



*Liceo Scientifico - Musicale - Sportivo
"Attilio Bertolucci"*



**NELL'AMBITO DEL PROGETTO PON PER LA SCUOLA – COMPETENZE E AMBIENTI PER
L'APPRENDIMENTO (FSE) FONDI STRUTTURALI EUROPEI PROGRAMMAZIONE 2014-2020
AZIONE 10.2.5- E SOTTOAZIONE 10.2.5.B
CODICE PROGETTO: 10.2.5.B-FSEPON-EM-2017-12**

PROGETTO "MY UNIQUE BRAND"

CAPITOLATO DI SPESA

Object: working experience in ZEEKO, NOVA UCD, DUBLIN -TUTORING

Students involved: n. 15

External tutors provided by Zeeko:

Ms.Deirdre Chambers (23/05/1995) and Ms. Marina Everri (05/01/1978)

Total cost of tutoring: € 2700

Tutors' activities

(official description) ensures the connection between the host structure and the school. It is the reference figure of the student within the company or institution and performs the following functions:

- he collaborates with the school tutor in the planning, organization and evaluation of the working experience;
- he favours the integration of the student in the operative context and supports and assists him;
- he guarantees the information and training of the student on specific health and safety issues and risks at work, in compliance with the company internal procedures;
- he plans and organizes the activities agreed in **the training project**;
- he involves the student in the evaluation process;

- he provides the school with the elements to evaluate the student's activities and the effectiveness of the training process;
- he completes the attendance and evaluation sheets and the final certificate;
- trainee's duties and obligations (see below).

Training project – Zeeko

May 28 – June 15, 2018
 UCD Research and Innovation, NovaUCD
 Belfield Innovation Park
 University College Dublin
 Belfield, Dublin 4
 Ireland

Position. Zeeko is an education management start-up company that works with parents, teachers and experts to improve children's online behaviour and wellbeing. Founded in 2013 by Joe Kenny the company is based in the Innovation Centre of the University College Dublin. Data form attached.

Activities and tasks. Students will take part in the everyday tasks of the organisation. More specifically, they will attend seminars, contribute to research activities, and communication campaigns related to internet safety.

Internship objectives.

- soft skills** (common to all traineeships)
 - Adaptation to a variety of situations
 - Reliability and dependability
 - Motivation and commitment
 - Ability to fulfill duties autonomously
 - Willingness to ask for and use guidance
 - Ability to plan with and work cooperatively with others
 - Ability to communicate effectively
 - Ability to understand and accept different cultural contexts and viewpoints
- technical skills**
 - Students will learn how work in an educational start-up concerned with the development of contents and technologies: (a) idea generation, development of educational game;
 - (b) translation of contents related to internet safety; (c) organisation of communication campaign

Facilities provided. Trainees will have the possibility to use the spaces available in Zeeko's office and Nova, UCD Innovation Centre. The activities will take place both in the office (an open space) and in meeting rooms. Trainees are asked to bring their own devices (laptop, tablet), Internet connection with personal accounts will be provided. Nova offers a cafeteria where trainees can have lunch either bringing their own food or buying food and drinks. In addition, Nova is conveniently located in UCD campus where several coffee shops and students' canteens are available.

Total n. of hours and weekly timetable. 45 hours over three weeks.

Student's insurance policies. Provided by the school.

Trainee's duties and obligations. Trainees should contribute to development of the activities currently in place at Zeeko. They will be encouraged to share their ideas, comments and thoughts about their experience; however, they should follow the indications provided by the tutor and operate accordingly. No changes to the agreed plan will be allowed. Arriving late at meetings or not attending them will not be tolerated. In addition, Zeeko's office is an open space with a limited number of working stations, we will try to accommodate trainees' needs; however, they might be asked to move to other rooms to accomplish their tasks.

A detailed internship plan is illustrated in the next page.

Internship schedule May 29 – June 15 2018

WEEK ONE (15 hours)					
	Bank holiday	29 May Tuesday	30 May Wednesday	31 May Thursday	1 June Friday
Activities		<i>Welcome reception - Presentation of Zeeko's team to the students</i> 1) <i>Program overview</i> 2) <i>Zeeko History (2h)</i> <i>Visit at Belfield Campus UCD (1h.)</i>	<i>Seminar on Strategy and leadership in organisations (Joe) (2h.)</i> <i>Preparation of a CV in English (2h)</i>	<i>Start with the translation of the platform (4h)</i>	<i>Marketing Project "How could Zeeko reach 100 schools in the next school year in Italy" (4h)</i>
Time		14-17	14-18	14-18	14-18
Participants		All 15	All 15	Three groups	All 15
Location		Meeting room	Meeting room	Book three rooms/ bring computers	Meeting room
WEEK TWO (15 hours)					
	4 June Monday	5 June Tuesday	6 June Wednesday	7 June Thursday	8 June Friday
Activities	<i>How to build design and develop and education game (Conor) (3h)</i>	<i>Seminar on research and Innovation in organisations (Marina & Kirsty) (2h)</i> <i>Translation of the online game platform (3 groups separately) (2h)</i>	1) <i>Train 15 Digital Leaders for their local School</i> 2) <i>Train students to train the trainer (4h)</i>	<i>Seminar on Design thinking (Niall) (2h)</i>	<i>Testing the game after finishing the translation (Conor) (2h)</i>
Time	14-17	14-18	14-18	14-16	14-16
Participants	All 15	All 15	Three different groups	All 15	All 15
Location	Meeting room	Meeting room	Book three rooms/ bring computers	Meeting room	Meeting room

WEEK THREE (15 hours)					
	11 June Monday	12 June Tuesday	13 June Wednesday	14 June Thursday	15 June Friday
Activities	<i>Preparing a research report (Marina) (2h)</i>	<i>Programming and launching a press release (Iva) (2h)</i>	<i>Translation of the online game platform (3 groups separately) (2h)</i>	1) <i>Train 15 Digital Leaders for their local School</i> 2) <i>Train students to train the trainer</i>	<i>Farewell party (2h) Certificate presentation ceremony</i>
Time	14-16	14-16	14-16	14-18	12-14
Participants	All 15	All 15	All 15	All 15	All 15
Location	Meeting room	Meeting room	Book three rooms/ bring computers	Meeting room	Meeting room

Parma,

(stamp and signature of the promoting school- Legal representative) Liceo A. Bertolucci

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(stamp and signature of the hosting firm - Legal Representative) Caraglass Ltd trading as Zeeko