

Appendix 1

| Programme : Aviation Management (2 year Diploma) 120 ECTS | | |
|--|--|---|
| Institution : Atlantis College | | |
| | Areas of improvement and recommendations as stated in the EEC | Institution's Response to EEC suggestions |
| 1. | a. The EEC suggests <u>the creation of an external advisory committee</u> that could provide input on the content and structure of the courses. | a. The College has created an external advisory committee. See Appendix 2 |
| 2 | <p>a. <u>Course webpages need to be created/updated once the program is approved and accredited.</u></p> <p>b. Mutual respect within the learner-teacher relationship should be further promoted by <u>the establishment of a student-staff committee specific for the program</u>, to provide input to the continuous improvement process of the program and the courses</p> <p>d. <u>A peer external examiner should be involved to provide specific feedback and comments</u> on the program assessment, and provide support to the assessors</p> | <p>a. The Website is now updated with the Aviation Management Programme in a new banner titled "Under the Accreditation Process". However, we need to clarify that by law we can only upload programme material once the programme receives official accreditation from the CYQAA.</p> <p>b. The College already has in place student- staff committees for each programmes such as the Programme Review committee whereby Faculty and students are involved in discussing the programme and reviewing it. This already occurs at the College in all programmes. The structure for the student / staff committee for the Aviation Management programme is ready to become active once the programme is officially accredited and allowed to be delivered.</p> <p>d. A Peer external Examiner has been appointed whose purpose is to provide specific feedback and comments on the programme Assessment and provide support to the assessor. Mr. Christos Christou who has over 25 years teaching experience in HEI's in Hospitality & Tourism Management teaching some specialized Aviation related course and he</p> |

| | | |
|----|--|---|
| | | also has vast industry experience in Aviation Management. See Appendix 3 |
| 4. | The panel would <u>suggest bringing some external validators into the PRC to ensure that sufficient independent rigour is applied to the QA process for this course.</u> | The peer external examiner mentioned above is a member of the PRC for the Aviation Management programme to ensure independent rigour is applied to the QA process for this course. |
| 5 | <p>b. The EEC suggests that the course materials, at least in the first year, be externally reviewed for appropriateness.</p> <p>c. It is also suggested that the College considers <u>subscriptions for students to an appropriate aviation news service</u></p> | <p>b. The peer external examiner will be used who will have direct contact with the Executive Director, Academic Affairs and the College council which is something that will significantly boost the quality procedures, see policy attached Appendix 3 which is now also included in the quality manual.</p> <p>c. The College has subscribed to Air Transport News and the Aviation Week network as suggested by the EEC as appropriate aviation news services. See Appendix 4</p> |
| 6 | Additionally, from the DIPAE Letter: Να αποσταλούν στον Φορέα οι συμφωνίες που υπάρχουν με τη βιομηχανία όπως αναφέρετε στην απάντησή σας | Collaboration agreements included see Appendix 5 |
| 7 | Να αποσταλεί στον Φορέα πλήρης ενημέρωση για την πρακτική άσκηση, σύμφωνα με την ανακοίνωση του Φορέα ημερομηνίας 13/07/2018. | Aviation Management logbook attached as requested see Appendix 6 |
| 8 | Να ενημερώσετε τον Φορέα για τον τρόπο με τον οποίο θα υλοποιήσετε την εισήγηση της ΕΕΑ όσον αφορά τους εξωτερικούς αξιολογητές. A peer external examiner should be involved to provide specific feedback and comments on the program assessment, and provide support to the assessors. | Peer External Examiner appointed see Appendix 3 |

Appendix 2

Appendix 2



External Advisory Committee on Aviation

Atlantis College has an External Advisory Committee (EAC) on Aviation which aids in the development of the Atlantis College programme in Aviation Management.

The EAC is drawn from the Aviation Industry, the governmental Agency dealing with Aviation and academics who also work in the industry. The EAC advises Atlantis College council and various committees such as the Internal Quality Assurance Committee and Academic Committee with regard to strategic planning and provides valuable insight into the expectations that exist for graduates entering into the field of Aviation.

The EAC will also consider variations to the existing course based on their current industry knowledge and skills and changes in the climate of the Aviation industry, providing expert feedback on current and for seeable changes.

Functions of the Advisory Committee

The Atlantis College External Advisory Committee on Aviation's principal function is to provide advice on the relevance of courses to prospective students, the community, to industry, and to appropriate professional bodies, adopting open and transparent processes. The Committee may also facilitate networking with business, industry and community figures to leverage consultancy ventures, foster support for the College and provide opportunities for research collaborations, and assist in providing vocational experience for student placements.

The general functions are to act in an advisory capacity for the development and operation of the Aviation programme.

Advisory Committees can assist in answering the following questions:

- Are students prepared for the future job market?
- What should the programme include?

- Is the curriculum addressing industry needs?
- How can instructors verify competencies to industry standards?

Advisory Committees offer many services including:

- Providing expert advice.
- Assisting in public relations activities.
- Offering different points of view.
- Assisting in the placement of graduates.
- Helping to keep educational programs up-to-date, recommendation of equipment, supplies or the development of simulated work environments.

Goals, Objectives, and Activities of the External Advisory Committee on Aviation

Advise on short- and long-range plans:

- Review local needs assessment and recommend actions based upon the findings.

Evaluate facilities and program equipment:

- Review existing equipment, facilities, and resources.
- Review lab equipment (computers, printers, etc.) and compare with the current and future technology and industry standards.

Analyze the course content:

- Review courses of study and standards of proficiency in areas which are essential to becoming successfully employed in a career path.
- Review content for courses of study and standards of proficiency in areas which are essential to becoming successfully employed in a career path.

Advise on instructional & learning experience:

- Review the program's sequence of courses.
- Review course outlines, and course competencies, and career development skills.
- Help develop educational objectives.
- Review software packages, textbooks, resources and other supplementary materials.
- Advise on the extent to which academic skills and work attitudes should be taught.
- Provide field experiences for students and teachers.
- Identify or suggest resource personnel to enrich the instructional content.

Organization and Operation of an Advisory Committee

Considerable attention should be given to the careful selection of members of external advisory committee.

Membership

The composition of the advisory committee must include business and industry, it is best practice that business and industry members should make up the MAJORITY of the committee members.

Representation

Membership may include persons of different racial and ethnic groups, disabled, disadvantaged, men and women with backgrounds and experiences in gender issues in job training and employment.

Qualifications

The membership of the committee should include individuals who possess knowledge and work experiences which are representative of the occupational area served by the program, and are representative of the community.

Characteristics

Candidates for membership should be civic-minded, cooperative, responsible and productive people who possess integrity. They should express interest, willingness, commitment and time availability to serve the advisory committee.

Selection

The members may be recommended by education, business, and industry. Final appointment should be by the College administration.

Meeting Scheduling

A minimum of two meetings should be conducted annually. However, more meetings may be necessary to effectively carry out the needs of the program. Goal oriented meetings will provide productive results and will ensure an efficient utilization of the time and potentiality of committee members.

Members of the Atlantis College EAC on Aviation are:

Term Fall Semester 2022 – Fall semester 2024

Mr. Charalambos Demetriades (Chair)

Senior Examiner and TRI/TRE EASA on the A320, A330/350, A340, B737 300-900 and B777/787 & EASA Senior Examiner and TRI/TRE on A320, A330/350, A340, B737NG and B777/787

Accountable Manager at Dento Aviation.

Email: demetriades@dentoaviation.com

Mr. George Georghiou

Licensed Aircraft Maintenance Engineer

BSc in Mechanical Engineering

HND in Mechanical Engineering

Licensing inspector at the Department of Civil Aviation Cyprus

Email: georghiou.aeng@gmail.com

Mr. Stelios Iacovou

Captain Wizz Air

Former Captain Cyprus Airways

Former First Officer Etihad Airlines

MBA

Email: siacovou@yahoo.com

Mr. Christos Ioakim

Former Officer Department Civil Aviation

Safety representative - The Pigeon School of Aviation

Email: christosi72@gmail.com

Appendix 3

Appendix 3



Role of the External Examiner

External Examiners are part of Atlantis College's quality assurance processes. External Examiners are usually academics from other higher education institutions, but may be from industry, business or the profession, depending what is appropriate for the course. Their role is to provide an impartial view of the course and independent advice to ensure courses meet the academic standards and quality expected across the sector.

It is important to note that external examiners do not mark student work. They have two main functions: to act as moderators and to act as consultants. The College defines these roles as follows.

The primary role of a **programme external examiner** is as a **consultant**. In this role, external examiners ensure that the qualifications awarded by Atlantis College are comparable in standard with those awarded in other HEI's, and are consistent with the requirements of the EQF. This work normally includes:

- i. Reviewing the programme (the sequence and nature and content of the modules necessary to complete the Diploma or Degree), commenting on their alignment with the EQF and any relevant subject benchmark statements.
- ii. Course materials reviewed at regular intervals for appropriateness.
- iii. The assessments and types of assessment in modules are appropriate and of comparable standard to other institutions.
- iv. The marking has been applied fairly on assignments and the marking scheme/grading criteria have been properly and consistently applied.
- v. Contributing to progression and award decisions taken by the Academic Committee.
- vi. The marking has been applied fairly on assignments and the marking scheme/grading criteria have been properly and consistently applied.
- vii. Approving the results for the cohort.
- viii. Highlighting and encouraging good practice.
- ix. At the end of the examination process, the External Examiner will produce a report summarizing their comments.

- x. The External Examiner that has been appointed for the Aviation Management programme is : Mr. Christos Christou

Appendix 4

Atlantis College Admissions

From: Aviation Week Network <noreply@aviationweek.com>
Sent: Monday, February 7, 2022 10:50 AM
To: admissions@atlanticcollege.com
Subject: Welcome to the Aviation Week Network [Getting Started]



Welcome to the Aviation Week Network, delivering award-winning journalism, deep data and analytics, world-class events, and content-driven marketing services to professionals globally.

Getting Started:

- You should have received an Account Verification Required email. If you haven't already, please verify your account by following the steps outlined in that email. Plus, below we've provided a brief guide to get you started:
- My Account/My AWIN – view your online account to include your contact information, preferences, purchases, access privileges and resetting your password
- Markets – explore our editorial content by community or topic:
 - Aerospace
 - Air Transport
 - MRO
 - Defense and Space
 - Business Aviation

If you are already successfully accessing your account online and/or have an enterprise-wide subscription to the Aviation Week Intelligence Network, please ignore this email.

Thank you,
Aviation Week Network Customer Care

If you have any issues with your account or you did not make this request, please [click here](#) to contact us (do not reply to this email).

Atlantis College Admissions

From: Aviation Week Network <noreply@aviationweek.com>
Sent: Monday, February 7, 2022 10:50 AM
To: admissions@atlantiscollge.com
Subject: Welcome to the Aviation Week Network [Account Verification Required]



Welcome!

You are receiving this email because you are an online registrant at [Aviationweek.com](https://aviationweek.com), have subscribed to one of our publications, or are part of an Aviation Week Intelligence Network (AWIN) account.

To unlock your access, please verify your account by clicking the following link.

[Confirm my account](#)

If you are already successfully accessing your account online and/or have an enterprise-wide subscription to AWIN, please ignore this email.

To learn more about the Aviation Week Network, please visit us at [Aviationweek.com](https://aviationweek.com). If you have issues with this confirmation process or questions about access, please don't hesitate to [contact us](#).

Thank you for your readership,

Aviation Week Network
usercare@aviationweek.com

If you have any issues with your account or you did not make this request, please [click here](#) to contact us.

Atlantis College Admissions

From: info@atn.aero
Sent: Wednesday, February 2, 2022 10:16 AM
To: admissions@atlanticcollege.com
Subject: Welcome to Air Transport News

Dear Ms sharon michael,

We would like to welcome you to ATN - Air Transport News newsletter. We have included your email in our distribution list.

Air Transport News (ATN), one of the key B2B media in the world, was established in 2006. It is major online source of air transport industry information. ATN aims at providing 100% reliable information and news on the air transport industry ; and our readership includes +100 airlines CEO's and more than 60,000 subscribers.

In case that you would like to unsubscribe click the following link

[UNSUBSCRIBE](#)

All the best,

Lampros Demertzis
Managing Editor

Atlantis College Admissions

From: Aviation International News <subscriptions@ainonline.com>
Sent: Monday, February 7, 2022 10:52 AM
To: admissions@atlantiscollge.com
Subject: Welcome to Aviation International News



sharon,

We would like to extend a warm welcome to the **Aviation International News** family.

Your subscription to **Aviation International News** includes a complimentary subscription to **AINalerts**, our daily newsletter filled with crucial information about the business aviation industry. **Please click the link below to confirm your subscription.**

Yes, please confirm my subscription.

If you have questions about your subscription please contact
subscriptions@ainonline.com

As members of this passionate community of aviators, we are always interested in learning more about you and your aviation interests. If you have story and content suggestions or important news to distribute, please feel free to share your ideas and join us in conversations on AIN's social media channels on [Facebook](#), [Twitter](#), and [LinkedIn](#). You can also email us at editor@ainonline.com.

Sincerely,

David Leach, *Chief Operating Officer*, and Matt Thurber, *Editor-in-Chief*

Providing timely, accurate, and balanced aviation and aerospace news, analysis, and data from around the world.

Appendix 5

COLLABORATION AGREEMENT

BETWEEN ATLANTIS COLLEGE & THE PIGEON AVIATION SCHOOL OF CYPRUS

The two parties to the collaboration agreement are:

Atlantis College – A higher education institution offering accredited programmes in Cyprus, located at 1st April str. 5326 Liopetri, Ammochostos, represented by Michael Aresti, Executive Director

and

The Pigeon Aviation School of Cyprus – an approved DTO (CY DTO 001) in Cyprus offering Aviation Training Services located at General Aviation Apron 2 Larnaca International Airport represented by Demos Ektoros Head of Training.

Both organizations have exhibited a common desire to establish and foster a close cooperation in the field of higher education.

Complying with current laws and regulations in each of the institutions, Atlantis College and Air Aetius agree to cooperate in the following areas:

1. Participation in all forms of exchanges that are likely to enhance and support their organizations and staff and students, whether in the context of their internal operations or of relations with their economic, industrial, social or cultural environments
2. Organizing open lectures, seminars, workshops, training, guest speakers etc at the respective organizations and or online.
3. Facilitating access to knowledge in the area of Aviation

The provisions relating to the activities specified above shall be drawn up in separate agreements setting forth objectives, contents and specific requirements, administrative and financial terms and conditions for implementing areas of cooperation. These agreements may be signed by the representatives of Atlantis College and the Pigeon Aviation School of Cyprus.

None of the information acquired or exchanged in connection with the cooperation shall be disclosed to third parties without the prior written consent of each party.

This collaboration agreement will be effective as from the date on which the last signature is affixed by either party. It shall be entered into for a period of 5 years.

Signed



Michael Aresti, Executive Director

Atlantis College

Date 12/12/21

Signed



Demos Ektoros, Head of Training

The Pigeon Aviation School of Cyprus

Date 14/12/21

COLLABORATION AGREEMENT

BETWEEN ATLANTIS COLLEGE & AIR AETIUS

The two parties to the collaboration agreement are:

Atlantis College – A higher education institution offering accredited programmes in Cyprus, located at 1st April str. 5326 Liopetri, Ammochostos, represented by Michael Aresti, Executive Director

and

Air Aetius – an approved ATO (CY ATO 009) in Cyprus offering Aviation Training Services located at Larnakos Ave 22, Office 201, 2010 Aglantzia, Nicosia represented by Charalambos Lysandrides, Director and Safety Manager.

Both organizations have exhibited a common desire to establish and foster a close cooperation in the field of higher education.

Complying with current laws and regulations in each of the institutions, Atlantis College and Air Aetius agree to cooperate in the following areas:

1. Participation in all forms of exchanges that are likely to enhance and support their organizations and staff and students, whether in the context of their internal operations or of relations with their economic, industrial, social or cultural environments
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This collaboration agreement will be effective as from the date on which the last signature is affixed by either party. It shall be entered into for a period of 5 years.

Signed
Michael Aresti Executive Director
Atlantis College
Date 13/12/21

Signed
Charalambos Lysandrides Director
Air Aetius
Air Aetius Aviation Training & Services LTD
Date.....21 – DEC - 2021.....

Appendix 6

Appendix 6



AVIATION MANAGEMENT
INTERNSHIP LOGBOOK

Student's first and last name:

Student Register number:

Semester:

Date of placement:

Internship Coordinator's
Name & Signature

.....



PURPOSE OF THE INTERNSHIP LOGBOOK

The purpose of this logbook is to build up a record of work completed during your time in the workplace. This record is a valuable resource to show future employers what you have achieved, what experience you have, and what skills you have.

The Internship Report is intended to show how effectively the student has integrated classroom knowledge within the work situation. In order to do this, it is highly recommended that a daily log/journal is kept and updated regarding the work experience gained, as well as the collection of relevant documentation to be found within the organization.

The duration of the Internship is 300 hours.

The log book / portfolio should be submitted to the Lecturer responsible for the Internship as a formal requirement of the Cyprus Ministry of Education.

The student is responsible to submit a complete logbook /Portfolio for evaluation. The lecturer will not accept incomplete logbooks.

This Logbook has three parts: before the internship, during and after the Internship.

A. Before the Internship

- Internship Contact Details
- Preparing for the Internship
- Day One at the Internship

B. During the Internship

- Logbooks/Record of Work
- Weekly Planning and Reporting Sheet
- Daily Journal
- Weekly Work Based Learning Logbook
- Records of work tasks performed by the learner (with examples)
- Internship Daily Attendance Sheet

C. After the Internship

- Learner Self-Assessment

- Workplace Evaluation



A. PREPARING FOR THE INTERNSHIP

These preparatory activities should have been covered in the induction program at your institution. You should already know the basic details of your internship placement and what to expect. Here is a reminder:

- ✓ Complete the Internship Agreement/Contract (This is usually done by the institution. If you as a learner identify your own workplace, you will need to discuss this with the workplace.) (see sample agreement)
- ✓ Check the name of your contact person and supervisor at your internship site
- ✓ Check the name of your contact person and details at your training institution
- ✓ Visit the workplace in advance of starting, meet the supervisor, confirm the start date and time (start and end), confirm the job description, check lunch arrangements, logistics and confirm appropriate dress
- ✓ Confirm your transportation arrangement

DAY ONE AT THE INTERNSHIP

These preparatory activities should have been covered in the induction program at your institution. Here is a reminder:

- ✓ Confirm who your supervisor is and how you are briefed on daily tasks
- ✓ Confirm procedures for getting your logbook signed off daily/weekly
- ✓ Check you are aware and briefed on health and safety procedures
- ✓ Confirm procedures if you find you are going to be late for work
- ✓ Confirm procedures if you find you are going to miss work for illness or any other reason
- ✓ Confirm workplace grievance procedures
- ✓ Confirm procedures if you feel you are being sexually harassed at work
- ✓ Write down the names of the people you are going to work with so that you remember them



STUDENTS AND COMPANIES' BENEFITS

Students benefit throughout:

- Acquiring experience in a real-life work environment
 - Having the chance to put theory into practice, demonstrating significant understanding of own learning strategies to cope with the requirements of the work environment
- Increasing the level of maturity and grasp business culture
- Developing vocational and personal skills
- Enhancing career opportunities and establishing useful contacts in the industry
- Developing, reflecting and evaluating on the strategies to achieve own career goals
- Having the opportunity to travel, earn a salary and enjoy an independent and different way of life

Companies and organizations benefit throughout:

- Employer branding
- Establishing academic partnerships
- The input of fresh, innovative ideas through talented students
- Gaining additional manpower during critical times
- Developing a pool of talent from which to recruit once students graduate
- The opportunity to give feedback to the university about knowledge and skills

What are Employability Skills?

These are skills which you can use over and over again in your life. They are the tools which help you to be effective in the workplace:

- **Communication:** Contributing to productive and harmonious relations across employees and customers. Examples include listening and understanding, speaking clearly and directly, writing, reading and understanding.
- **Teamwork:** Contributing to productive outcomes. Example include identifying problems, developing solutions, solving problems in teams
- **Self-Management:** Contributing to employee satisfaction and growth. Examples include taking responsibility and evaluating and monitoring your own performance.



- Planning and organizing: Contributing to long and short term strategic planning. Examples include time management, setting priorities, making decisions, setting goals, collecting, analyzing and organizing information.
- Learning: Contributing to ongoing improvement and expansion in employee and company operations and outcomes. Examples include being enthusiastic about learning, being willing to learn, being open to new ideas and techniques.
- Initiative and enterprise: Contributing to innovative outcomes. Examples include adapting to new situations, being creative, turning ideas into action, coming up with a range of options.

CODE OF CONDUCT

1. Students' conduct and performance represents not only themselves but also ATLANTIS COLLEGE. Before, during and after the internship, students are effectively an ambassador for the College and should act accordingly
2. Students must adhere to the Atlantis's code of conduct during the internship
3. Students must respect the laws of the country where they perform their internship-Cyprus.
4. Students must dress appropriately for their position
5. Students must complete the internship under the conditions in the contract.
6. Students must hand in all relevant documents on time as required

LIABILITY

ATLANTIS COLLEGE'S RESPONSIBILITIES

- ✓ Atlantis College does its very best to assist students in finding suitable internships within a safe working environment.
- ✓ The College arranges guest speakers, on-campus interviews and company presentations during the Atlantis College Career Fair that will take place each winter.
- ✓ The Internship Preparation Workshop helps students to go through the application process. However, the College does not allocate students to particular internships.
- ✓ The Internship Coordinator will offer guidance and assistance and guiding during the preparation for the Internship.

EMPLOYER'S RESPONSIBILITIES

- ✓ The organization shall treat the student as an employee on a short term contract in accordance with the organization's policies and the Cyprus's legislation. The student shall have the same level of liability and insurance coverage provided for all employees at that level.
- ✓ The employer is expected to provide a safe working environment in conformity with Health and Safety legislation. A full induction into the organization and its working practices should be offered to the new interns.
- ✓ The employer will put together a training plan for the period of the internship.
- ✓ The employer will also nominate a supervisor who will be responsible for conducting regular training and supervise the intern's work and give him/her advice and guidance.
The employer may assist in finding suitable accommodation for the intern.
- ✓ The employer is expected to assume the selection of a suitable candidate, agree upon the conditions of employment and the level of remuneration to be awarded.
- ✓ ***In cases of breaches of the contract or misconduct of the student, the employer shall advise and consult with the Internship Coordinator at Atlantis College.***

STUDENT'S RESPONSIBILITIES

- ✓ The student must not commence employment until the contract has been signed by the 3 parties (the student, the company, and Atlantis College).
- ✓ The student shall abide by his/her internship contract and all company rules and policies such as working hours, confidentiality as well as health and safety procedures.
- ✓ The student must not work for another company while doing the internship unless written permission is granted by the company and the Atlantis College/ Internship Coordinator.
- ✓ Any changes in the internship such as changes in the time period, employer, conditions, etc., shall be discussed with the Internship Coordinator before any decision is made.



WHAT EMPLOYERS EXPECT FROM YOU

Have the right attitude

- Show enthusiasm and initiative
- Accept and complete duties planned by the work place supervisor
- Listen to instructions and ask questions when you are unsure
- Ask for jobs when you have nothing to do
- Be polite, courteous and well-mannered throughout the placement with all staff members
- Dress appropriately to industry standards in the work place
- Ask questions about the job, business and the industry.
- Be positive. A positive attitude is the best thing you can take with you to your work placement. Your employer, who will incur costs in time and money to help you, will appreciate if you make a positive contribution.
- Smile and enjoy yourself.

Attendance and Punctuality

- Start your placement on time each day
- Take only the allocated time for your breaks
- Contact immediately the employer first thing in the morning if you are unable to attend on a particular day
- Attend your placement for the normal hours of work for that job, unless you have negotiated otherwise.

Confidentiality

- You may be exposed to information about the business and/or clients that will be confidential. You will be expected to maintain privacy by not repeating any of this information. In some cases employers may want you to sign a confidentiality contract. Find out from your work place supervisor what is considered confidential.

Safety

You will be required to comply with occupational health and safety guidelines:

- You may be required to wear protective clothing
- You will be required to work in a safe manner
- You will need to report any accidents to your work place supervisor immediately
- You should notify your work place supervisor and your College if you identify any hazards in the work place.

The more you put in to your Internship Work Placement, the more you will get out of it!



WHAT TO DO IF...

You are going to be late for work:

This shouldn't happen. However, if something happens to make you late you should phone your employer or supervisor at the workplace to make them aware that you are on your way. Provided you get there as soon as possible, and your reason is genuine and unavoidable, your employer will understand.

However, do not make this a habit.

If you are sick and cannot go to work:

Make two phone calls, one to the employer, and one to Internship Coordinator:

- Phone your employer or supervisor before normal starting time and explain why you will be absent. Give your employer an indication of the length of time you think you will be absent. Ask if they require a doctor's certificate. If so, make an appointment with your doctor.

If you feel you are being harassed at work:

Harassment at work may fall into a number of categories. It is essential that, if you are not comfortable with your workmates or supervisor, you discuss this with someone immediately. This may be someone from your College/ Internship Coordinator and/or work environment. If necessary, the College may need to act on your behalf.

If you are injured at work:

There are specific procedures for your employer to follow if you are injured. However, no matter how trivial you think the injury is, you should report it to your employer **immediately**. Depending on the extent of your injury, the employer will contact either your College or the Internship Coordinator.

Do not wait until the placement is over to discuss any issues – it is important to resolve the problem as soon as possible. Phone the College if you have any problems you can't deal with during your time at work. Your Internship Coordinator will be available to help you.



B. DURING THE INTERNSHIP ON THE JOB

HINTS

If you have a mobile phone with you – **turn it off before you enter your place of employment.**

Only check messages during breaks and lunch.

Also put your employers phone number into your phone contacts so that you can make contact with them if need be.

Remember to **smile when you are introduced to people.**

Make sure you **learn and use the names of the people you will be working with.**

Introduce yourself to workers as you meet them.

Find out if there are any special **occupational health and safety issues** you need to be aware of at this type of workplace.

Make sure you **understand** what your employer wants you to do.



NAME OF THE COMPANY:

.....
.....

CONTACT INFORMATION:

Phone Number:

Email address:

START AND END DATES OF INTERNSHIP- (D/M/Y – D/M/Y)

.....

DEPARTMENT/POSITION:

.....

DEPARTMENT'S MANAGER/SUPERVISOR/EXECUTIVE:

.....

INTERNSHIP LOG SHEET

The Internship Supervisor's initials are required at the end of each week of the internship; the description should contain the information on work activities along with indication of the learning outcome (LO).



WEEKLY REPORT-WEEK 1

In the space below, list your duties at work during the first week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 2

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 3

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 4

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 5

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 6

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 7

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 8

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 9

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



WEEKLY REPORT-WEEK 10

In the space below, list your duties at work during the week, also give some feedback on what you enjoyed.

Student's Signature: _____

Supervisors Signature: _____

Comments (optional):



Please give an overall rating of your work placement by circling a number

List the most valuable thing(s) you learnt at work.

What was the most enjoyable aspect(s) at work?

Does this occupation interest you?



HINT

On your last day.....

Do not leave work today until you have formally thanked all the people you have been working with. Ask your employer if they have completed the Student Evaluation form and sent it back to Internship Coordinator. If not, ask for it to be forwarded to Atlantis College. Ask your supervisor to sign each weekly's record in your Logbook, and to comment on any skills you have demonstrated during the Internship period.

INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted at the end of the semester.

Please check appropriate statements regarding the Student Intern's completion of tasks.

- _____ Accepts any assignment given
- _____ Does more work than required
- _____ Work is thorough and neat
- _____ Tends to overlook details
- _____ Lacks skill: needs training
- _____ Is not dependable
- _____ Learns easily and quickly
- _____ Profits from past mistakes
- _____ Shows advance preparation for assignments
- _____ Prompt in completing assignments

How does the Student Intern accept suggestions and criticism?

- _____ Resents being shown mistakes
- _____ Makes effort to improve
- _____ Has no visible reaction
- _____ Welcomes criticism but shows little or no improvement
- _____ Carries out suggestions and shows improvement

_____ Actively seeks suggestions for improvement



Indications of professional interest:

_____ Follows through on assignments and gets them in on time
_____ Spends the necessary time and extra time if needed to finish a task or personal interaction
_____ Attends lectures and conferences relating to the field when possible
_____ Asks questions
_____ Makes suggestions
_____ Shares new ideas gained from course work and other sources

How does the Student Intern react toward work?

_____ Seems alert, interested and enthusiastic
_____ Appears indifferent
_____ Displays a negative attitude
_____ Daydreams, gives impression he/she would rather be doing something else
_____ Indicates little or no interest in areas not related to Student Intern's specific job
_____ Shows evidence of exploring the total job situation
_____ Accepts responsibility for personal behavior

How does Student Intern relate to people?

_____ Freely
_____ Warmly
_____ Indifferently
_____ Professionally
_____ Too personally
_____ Critically
_____ With understanding
_____ Avoids relating directly
_____ Superficially
_____ Sincerely
_____ Bossy
_____ Aggressively

Attendance: Regular _____
Punctuality: Regular _____
Attire: Appropriate _____
Grooming: Neat _____

Irregular _____
Irregular _____
Inappropriate _____
Careless _____



Putting together the factors appraised and comments made on the proceeding pages, what is your general rating of the Student Intern? (Circle appropriate words(s))

| <i>Excellent</i> | <i>Good</i> | <i>Average</i> | <i>Poor</i> | <i>Not Satisfactory</i> | | | |
|------------------|-------------|----------------|-------------|-------------------------|-----|---|---|
| 4 | 3.5 | 3 | 2.5 | 2 | 1.5 | 1 | 0 |

In what areas does the intern need to improve?

What do you consider to be the intern's strengths?

What advice do you have for this Student Intern for improving job performance during the internship?

Signed _____ Date _____
(Supervisor)

Signed _____ Date _____
(Student)

Please return to:

Mr. George Vrachimi
Atlantis College
40, 1st April Street,
Liopetri 5320

| | | | | | |
|-------------------------------|---|-----------------|----------|---------------------|-------|
| Course Title | Industry Internship | | | | |
| Course Code | AVI 207 | | | | |
| Course Type | Required | | | | |
| Level | Bachelor | | | | |
| Year / Semester | Summer Year 1 | | | | |
| Teacher's Name | Mr. George Vrahimi | | | | |
| ECTS | NC | Lectures / week | ----- | Laboratories / week | ----- |
| Course Purpose and Objectives | <p>The practicum aims to give students an opportunity to apply classroom theories to practical issues in an Aviation / Business setting.</p> <p>Students could be employed in the following fields:</p> <ul style="list-style-type: none">• Airlines• Ground handling companies• Airports• Any organization in the Aviation Industry <p>Main Objectives of the practicum are to:</p> <ul style="list-style-type: none">• Familiarize students with the philosophy, mission, organization culture and management style of the organization they are employed by. Gain competence in performing actual tasks on jobs in their designated areas.• Participate or be exposed to management activities and any management information systems used within the organization.• Involve students with revenue budgeting, forecasting and strategies adopted by their department. <p>Duration of Practical work: 300 hours.</p> | | | | |
| Learning Outcomes | <p>After completion of the course students will be expected to:</p> <ul style="list-style-type: none">• Develop a reflective paper to include the following:<ul style="list-style-type: none">○ internship expectations prior to the experience;○ description of the host organization;○ self-assessment of the internship experience;○ personal reflections for self development and what happens now. | | | | |
| Prerequisites | None | | Required | | None |
| Assessment | Training log book completed by supervisor at training premises and by student evidencing progress made and tasks achieved. | | | | |
| Language | English | | | | |



INTERNSHIP POLICY

Industry Internship is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the diploma to be awarded by the College .

INTRODUCTION

The general structure of the internship(s) requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

OBJECTIVES

The Internship aims to achieve the following for the students:

1. Learnings as students apply their analytical, integrative, team skills in the work place
2. Networking opportunities with people from industry/organizations
3. Calibration of post-Diploma career plans based on real-life work exposure
4. Pre-placement offers where feasible/appropriate.

DURATION

Generally, when it is a part of the curriculum, the Internship is mandatory. Students cannot graduate unless they complete the Internship(s) as prescribed

GUIDELINES

The Placement Committee of Atlantis College is responsible for operationalizing the Internship Placement Process. At the commencement of each academic year.

The College will assist in organising the internship opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests. Any such internship opportunities directly obtained by the student need to be approved by the College in writing before the student embarks upon the internship.

Students must complete the minimum duration of internship as specified in the curriculum.

The students must complete the requisite paperwork, including project reports, in the prescribed formats (if any), and complete the logbook with information from the sponsoring organizations adhering to minimum specified duration of internship.

EXPECTATIONS FROM STUDENT INTERNS

The students act as unofficial spokespersons and help in building the image of the College. The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the calibre of the College. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

- Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience.

- Atlantis College expects that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the College. Any student found disregarding any of the norms would be liable for disciplinary action.

- The students should abide by the dress code and other professional norms of their Internship organization. Punctuality is a quality that is appreciated by professionals across all organizations.

- Any act of non-cooperation or manipulation with the sponsoring organization's selection process; and/or misconduct or acts of dishonesty are liable to withdrawal of Internship at the College's sole and absolute discretion. Refusal to attend selection process, refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles and any such behaviour that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship placement process.

- Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship

- The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behaviour and/or non-cooperation with the internship process and/or continued non-performance in assignment.

FACULTY SUPERVISOR, REPORTING & SUPERVISION

During the internship, the reporting officers within the industry organizations assign specific projects to the student interns. Each student will be assigned a faculty Supervisor from Atlantis College. The projects will be performed under the direct supervision of the Reporting manager and will receive guidance from the faculty Supervisor.

(a) Initiation stage: Placement Office will introduce the reporting manager of the sponsoring organization to the College's faculty Supervisor. The faculty Supervisor will interact with the reporting manager and set expectations about the Objectives, Scope, Methodologies to be followed, and Deliverables from the internship.

(b) Mid-term checkpoint: Faculty Supervisor will conduct a mid-term review of the progress of the internships – typically around 4 weeks after commencement.

(c) Closure: At the end of the internship, the student intern shall prepare a report and may be optionally required to make a presentation to the organization. As a proof of completion of internship, the student intern will complete and submit the logbook.

Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace are some examples of serious misconduct during the internship. In case the student intern is found to have indulged in such misconduct, then he/she is liable for disciplinary action which may also include: Cancellation of internship.