TEN RECOMMENDATIONS ABOUT THE MASTER PROJECT

1. Whenever feasible, review/discuss the master project proposal document with the company before it is submitted for approval and it becomes your definitive project. This is the best time to ask for a clarification, a change of its content, if you believe it is needed. Ensure that the project is feasible in the defined timeframe.

2. Initiate a first meeting with each of your two supervisors as soon as possible in order to well understand their expectations, the methodology to be used, and to develop/review your project plan. Your project plan should identify the key activities to be performed during the internship and includes milestones. It can be illustrated by a Gantt chart. It is wise to summarize the key points discussed during your initial meeting as well as to send to both of them and communicate your current project plan within a month.

3. Keep a journal where each day you indicate in one or two line your activities and their outcomes.

4. It is your responsibility to maintain, all along your internship, a regular relationship with your faculty supervisor by mail/phone and with your company supervisor who is usually located nearby. After a meeting with him/her, you may briefly summarize what has been discussed and agreed during the meeting, with emphasis on specific upcoming actions (do not fear to be trivial).

5. Produce an intermediate progress report half way through the internship containing:
   - Your approach and the methodology you have used so far
   - What you have done, the results you have obtained highlighting the potential value added for the enterprise
   - What are the obstacles, constraints, if any, and the proposed actions to circumvent them
   - How you intend to pursue, what you intend to do/achieve until the end of the internship
   - An updated project plan
   - An outline of the final thesis
   - Request for feedback within two weeks

6. If 2 weeks after submitting your progress report, you did not get feedback from each of your supervisors, you may send him/her/them a reminder or phone.

7. The final version of your master thesis should naturally contain a crisp Executive Summary and a table of content. It should highlight your findings and recommendations as well as identify their limits and the future work to be done. If you were not able to complete one part of your Internship project as initially defined, say so and explain the reasons/why. See also point 9 below. When using knowledge/materials of others, always identify your sources/references. Bibliographies as well as an acknowledgement note are often appropriate. Of course, this list is not exhaustive.
8. For your presentation in 15-30 minutes, spend minimum time presenting the company; instead concentrate on your approach, your specific findings and recommendations, etc. A presentation outline at the beginning is appreciated. While you speak, look to the jury, not to the screen. Anticipate questions and have back-up slides. Questions could be: What are the assumptions you made that are most critical for this project? What is critical to make this project happen? Now that you have done it what would do differently if you had to redo it? What have you learn? etc. Before you present, hand out a copy of your slides to each member of the panel.

9. Remember that among the criteria used for the appreciation/evaluation of your work are:
   • the link between the theoretical and empirical/practical parts
   • the link with what has been learned during the coursework and by examining the pertinent literature
   • the appropriateness and rigor of the methodology(ies) used
   • your mastering of the subject matters addressed for the project

10. And of course all along, keep excellent relationships and honor the deadlines.