

The INTAKT Database: Description of the Tool

The INTAKT database is the technical heart of the INTAKT project. It is a project management tool and, at the same time, a dissemination tool. It explains the principles of a professional field research to a newcomer – whoever he is:

- (potential) project manager,
- trainee,
- interested company.

It supports project administrators in conceiving and organizing a professional field research, it publishes project results and it disseminates the whole idea of the professional field research.



The screenshot shows the homepage of the INTAKT database. At the top left is the 'intakt' logo with the tagline 'Experience Europe'. To the right are logos for the European Union and the DG Education and Culture Lifelong Learning Programme, along with a search bar and links for 'site map', 'accessibility', and 'contact'. A navigation bar below the logo contains links for 'HOME', 'PARTICIPANTS', 'MOBILITY PROGRAMS', and 'USER MANUALS'. The main content area is divided into several sections: a 'WELCOME TO INTAKT NETWORK' section with a sub-section 'What is Professional Field Research?' containing placeholder text; a 'NEWS' section featuring two articles with photos of participants: 'I am Cordella going to Ireland' and 'I am Soren going to Holland', each with a 'Read more' link; and a right-hand sidebar with three categories: 'FOR MOBILITY COORDINATORS', 'FOR MOBILITY PARTICIPATORS', and 'FOR SENDER COMPANIES'. Each category has a corresponding 'Information about Intakt' section with placeholder text. The footer of the page contains the logos of the European Union and the DG Education and Culture, along with the text 'Program „Uczenie się przez całe życie” Leonardo da Vinci’.

1. Homepage

On the homepage you will find a description of Professional Field Research (PFR). You will also find general information about Intakt. There will be a news section, where the two most recent participant's PFR will be published as a link to their page. There will also be a way-in to the site

from the 3 main stakeholders in the project 1. Mobility coordinators, 2. Participants in mobility projects, and 3. Companies or institutions who want to send participants abroad on internships.

For each of the three way-in there is a separate section in the Intakt Online Resource.

Page-Layout:

On the top and on the bottom of the homepage you will see the INTAKT corporate design elements: the INTAKT Logo and photos of buses of each city of the INTAKT partners – which symbolize mobility and the INTAKT partnership.

Functions: On the homepage you will find seven functional elements (“buttons”):

- Button “What is a professional field research?”: Clicking this button, you read an explanation concerning the conceptual background of an intercultural professional field research: What is different in comparison to a traditional placement in a company? Who are the target groups? Which added value is to be expected by a professional field research? Which are the steps for its organization?
- Button “Info about INTAKT”: Description of the INTAKT project and its partners
- Button “I am a mobility coordinator”: If you are administrator of a (Leonardo) mobility project and interested in organizing a professional field research, this button links up to the > Project administrator homepage (see below) with the “5-step-approach for establishment of a professional field research” (see attachment “5-steps-model”). It is also linked with a page containing the contact data of the INTAKT partners in order to allow contact for further information and support when organizing a professional field research.
- Button “I want to participate” for trainees: Link to contact data of the INTAKT partners who support in finding the administrator of an appropriate mobility project.
- Button “Company senders of trainees”: When you are a company, but not willing or able to organize yourself a professional field research for your trainees, you will find the contact data for project administrators.

- Field "News": you will find the latest published results of participants of professional field researches. Example: Jane Smith has been in Paris as a Tourist marketing trainee for four weeks. Her task was to conceive a tourist program "Paris in three days". She has uploaded her result (e.g. as pdf-document plus slide show). In the "News" you will see: "Jane smith has published her project results: Paris in 3 days. Click here to read more".
- Finally, you will find on the top of the homepage a "log in" button: participants of professional field research projects can log in here for the participant's back end (see below "Participant's back end")

2. Mobility Coordinator Section

The Mobility Coordinator section is divided into three parts, according to the schedule of the mobility project. The Mobility Coordinator will create a login for the participant and will be asked to fill in different information before, during and after the mobility project:

Layout:

- Name,
- Country of Origin,
- Destination country,
- Email and contact information,
- Professional field,
- Year of education,
- Age,
- Length of stay abroad.

3. The participants Section

The participant will then get access to the INTAKT Database – and will use it to keep track of his/her work with the "professional field research".

During his stay and project work abroad, the participant is asked to upload files with his project results. The project managers have also access to this back end and can check the progress of the project work in

real time. The participant has also to give a short description of his project work (see fields *Title* and *short description*) and to upload photos. A *blog*-function allows to inform about made experiences and impressions from abroad.

Clicking on the "preview" button, the participant is able to check a *public draft*, showing how the published version of his personal project page would look like.

By the end of the stay (or shortly after) the participant can submit his work for publication and see a public draft. It will not yet be published and only viewable by participant and coordinator.

Important notice: Every participant will be asked whether he/she accept the publication of project results will be published on the INTAKT data base.

Layout:

- A photo gallery on the left side;
- Data: *name, profession /vocational training and age of the participant, title and short description* of the project work in the center;
- uploaded files with project results on the right side of the page.

The screenshot shows the INTAKT website interface. At the top, there is a navigation bar with 'HOME | PARTICIPANTS | MOBILITY PROGRAMS | USER MANUALS' and a search box. The main content area is for a participant named Jane Smith. It features a photo gallery on the left showing two people in front of the Eiffel Tower. To the right of the photo is a text section titled 'Jane Smith' with details about her mobility program: 'YouCan Move Paris France, 2 weeks, September 2012' and 'Tourist Marketing'. Below this is a section for 'My assignment: Paris in Three Days for the Tourist' with placeholder text. On the far right, there are two exercise sections, 'Exercise 1' and 'Exercise 2', also with placeholder text. At the bottom of the page, there are logos for the European Union and the DG Education and Culture, along with the text 'Investing in your future'.

4. Project Coordinators Page

When the coordinator logs in he/she will be met by a step-by-step instruction in how to go through a "professional field research". Each step will be explained (Defining Task – Preparatory workshop – participants preliminary work – project work abroad – follow up workshop/presentation of results and Evaluation). These step-by-step instructions will help share the knowledge between mobility project coordinators on how to work with "professional field researches".

In a Second window the work task of the "professional field research" will be filled in with information about:

- Topic,
- Methods
- expected Manner of presentation.

On the right hand side there will be:

- a checklist (Mobility Coordinators will be able to follow all information)
- a link to some examples helping to fill in the necessary information.

The coordinators of a mobility project will have also access to the back end of the pages of participants, registered under their specific mobility project. They will be able to check the work-progress and provide support to learners in real time.