Student Handbook

The PROFESS 12 Summer School

Revision status

Revision	Date	Changes made	Revisions made by	Checked by	Issued Date
0.0	22nd May 2023	Student Handbook prepared	UB		
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0.2	4th January 2024	Finalized for upload to website	UB		PDF for website

Project title note:

PROFESS 12 is the acronym for "PROFessional skills for Engineering students - Summer School to achieve SDG 12". The project aims to develop Professional Skills in Engineering Students through an innovative and inclusive Summer School designed to equip students (women and men) with the intercultural skills necessary to meet the SDGs.

Contents

Executive Summary

This document forms part of the PROFESS 12 Summer School Toolkit for engineering educators as a component of Work Package 3 in the HEA funded PROFESS 12 (PROFessional skills for Engineering students - Summer School to achieve SDG 12) Project.

This handbook has been prepared for students engaging in the week long school to let them know what to expect including the schedule of events for the summer school. It also sets out what is expected of the students both in terms of pre-reading and also engagement and behaviour during the week.

Welcome

Welcome to the PROFESS 12 Summer School! We are excited to have you join us for an engaging and enriching educational experience. This student handbook has been prepared to provide you with important information and guidelines to ensure a safe and productive summer school. Please read it carefully and adhere to the policies outlined herein. If you have any questions, feel free to contact a staff member (contact details on last page).

Introduction and learning outcomes

The PROFESS 12 Summer School is designed to offer a variety of workshops and activities to enhance your knowledge and skills during this week long event. Our dedicated team are committed to providing a positive and supportive learning environment where you can thrive academically and personally. The summer school forms part of a larger research project entitled PROFESS 12, a project which is funded by the Higher Education Authority (HEA) as part of the North South Research Partnership.

Our funding application was approved because we aimed to focus on two things; helping students develop skills to solve the SDGs, particularly SDG 12 and also assisting students in developing intercultural skills. Therefore, we have specific learning outcomes that the summer school has been designed to achieve:

1. To explain the SDGs and the principles of sustainable development
2. To describe SDG 12 and the concepts of sustainable consumption and production
3. To appreciate the importance of R&D in developing solutions for carbon neutral transport technologies
4. To apply the concept of the circular economy to an engineering problem
5. To calculate one's own carbon footprint.
6. To develop skills in oral communication and presentation
7. To collaborate with students from diverse backgrounds
8. To appreciate the similarities and respect the differences in how people from diverse cultures perceive things differently
9. To raise awareness of our reactions in conflict and communication styles

We aim to meet these learning outcomes through a series of workshops, group work on projects, opportunities to present out, site visits and of course fun cultural and teambuilding activities.

Schedule

We have a busy week ahead to make sure we cover all these items. The main schedule of events is shown overleaf in Figure 1 and Table 1 in simplified form. A detailed itinerary is provided on the Collaborative Workspace (TEAMS) that you have access to – see under Session 1: General Information and Welcome PROFESS 12 Summer School Schedule DETAILED.docx

Table 1:Summer School Schedule

Monday 29th May 2023	Ulster University Students will travel from Belfast (departing 09.30AM) to Dublin to arrive by 12.00 midday TU Dublin students will meet at Room 263 (at back of canteen) at 12.00 midday
Monday afternoon – Thursday	Students will stay together in workshops, travel and hotels until Friday 2nd June
Friday 2nd June 2023	Ulster University students will finish at 1.30pm in Belfast TU Dublin students will finish at 1.30pm in Belfast and then travel by bus to Dublin, arriving 4.30/5pm.

Figure 1: Summer School Schedule - Simple form

Collaborative Workspace – MICROSOFT TEAMS

The research team set up a Collaborative Workspace to assist with project management and information sharing on the project. A specific channel has been set up for the summer school activity. The channel is arranged and split into sessions to allow students to pre-read materials and resources (if they wish) and also as a place that each group can upload or save material they are working on throughout the summer school.

Access to the PROFESS 12 TEAM will be provided for each student using their student email address.

The folder structure of the Collaborative workspace was set up as follows:

> Session 1: General Information and Welcome
> > Welcome Videos and background information on PROFESS 12 project
> > Schedule (Simple and detailed)
> > Code of Conduct
> > List of participants
> > Ethical Consent Form
>
> Session 2: Sustainable Development and the SDGs
> > Instructions for Session
> > Background Reading
> > Group A
> > > PROFESS 12 Powerpoint Template
> > Group B….etc.
>
> Session 3: Circular Economy and Personal Impact
> > Activity Work Sheets
> > Group A
> > Group B…. etc.
>
> Session 4: Developing Intercultural Skills
>
> And so on……………………….

Attendance and Punctuality

We expect full attendance at all sessions of the summer school. If you are unable to attend a workshop or event due to illness or any other valid reason, please inform one of the tutors as soon as possible. Please be sure to arrive at the sessions and events on time. Latecomers disrupt the learning environment, and our reputations (Universities and individuals) if we are visiting companies, so it is important to be punctual.

Code of Conduct

We would like to remind you that at all times during the summer school you will be representing your University and are subject to the policies in force in your University including Disciplinary Procedures.

TU Dublin Student Disciplinary Procedures

Ulster University Student Disciplinary Procedures

All students should be aware of their obligations with regard to conduct and discipline, and the likely consequences of the failure to meet these obligations. Students have a responsibility to observe, in addition to the laws of the State, the Regulations, policies and procedures of the University and to conduct themselves properly whether on University premises or otherwise, when engaged in University-related activities.

The Student Disciplinary Procedures state that any staff or student member of the University who becomes aware of apparent misconduct on the part of a student is expected and required to report this without undue delay. Consequences can range from a reprimand, disciplinary suspension or expulsion from the University.

In addition to the regulations and policies noted here, we expect our students to behave respectfully to each other and to staff. Hence, you are now being asked to review and commit to code of conduct. Any breaches of this code of conduct will engage the disciplinary procedures noted above.

- Respectful behaviour is required at all times.
- Disorderly conduct in class is not accepted.
- Students are asked to restrict the use of phones during lectures and presentations.
- Students are expected to be on time for each workshop and event.
- Students will be liable for any damage to property
- Verbal abuse, bullying or harassment shall not be accepted.

Health and Safety

If you need to take medication during summer school hours, please ensure you follow the prescribed guidelines for medication administration. Please familiarize yourself with the emergency procedures, including evacuation routes and assembly points at each event. Be aware of your personal safety, your surroundings and report any suspicious activity or safety concerns to a staff member immediately.

Academic Expectations

We hope you enjoy this summer school as we have designed activities and workshops to facilitate your learning. Whilst no aspect of your academic engagement is graded, we hope you will engage and actively participate in projects and tasks that we ask of you. Please also maintain a quiet and respectful atmosphere in the classroom and seek assistance from tutors if you require clarification or support.

We also plan to award a number of prizes at the end of the summer school to acknowledge the work that students have put in, such as most engaged student, natural communicator etc., so please bear that in mind. Participation in the summer school, including any prizes that you win will enhance your CV.

Communication

If at any stage you wish to discuss an issue with a tutor, please feel free to approach us. You can also email us if you prefer:

Dr Una Beagon – una.beagon@tudublin.ie

Prof Margaret Morgan – m.morgan@ulster.ac.uk

Dr Janet Mc Kennedy – janet.mckennedy@tudublin.ie

Ms Ruchita Jani – ruchita.jani@tudublin.ie

Ms Rosalind Henry – r.henry@ulster.ac.uk

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