# PROJECT PORTRAIT
## Honours Outreach & Community Involvement Programme (HOCIP)
## 2014

**UCT KNOWLEDGE CO-OP**

University of Cape Town · iYunivesithi YaseKapa · Universiteit van Kaapstad

## What is this project about?

All registered full-time Information Systems (IS) Honours students are required to engage in a community project of their choice in order to gain some practical real-world experience and to share their skills.

The student is responsible for locating a suitable project and the Co-Op assists many HOCIP students in facilitating a relationship with a suitable community partner. In 2014 we have had 10 projects involving 22 HOCIP students.

Over the past year projects have involved various NGOs and schools. Projects have included database management and design, website updates and design, computer literacy skills for NGO staff, as well as for primary and secondary school learners and teachers.

## The process

The Co-Op sets up the first meeting between the students and the community partner, and keeps in contact with students and community partners and is the point of reference should any difficulties occur.

At the start of the project, each student must submit an initial Memorandum of Understanding. This includes a statement outlining the nature of the work that will be done.

At the end of the project, students have a sit-down debriefing with the Co-Op, and are required to submit a Project Summary and timesheet to the IS Department and Co-Op.

The Co-Op also gets feedback from the partners about the students' participation.



One of the HOCIP projects

To **reference** this Project Portrait, cite UCT Knowledge Co-op as the author.

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## The Knowledge Co-op at the University of Cape Town

The UCT Knowledge Co-op aims to make it easier for community partners to access UCT's skills, resources and professional expertise. It helps initiate joint projects that benefit both the community partner and the university. The Co-op links community groups with appropriately qualified staff and students at UCT, and supports both partners throughout the project – from initial planning to final product.

know-op@uct.ac.za    |    www.knowledgeco-op.uct.ac.za    |    Tel: 021 – 650 4415