

Industry Project

Terms of Offering

The Industry Project is usually offered to CBA students during Winter and Spring semesters each year for 8 weeks (total of 45 hours + 2 hours for presentation) while CIT offers Industry Project only in Spring semester for 15 weeks.

Objectives and Indicative Content

BBA Majors	BSc-CIS Concentrations
<p>Course Objectives This course seeks to achieve the following objectives:</p> <ol style="list-style-type: none"> 1. Identify an organizational opportunity/problem/issue to be subject of the project 2. Review relevant literature related to identified project 3. Where appropriate, collect and analyze data to reach useful conclusions and recommendations 4. Provide oral and written communication of the work done and its recommendations. 	<p>Course Objectives Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Analyze and critically assess a company's business processes 2. Identify opportunities and/or problems for which Information Systems can provide solutions. 3. Apply previously learned IS concepts and tools to solve a business-related problem 4. Communicate the project's findings and suggestions in a professional manner.
<p>Course Learning Outcome (CLO) This course seeks to achieve the following CLO:</p> <ol style="list-style-type: none"> 1. Define and Motivate an organizational opportunity/problem/issue to be studied 2. Synthesize knowledge gained in taught courses with some relevant literature review dealing with the identified opportunity/problem/issue (with proper citation) 3. Analyze collected/achieved data and interpret the results to make recommendations on how to deal with the defined opportunity/problem/ Issue 4. Write and present a final report that documents the work done, its results and the recommendations. 	<p>Course Learning Outcomes (CLO) Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Define and interpret IS-related issues in business organizations and environment including their own project. 2. Analyze data (wherever applicable) collected and draw justifiable and useful inferences from it. 3. Apply IS knowledge to a practical context in resolving the issues at hand 4. Critically evaluate the issues and proposed solutions for their appropriate implementation. 5. Use technical and communicator skills to "sell" their recommendations to organizations for effective implementation.

Eligibility

Industry Project applicants should fulfill the following requirements:

1. A student must be working at the time of enrolment.
2. Work experience must be for at least two consecutive years.
3. Company size must not be less than 20 employees.
4. Family businesses* are not considered for Internship/Industry Project.
5. Prerequisite is 117 CH.
6. Minimum CGPA is 2.25

*In case of local private businesses, Industry Project student might be asked to provide the further following documents to ensure that the company she/he works for is not a family business:

- a. Copy of the company trade license
- b. Signed acknowledgment note confirming that she/he does not work for family business

ICDC representatives along with a faculty member, may, make an inspection visit to the company location and verify with the company HR.

Industry Project students are expected to provide accurate employment documents. Providing a falsified or invented employment information or document will be considered as violation of the Internship Code of Conduct and will result in either, revoking one's Industry Project course and/or academic suspension or probation.

Proof of Work

1. Every student must submit a letter from his employer certifying work status, job title and job description in brief, and date of joining. This letter must be accompanied by one of the following items as evidence of actual work:
 - a. Pay slip for the last three months and valid labor card **OR**
 - b. A bank statement showing salary transfer for the last three months **OR**
 - c. Valid visa stamp showing the company as the sponsor.
2. Students who have been in employment for more than 2 years but out of employment for less than 6 months will be allowed to take an Industry Project provided that:
 - a. The former employer agrees to this arrangement.
 - b. The student would be responsible to identify the problem/suggest improvement to current practices in an organization for the Industry Project.

Any deviation from the above guidelines must be approved by the President based on the recommendation of the ICDC Manager. The College Dean will not be responsible for making any recommendations for allowing exceptions to students.

3. Working students are allowed to do Field Internship if they are not working in fields related to their specialization for instance those who are working in organizations such as: Ministries, Army, Police, Academia, Medical, etc. and who are seeking to get experience in areas of their interest.

Registration

Industry Project applicants must complete the official Registration Form during the Winter and Spring registration period and get it signed and stamped by ICDC representative after providing the above stated employment evidences in addition to the following: (a) Resumé and (b) Passport size photo.

The Industry Project registration process is handled by ICDC while the college Dean handles the schedule and other queries of the students.

Project Selection

A student shall select a business/IS problem for his project. However, his organization needs to approve it to ensure completion. In case of a small organization where an organizational problem cannot be identified or in the case of non-approval of the company for a particular business/IS problem to be studied, a designated faculty member shall assign a particular business problem that uses either primary or secondary data.

Organization of the Course

CBA students	CIT students
<ol style="list-style-type: none"> 1. A faculty member will cover in class a general review of the main elements of business research methods (e.g., how to review literature and reference material used, use of archive data, primary and secondary data, and so on) 6 hours. 2. Each student will meet his assigned supervisor for about one hour each week to review work done on the project and provide guidance to student (for six weeks) 6 hours 3. A time sheet recording an estimate of time for the work done each week will be maintained by the supervising faculty (about 5 hours for 5 weeks = 25 hours) 4. Each student will make a presentation of his report for at least ½ hour. 5. A written report will be submitted and marked. 	<ol style="list-style-type: none"> 1. The faculty member assigned to the course will meet in class with all registered students on a weekly basis for 15 weeks. 2. Each student will debrief the instructor and the rest of the class about his weekly progress and accomplishments. 3. Course instructor and students discuss the progress made and provide recommendations. 4. Each student will submit (a) Three progress reports (b) one interim report and (c) one final report. 5. Each student will also make a presentation at the end of the semester.

Attendance Policy

Students must follow same attendance policies as existing at UD as for regular 3 Credit Hours classes.