**CKPC Team Internship Program Standard Operations Procedure (SOP)**

**曹光彪書院 小組實習項目 標準流程**

2018-10-05

In the Team Internship Program, students form multi-disciplinary teams to conduct projects overseen by a corporate sponsor.  The typical process is:

1. Corporate sponsor provides statement of work to school
2. School offers student teams
3. Corporate sponsor selects a team
4. Kick-off, task execution, oral presentation, and written report

Participating students have opportunities to visit the corporate sponsor's facilities, interact with its representatives, and possibly join the company as interns or employees in the future.

CKPC, on behalf of the University of Macau, will sign a Memorandum of Understanding (MOU) for Team Internship Program with each corporate sponsor. Under the MOU, a corporate sponsor may sponsor student teams, give presentations and workshops at CKPC, and offer opportunities for students to visit its corporate affiliates.

學生組成跨學科小組，在贊助企業指引下進行項目。參與的學生可以企業設施，與企業代表互動，將來更可以到企業做實習生，甚至成為企業員工。

曹光彪書院代表澳門大學，與每一個贊助企業簽署協議書。除了贊助小組實習項目，贊助企業也可以到書院給演示和工作坊，和安排院生參觀企業及其相關的設施。

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| **Tasks** | **Steps and Descriptions** | **Person in charge**  |
| TIP Proposal Development | * Develop or update proposal template
* Announce call for proposals to all CKPC students
* Student teams submit proposals (without the Corporate Sponsored Project section)
* Select student teams (may conduct interview or oral presentation)
* Selected teams sign agreement with CKPC on using incubator base
 | TIP Manager |
| Corporate sponsored projects - initialization | * Corporate sponsor issues statement of work
* TIP Manager sends statement of work to all teams in the TIP
* TIP teams submit proposals with the Corporate Sponsored Project section
* TIP Manager reviews the proposals and may work with the teams to revise them
* TIP Manager submits the proposals to the Corporate Sponsor
* Corporate Sponsor determines whether to award the project to one of the teams and assigns a corporate representative
* The selected team signs an agreement with CKPC on the project
* The team arranges a kick-off briefing with the corporate representative and the TIP Manager
* The team starts executing the project according to its plan
 | TIP Manager |
| Corporate sponsored project - conclusion | * The team submits the final written report to the corporate representative and the TIP Manager
* The team arranges a close-out debrief with the TIP Manager. The debrief shall cover:
	+ Outcome from the TIP project
	+ Effectiveness of the team and performance of each team member
* After the debrief, the TIP Manager or a CKPC representative conducts a walkthrough of the incubator base assigned to the team
* If there is no problem, CKPC office issues certificates of completion to all team members
 | TIP Manager |

**CKPC** **Incubator Base Usage Agreement**

**曹光彪書院 孵化基地 使用協議書**

2018-10-05

With this agreement, CKPC delegates management responsibility of Incubator Base Room W21-\_\_\_\_\_\_\_ to the managers listed below, under the following terms:

* Managers must be core members in the CKPC Team Internship Program
* CKPC grants door access to the managers until 31 May \_\_\_\_\_\_
* Managers shall not share student ID cards or room access cards with others
* The room is intended for activities under the CKPC Team Internship Program and should not be used as private study room or other group gatherings
* Managers are responsible for proper room usage (CKPC quiet hours, no scientific experiments, no luggage or personal goods storage), A/C setting (25°C), and personal belongings placed in the room
* Managers are responsible for visitors to the Incubator Base according to CKPC visitor rules
* Managers are responsible for keeping the room clean and preparing it for inclement weather

The undersigned acknowledge the above terms and understand any violation will result in revocation of door access and associated privileges.

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| Core member names & IDs | Signature | Date |
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