



## End report pilot projects

*This document will be used by all partners organizing pilots to report on these pilots (one report form per pilot). The reports will be used as input for the guidelines on organizing virtual and blended work placements. The ultimate deadline for sending this completed document to Mariet is 31 May 2011, but it is advisable to fill it out and send it as fast as possible after the completion of your pilot(s).*

### 1. General information

a. Title of the pilot:

b. Partner institution:

c. Educational program:

d. Blended or fully virtual placement :

### 2. Reason for the pilot

*Why was virtual mobility introduced here? Which aspect of existing practice did the pilot try to enhance? Which new aspect was introduced and why?*

### 3. Description of the pilot participants

**a. The students and their characteristics:**

*Number of students participating? Their reasons for participating (if known)? Motivation? Level (Ba – ma) Prior knowledge and skills (meta-cognitive skills<sup>1</sup> (if known), technology skills, communication...)? Nationality? Language?...*

**b. Higher education staff and their role:**

*Number of staff involved? Their roles (Academic mentor / administrative support / technological support)? End responsible for the work placement? Nationality? Language? ...*

**c. Staff from the company / organization and their role:**

*Name and activities of company? Number of employees? In which department did the work placement take place? Number of staff involved? Their function within the company? Their roles in the work placement? Nationality? Language?*

### 4. Technology / tools used

---

<sup>1</sup> Meta-cognitive skills indicate to which extent students can take care of their own learning process. They can consist of being able to plan, reflect and self assess, manage time and resources, etc.)

## 5. Learning goals for the students

*Which skills and/or knowledge students were expected to develop in the course of the internship?*

## 6. Tasks performed by students

*Which tasks did students have to undertake during the work placement? What was their function within the company / organization?*

## 7. Description of the pilot in four phases<sup>2</sup>

*Include in each phase: timing, the use of technology, roles played by the different actors, etc.*

### a. Preparatory phase

*Setting the conditions for organizing virtual / blended work*

### b. Before phase

*Designing the work placement and preparing all actors involved*

---

<sup>2</sup> For more info on the four phases and the possible issues to be addressed in each phase see the document 'Scenario for fully virtual and virtually supported work placements'. Available via [www.euvip.eu](http://www.euvip.eu)

**c. During phase**

*The learning process and supporting this learning process (feedback, coaching, reflection..)*

**d. After phase**

*Assessment of the student, the work placement ...*

**8. Other remarks / characteristics of the work placement?**

**9. Evaluation**

**a. Approach**

*Which evaluation approach was used for this pilot? See the document 'Evaluation strategies for pilot projects'*

**b. Evaluation results**

*The answers to the general summative questions<sup>3</sup> need to be provided here. You can provide a summary here of interviews and questionnaires and attach other documents with the full evaluation if required.*

**c. Will this pilot be repeated? Why (not)? Suggestions or plans for future improvement?**

---

<sup>3</sup> See the document 'Summative evaluation of pilot projects'. Available on the partner page of the website.