

Guidelines for 'Project-Oriented Study in an External Organisation' MSc. in Techno-Anthropology, 3rd semester

Background and purpose

On the 3rd semester at the MSc. in Techno-Anthropology students have the possibility to do a 25 ECTS semester project in an external organisation (a company or a public or private institution) in Denmark or abroad. During the project-oriented study in the external organisation the student must draw up a project report.

The purpose of the project-oriented study in an external organisation is to provide the student with work experience in solving advanced Techno-Anthropological challenges in a professional context on a level corresponding to the study programme's 3rd semester.

The project-oriented study in an external organisation will prepare the students for future employment. During the project-oriented study, the students will develop work-related competencies in professional practice contexts, and get an impression of the relevance of Techno-Anthropological competencies on the labor market. The semester coordinator approves the project-oriented study and allocates an internal AAU project supervisor to the student. Additionally, the external organisation will appoint an external supervisor with relevant professional background acting as supervisor and sparring partner for the student.

Within the agreed professional framework for the project work, the external organisation and the student stipulate the conditions of the project-oriented study, i.e. work organisation etc.

Third semester time line

- No later than July 1st students are required to inform the semester coordinator about which of the three elective project modules the student wish to carry out during the 3rd semester at the MSc in Techno-Anthropology. The student may also include some thematic project keywords and a wish for a specific supervisor. However, the semester coordinator is in charge of allocating the project supervisors to the students, and it is therefore not possible for students themselves to make binding agreements with specific supervisors.
- Should a student regret the choice of an elective project module, it is possible to apply for changing to one of the other two semester project modules by submitting a written application to the semester coordinator. The application must include relevant argumentation for the desire to change to another project module. Applications must be submitted no later than September 14.
- During the project oriented study in an external organization the student is expected to work in average 3,5 working days per week on a project studying one or more of the organisation's problems. The remaining 1,5 working days must be used to read, reflect and prepare the 3rd semester project report, and attend the 5 ECTS course module 'Reflexive Project Design and Competence Development'. These activities can well be carried out while still in the organization.

- According to the Joint Programme Regulations students are not allowed to receive any salary for their work in relation to the project oriented study in the external organization. However, the law has opened up for a possibility for the external organisation to give the student up to 3.000 DKK per month as a gratuity.
- A project-oriented study in an external organisation can be done individually or in a project group of two or three students. The student/group submits a project report and defends the report at an oral exam, similar to other semester projects. A requirement for working in groups of two or three students is that all group members must be working on the same or coupled projects in the external organisation.
- The maximum length of the report depends on the size of the group preparing the report and can be found in the semester description.
- The project module is evaluated according to the 7-point scale.
- The project report must contain a problem analysis, a problem statement, a description and application of at least one Techno-Anthropological theory respectively method, and a conclusion that addresses the problem statement. Additionally, information about the external organization and the student's work tasks in the organization must be included.
- The project report must accommodate the learning objectives specified in the curriculum. The study board recognizes that these learning objectives are wide and open for interpretation. Hence, the study board has translated the learning objectives into the following minimum requirements of the project report:

Learning goals	Requirement for the project report. The project report must:
Knowledge	
Hold knowledge of techno-anthropological methods for analysis of advanced tasks within the field of the external organisation.	Describe the techno-anthropological method(s) applied in the project.
Understand the connection between theory and practice.	Present a Techno-Anthropological theory that is used in the report's analysis of the student's work tasks in the external organisation
Hold knowledge of the organisational structure and the work of an organisation seen from an interdisciplinary and techno-anthropological perspective.	Include a description of the external organisation, its different actors / interest groups and internal / external contradictions.
Skills	
Be able to apply techno-anthropological methods for analysis and solving of advanced tasks within the field of the external organisation.	Demonstrate how techno-anthropological methods can be applied / used when attending concrete tasks in the external organisation, and they can contribute to

	portraying, reflecting on, analyzing and evaluating her work tasks.
Be able to compare and evaluate assumptions, limitations and uncertainties related to the methods applied in connection to finding solutions of advanced challenges within the field of the external organisation.	Discuss how tasks could have been solved or managed differently than what was done during the project in the external organisations.
Competences	
Be able to handle development-oriented situations in connection to either studying or working.	Identify how the student as a Techno-Anthropologist was able to attend the tasks, and contribute to the external organisation's mission
Be able to use the correct terminology in oral, written or graphical communication and documentation of challenges and solutions within the field of the external organisation.	Document that the student speaks the language of the external organisation.
Be able to analyse the academic, professional and social benefits of the traineeship.	Discuss how the internship benefitted the student's academic, professional and social skills, and competences, to what extent the external organisation benefitted from the internship, and reflect on the relevance of internship for future employability.
Be able to communicate these results in a project report and/or a case-based project report.	Be well written.
Be able to evaluate the learning result of the traineeship.	Discuss what the student has learned and how more/other learning results could have been achieved

Responsibilities and process

The project involves the student, the semester coordinator, an internal AAU project supervisor, and an external supervisor from the external organization.

Responsibilities of the student

Students are expected to establish contact with the external organisation themselves. However, this must not be done without prior agreement with the semester coordinator. It is no longer required that the student and the external organisation complete a written contract/agreement on the work in the external organisation. However, information about the external organization, contact person information, duration of project-oriented study and the student work tasks agreed upon must be included in the project report. Students must also make sure to register properly the information about collaboration with the external organisation when uploading the project report to the AAU Project Library/Pure (<https://www.en.team.vbn.aau.dk/>).

If the external organisation requests a non-disclosure or IPR (Intellectual Property Rights) agreement, the student must ensure that one of the university's standard agreements 'Non-disclosure Agreement for Student Project' or 'Non-disclosure and Rights Agreement for Student Project' is completed. The agreement must be approved by the contract unit at AAU and signed by the student, the AAU project supervisor and the external supervisor.

Any other agreement than the university's standard agreements must be approved by the head of department before the project oriented study in an external organisation can begin. The student is responsible for maintaining regular contact with the external supervisor and the AAU project supervisor. Both supervisors are expected to supervise equivalent to the time otherwise allocated for 3rd semester.

It is recommended that the student shares updates from the project-oriented study in an external organisation on Techno-Anthropology's official LinkedIn-page to improve visibility among potential future employers: <https://www.linkedin.com/school/techno-anthropology-aalborg-university/>

Responsibilities of the AAU project supervisor

The AAU project supervisor will be in continuous contact with the student and may visit the student during the project-oriented study in an external organisation. The AAU project supervisor must meet with the external supervisor at least one time during the project-oriented study.

The AAU project supervisor acts as a supervisor for the student and is responsible for the examination and evaluation of the project. The AAU project supervisor is assigned hours for supervision as if the student was performing a regular semester project, and the effort on the part of the AAU project supervisor shall therefore be the same.

Upon completion of the project-oriented study, the AAU project supervisor must ensure that the project-oriented study is evaluated by the external supervisor. The evaluation can take place during a meeting between the AAU supervisor and the external supervisor or can be filled out online by the external supervisor at the following links:

Evaluation in Danish: <https://www.survey-xact.dk/LinkCollector?key=Y4K1UPWJS11J>

Evaluation in English: <https://www.survey-xact.dk/LinkCollector?key=3DUE9AYPLP1K>

Responsibilities of the external supervisor

The external organisation appoints an external supervisor, who is also the student's immediate superior. This person must have a skill-set appropriate for the specific study programme. It is the responsibility of the external supervisor to secure that the project is successful by ensuring that the student:

- Is provided with work experience in solving advanced and relevant Techno-Anthropological tasks on a level corresponding to the study programme's 3rd semester and with a progression in the degree of difficulty of the tasks during the period. The type of work must allow an academic project report to be made.
- Has the opportunity to get an overview of the work carried out in the external organisation and the industry/field in general.
- Receives support and supervision. It is expected that the supervisor spends at least two hours per week on supervision of the student. However, it should be noted that the student will receive supervision from the university as well. This means that the responsibility for supervising the student is a shared responsibility between the AAU supervisor and the external supervisor.

- In case the external organisation requests a non-disclosure or IPR agreement, the external supervisor must inform the semester coordinator of the reasons underpinning this request.

The external supervisor must meet with the AAU project supervisor at least one time during the project-oriented study.

Evaluation of project report (Project-Oriented Study in an External Organisation)

The project examination is oral and individual and will be attended by the student, the AAU project supervisor (examiner), an internal examiner and, if possible, the external supervisor. However, the assessment will only be conducted by the examiner and the internal examiner.

The evaluation is based on an assessment of the project report as well as the oral presentation and the subsequent discussion. The evaluation is an overall assessment of all elements of the examination, measured against the learning objectives of the project module in the curriculum. The evaluation criteria are described in the Joint Programme Regulations

(https://www.studieservice.aau.dk/digitalAssets/450/450827_faellesbestemmelser-est_eng.pdf).