

**Portfolio for students
to monitor the practical phases in the Dual Study Track**

Dear student,

With this Portfolio we like to guide you through your practical phase within the Dual Study Program.

The Portfolio aims to help monitoring your personal development as well as to reflect on and record your in-company achievements.

At the start, regularly within and at the end of the practical phase will be planed and obligate monthly dialogs and further feedback loops. It is wanted that you make notes on the preparation and the main results of these systematic communication.

This Portfolio has to be handed over to your Dual Studies Coordinator at GJU after your practical phase. There will be no grading on the Portfolio but a feedback at the department to take care that the appropriate learnings are realized. Please photocopy this document before the handing over.

In case of any questions about the Portfolio please contact: dual.studies@gju.edu.io

All the best and a successful practical phase,

Your Dual Study Team

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Basic data

Date:

Name of the company:

Name of the supervisor/instructor:

Name of liaison officer:

Name of the student:

Student ID:

Study program:

Study year:

Semester:

Roadmap of activities for the practical phase in the Dual Study Track

	Organizational activities			Additional information
Week	Activity	In detail		
1	Onboarding, End of first week: First dialog (Form 1) Pre-Evaluation by company Self-evaluation by student	Company gives an overview Student-Company		<ul style="list-style-type: none"> • Use Form S1 and S2 • • •
2				
3				
4				
5				<ul style="list-style-type: none"> • • • •
6	Reflection Midterm dialog dialog	Students Student-company		<ul style="list-style-type: none"> • Use Form S3 • •

7				
8				
9		GJU visits company		<ul style="list-style-type: none"> • • • •
10		GJU visits company		<ul style="list-style-type: none"> • • • •
11	Final dialog Your feedback Joint final evaluation Evaluation of company	Student-Company		<ul style="list-style-type: none"> • Use Form S4 and S5 • Use Form S6 • Use Form S7 • Use Form S8

Discussion guide for student and company at the beginning of a practice phase – Form S1

Spent some time to talk together about what you have learnt in the last two semesters at GJU.

1. Review of the past theory phase at GJU: Most important theoretical content:
 - a.)
 - b.)
 - c.)
 - d.)
 - e.)

2. Information about newest developments in the company:
 - a.) Strengths.....
 - b.) Challenges.....
 - c.) Structures.....
 - d.) People.....
 - e.)

3. The practical phase should be planned: General tasks, specific activities (special projects, models, groups):
 - a.) Learning objectives by student, (What do you want to learn?):
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4. Planning and scheduling of above defined activities:

Date	Activities

Further comments (requests, criticisms, suggestions, etc.):

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First self-evaluation (pre) – Form S2

Please evaluate yourself according to the bellow mentioned dimensions:	Strongly disagree	Disagree	Agree	Strongly agree
Personal and social skills				
I use the appropriate greeting when arriving at work or meeting colleagues				
I present a courteous, professional, and friendly image				
I am dressing well and professionally				
I come to work on time every single day of the practical phase.				
I show willingness to help or assist colleagues, and to cooperate				
I show willingness to learn.				
I am motivated, show eagerness to learn new things				
I am a reliable person				
I show good communication skills				
I am a team player				
I act responsibly,				
I am able to make decisions				
I perform well under pressure				
I am a good representative of GJU				
Please add more needed personal and social skill:				

Please evaluate yourself according to the bellow mentioned dimensions:	Strongly disagree	Disagree	Agree	Strongly agree
Work skills				
I display good understanding of company policies and procedures				
I navigate quickly and efficiently through systems and procedures				
I share company's interests, thoughts, imagination, future view				
I respond appropriately to complaints or readjustments of decisions				
I respect company's rules and regulations.				
I identify needs and proposes appropriate solutions				
I ask relevant questions				
I provide new ideas and good solutions when needed				
I apply prior knowledge and academic education in current position				
I have good organizing and time management skills				
I deliver quality work and meets deadlines.				
I add value to the work of the unit he was placed in				
Please add more needed work skill:				

Self-reflection: What did you notice about your own strengths and weaknesses?

Strengths	Weaknesses
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•	•
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Please provide your general comments on your performance:

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Documentation and guide for the midterm dialog – Form S2

Week 1					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 2					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 3					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 4					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 5					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 6					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Reflection

1. In which situation have you felt most comfortable in your work since the last discussion and why?

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2. What was problematic about your work since the last conversation and what would you have needed to tackle this problem?

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3. In which work processes did you have problems due to missing expertise?

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4. Where do you think you lack the theoretical background you would like to discuss with the supervisor? Develop questions about it! (e.g., company, clients, cooperation partners, methods, theory models)

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5. What is in the coming weeks and where could it be difficult?

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6. Do you feel comfortable in the working atmosphere, what is currently going on? If not, why?

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Further and other remarks:

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Documentation and guide to the end of the practical phase – Form S3

Week 7					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 8					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 9					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 10					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 11					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Week 12					
Day	Date	Starting time	Ending time	Number of hours	Description of the main activities and tasks
Date and signature of superior					

Post-Evaluation – Form S4

Through comparing pre- and post-evaluations, your individual development process can be measured.

Please evaluate yourself according to the bellow mentioned dimensions:	Strongly disagree	Disagree	Agree	Strongly agree
Personal and social skills				
I use the appropriate greeting when arriving at work or meeting colleagues				
I present a courteous, professional, and friendly image				
I am dressing well and professionally				
I come to work on time every single day of the practical phase.				
I show willingness to help or assist colleagues, and to cooperate				
I show willingness to learn.				
I am motivated, show eagerness to learn new things				
I am a reliable person				
I show good communication skills				
I am a team player				
I act responsibly,				
I can make decisions				
I perform well under pressure				
I am a good representative of GJU				

Please evaluate yourself according to the bellow mentioned dimensions:	Strongly disagree	Disagree	Agree	Strongly agree
Work skills				
I display good understanding of company policies and procedures				
I navigate quickly and efficiently through systems and procedures				
I share company's interests, thoughts, imagination, future view				
I respond appropriately to complaints or readjustments of decisions				
I respect company's rules and regulations.				
I identify needs and proposes appropriate solutions				
I ask relevant questions				
I provide new ideas and good solutions when needed				
I apply prior knowledge and academic education in current position				
I have good organizing and time management skills				
I deliver quality work and meets deadlines.				
I add value to the work of the unit he was placed in				
Please add more needed skill:				

Self-reflection: What did you notice about your own strengths and weaknesses?

Strengths	Weaknesses
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•	•
•	•

Please provide your general comments on your performance:

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Your feedback – Form S5

The following questions relate to the past practice phase. The answers should convey an impression of how the course of this practical phase is judged from your point of view.

1. Are you satisfied with the practical phase?
Yes In any case Essentially no Not at all

Reason for satisfaction / dissatisfaction?

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2. What skills did you acquire or expand in the past practical phase?

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3. Were target agreements made in the practice manual?

Yes No

If yes, which:

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4. What was missing in practice?

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5. In what activities and in what ways did theoretical aspects of study come to fruition in practice? (Theory - practice - transfer)

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6. Did the in-company instructor refer to contents of the theory study?

Yes In any case Essentially no Not at all

7. How many guided dialogs took place?

8. Was agreed guided discussions adhered to by the company supervisor?

Yes In any case Essentially no Not at all

9. Was there an effect of the guided dialog on you and your work?

Yes In any case Essentially no Not at all

Reason:

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10. Did you prepare for the guided discussions?

Yes Partly No

11. Did the supervisor prepare for the guided discussions?

Yes Partly No

12. In the practical phase, did issues arise which should be addressed in the following theoretical phases? (Praxis - Theory - Transfer)

Which?

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13. Have there been (technical, temporal) resources of the in-company instructor for the instructions?

Yes Partly No

14. Is independent involvement of the student encouraged?

Yes Partly No

15. Are you and your work appreciated in the company?

Yes In any case Essentially no Not at all

Reasons:

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16. Were there any problems at work?

Yes No

Which?

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How was this handled?

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17. Was your instructor/supervisor available for your questions?

Yes In any case Essentially no Not at all

18. Have you contributed your own ideas to the discussions?

Yes Partly No

19. Which projects, topics or activities are planned in the next practical phase?

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20. Other suggestions (criticism, messages, praise ...)

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Joint final reflection of student and instructor on the entire practical phase – Form S6

Main contents of the practical phase; tools; particularities? With which topics and tasks were dealt in this practical phase?

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Have the learning objectives (see dialog at the end of the first week (Form 1) at the beginning of the practical phase) in this practical phase been reached? New competencies of the student and achieved learning objectives

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Which projects, special activities, etc. were carried out by the student (fully or partial) with what success?

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What should be improved in the next practical phase? What should the student still learn / develop? Was the contribution of the academic department sufficient during the practical phase?

Plans, tasks and goals for the next practical phase:

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Signature		Company Stamp
<p>-----</p> <p>Date: _ _ _ _ _</p>		
This part is to be filled by the Dean Assistant for Industrial Relations		
Training Result	Passed	<input type="checkbox"/> 
		Failed
		<input type="checkbox"/> 
Signature	School Stamp	
<p>-----</p> <p>Date: _ _ _ _ _</p>		

Evaluation of the company by the student -Form S8

Training evaluation:						
Number of training hours completed:						
Please evaluate the company according to the bellow mentioned dimensions:	Poor	Fair	Satisfactor	Good	Excellent	
	Willingness to provide you with required knowledge and experience					
	Employees dedicate time for your training					
	Cooperation during the training period					
	Cooperation in filling and submitting the training reports					
Please answer the following questions according to your training experience:			Yes	NO		
I found the training experience related to the knowledge I have learned in my courses						
The training period have developed my skills						
I recommend this company for other students						

Please provide your comments on your training experience
Please provide your comments on the follow-up and support provided by the school during your training period: