unit management personnel shall assess the students according to their on-the-job performance. During the period, teachers of the college will assist in the inspection, and will then assess the engineering practice (internship) based on the record. The assessment records of the weekly assessment form of internship must be continuous without interruption in every month. At the end of the internship, students will be evaluated and scored in the appraisal form.

#### 5.1.2 Assessment method

The full score of the weekly assessment form of internship is 100, in which discipline requirements and work contents of the internship are assessed and scored, and the result is calculated at the end of each month. The assessment result is divided into three categories: excellent (85 and above), qualified (60-84) and unqualified (below 60). The administrative and personnel department of the unit shall confirm the assessment results with official seal.

Based on the weekly record, a comprehensive evaluation and a weighted total score are given in the appraisal form.

### 5.2 School evaluation

5.2.1 Graduation Practice results shall be evaluated according to the internship performance and the internship report, and inputted in system with five categories as



excellent, good, medium, pass and fail.

5.2.2 Daily performance scores are given according to the sign-in rates and weekly log on xiaoyoubang app.

5.2.3 "Work scores" shall be evaluated by the internship unit first and filled in the appraisal form of internship by the unit, and teachers assess based on the results of the appraisal form and the performance during the internship.

5.2.4 "Internship report scores" shall be given by tutors of the school according to the quality of the report.

5.2.5 The final "internship results" are obtained by combining the daily performance, practical scores and report scores; among them, daily performance accounts for 20%, the work score 40%, and the report score 40%.

### 6 Requirements of internship report and appraisal form

6.1 Internship report shall not be less than 2000 words. It is required to follow the template format, including the cover page, and the font size shall be consistent. Students are required to complete the report themselves, that is, similarities of the report found in other students' report or online text are forbidden.

6.2 Internship report should be completed on the basis of internship, and combine basic theoretical knowledge with the internship itself to conduct a more in-depth analysis and summary. The content of internship report shall be practical and concise, and can reflect the internship work and work experience and feelings of the internship. The information in the report must be true and reliable with personal opinions by emphasizing key points with clear logic.

6.3 The contents of internship report shall be consistent. The name of the unit in the body of internship report shall be consistent with the unit stamped on the appraisal form. The internship content shall be consistent with the actual work of the unit.

6.4 The content of internship report shall be fluent in language and be in clear logic.

6.5 The unit and the position in the appraisal form shall be consistent with those in the internship report. The official seal of the unit shall be clear and shall not be printed in color. The name of the unit shall be consistent in the form and cannot be replaced by invoice seal, financial seal, etc.

The screenshot shows a web interface for 'Student Activation Summary'. It includes a search bar, filters for department, major, class, grade, and activation status, and a table of student records.

姓名	学号	院(系)	专业	班级	年级	激活状态
张纪航	2017210807	通信与信息工程学院(合川校区)	电子信息工程	2017电子信息工程志向1班	2017	已激活
胡皓	2017210801	通信与信息工程学院(合川校区)	电子信息工程	2017电子信息工程卓越3班	2017	已激活
万小康	2017210793	通信与信息工程学院(合川校区)	电子信息工程	2017电子信息工程志向1班	2017	已激活
罗晓伟	2017210792	通信与信息工程学院(合川校区)	电子信息工程	2017电子信息工程卓越3班	2017	已激活
吴梦丹	2017210789	通信与信息工程学院(合川校区)	电子信息工程	2017电子信息工程志向1班	2017	已激活