The University Of Sheffield.

Electronic & Electrical Engineering.

Year in Industry Degrees Student Handbook 2014-15

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1. INTRODUCTION

- Year in Industry courses allow you to spend a year in industry as part of your degree. By spending a year on an industrial placement you will gain valuable work experience. You will also acquire and develop further real skills and will learn to use these in an industrial/commercial context. The year in industry will give you the opportunity to find out what working in engineering is really like and it will develop your personal skills. Your placement will count towards your professional development in achieving Chartered Engineer status.

- BEng students entering will do the year in industry after the second year of academic study. They will return to the University after the industrial placement to complete the final year of their course. MEng students do the year in industry after the third year of academic study.

- This handbook and other documents relating to Year in Industry degrees are available at: http://www.shef.ac.uk/eee/info, then go to 'Information for Students', 'EEE Teaching Resources', 'Year in Industry'.

2. 'YEAR IN INDUSTRY' / 'WITH EMPLOYMENT EXPERIENCE' DEGREES: WHAT'S THE DIFFERENCE?

- Around 18 departments in the University run degrees 'With Employment Experience'. Students do not normally enter these programmes in year 1, but instead transfer to them later in their course. In Electronic and Electrical Engineering (as with most other departments in the Faculty of Engineering), the 'Year in Industry' (YII) courses differ slightly from 'With Employment Experience' courses. Students can apply for a place on Year in Industry programmes through UCAS. MEng students and BEng students can also transfer to YII courses from standard Electronic and Electrical Engineering courses right up to the end of year 3 (MEng) and year 2 (BEng). These degrees have been given the name 'Year in Industry' to reflect the type of placement that an Engineering student will undertake, i.e. the placement will be in industry. The assessment and procedures for Year in Industry degrees vary slightly from those of 'With Employment Experience' degrees and indeed may vary from department to department within the Faculty of Engineering. In all cases, Year in Industry students should follow the procedures outlined in this handbook.

3. AIMS AND LEARNING OUTCOMES OF ELECTRONIC AND ELECTRICAL ENGINEERING INDUSTRIAL PLACEMENTS

- These are given in Appendix 1 and are drawn from the Programme Specifications for Year in Industry degrees.

4. ELECTRONIC AND ELECTRICAL ENGINEERING STAFF SUPPORTING YEAR IN INDUSTRY COURSES

- The following departmental members of staff are directly involved in the Year in Industry programmes and will provide you with advice and support both before and during your placement:

Director of Teaching/Interim Year in Industry Tutor	Dr Luke Seed, n.seed@sheffield.ac.uk
Year in Industry Coordinator	Mrs Frances Bright, f.bright@sheffield.ac.uk
Departmental Administration Manager	Mrs Jane Bradbury, j.bradbury@sheffield.ac.uk

5. REQUIREMENTS FOR REMAINING ON, OR TRANSFERRING TO, YEAR IN INDUSTRY COURSES

- In order to remain on (or transfer to) the Year in Industry course, you will normally be required to attain an average of 55 at the end of year 2.

- If you fail to meet this threshold then you will be required to transfer to the equivalent standard MEng or BEng course.

- Companies will be selective and may place their own stipulations on levels of attainment during years 2 and 3 of your course.

- Very occasionally, students on MEng degrees secure placements after the second year of academic study. If this applies to you, you MUST obtain the permission of the Year in Industry Tutor in order to do the placement after year 2. You also need to inform Mrs Frances Bright in the Teaching and Student Support Office (E132 Sir Frederick Mappin Building) as there are important implications from the University's point of view in terms of the Regulations for your degree if you do the placement year after the second year of your MEng course.

- You are responsible for finding a suitable industrial placement. If you fail to do so you will be required to transfer to the equivalent standard MEng or BEng course. The Year in Industry Tutor will be responsible for assessing the suitability of all placements.

- You are not permitted to undertake both a Year in Industry and a Study Year Abroad.

6. ASSESSMENT

- The Year in Industry will be assessed on a pass/fail basis. In order be awarded a degree with the title 'Year in Industry' you need to (1) complete the placement year, and (2) to pass the formal assessment for the year in industry.

- You will be assessed on the following:

  ➢ Placement Journal: End of placement written reflections on a skills-based journal (submitted via MOLE2) completed regularly throughout the placement year. No marks are awarded for this element of the assessment but you must obtain a pass standard in order to pass the year. Further details, including the assessment matrix for the Placement Journal, are given in Appendix 2.

  ➢ Two written reports:

  Interim report, 500 words, submitted at the end of January, worth 10% of the marks for the year.

  End of placement report, 3000 words, submitted at the end of the placement, worth 65% of the marks for the year.

  Further details are given in Appendix 3.

  ➢ Presentation to academic panel at the end of your placement, worth 25% of the marks for the year. Further details are given in Appendix 4.

- In order to pass the Year in Industry you need to pass BOTH elements 1 and 2 below:

  1. Placement Journal   Obtain a 'Pass' in each of 5 skills to attain an overall pass mark.

  2. a. Interim report   )   The marks awarded for these three are added
     b. End of placement report   )   together. The pass mark is 50%.
     c. Presentation   )

  The marks sheets for the individual elements of the project, which include the criteria for assessment, together with the feedback sheets, are given in Appendix 5. The assessment matrix for the Placement Journal is given in Appendix 2.

- The Year in Industry does not count towards your overall degree classification. The weightings for your degree are as follows:

	MEng Students	BEng students
Year 1	0%	0%
Year 2	20%	33.3%
Year 3	40%	0%
Year 4	0%	66.7%
Year 5	40%	Not applicable

- Any student failing the Year in Industry will be considered for the award of either a standard BEng or an MEng degree (i.e. without 'Year in Industry').

7. DURATION OF PLACEMENT

- Your industrial placement must be of a **minimum** duration of 38 weeks.

- The maximum duration of a placement is 67 weeks (this is the maximum period between the end of semester 2 of your third (MEng)/second (BEng) year of academic study at Sheffield and the start of semester 1 of your final year of academic study.

- You will take company and statutory holidays during your year in industry. The precise dates for each academic year can be found at: http://www.shef.ac.uk/about/dates/

- You must inform the University if you and your placement provider have agreed that the duration of your placement will differ from that originally intended.

8. UNIVERSITY FEES

- The tuition fees for students who spend a Year in Industry in 2014-15 are as follows:

    HOME/EU STUDENTS:
Placement undertaken overseas	£1,800
UK salaried placement	£1,100
UK non-salaried placement	£0

    OVERSEAS STUENTS: £3,669 (21% of the standard overseas Science band)

9. WILL I BE PAID?

- The normal expectation is that you will receive a salary from your placement provider for the work you do. Although this will vary from company to company, it should be in the region of £15,000 gross per annum.

10. WHAT HAPPENS IF THE PLACEMENT DOESN'T WORK OUT?

- Instances of placements failing are extremely rare. During your year in industry, University staff will maintain regular contact with you and your placement provider to ensure that your placement is going well. If, however, the placement is unsuccessful, or cannot continue for some reason, then you will transfer to the equivalent standard degree programme. If this is mid-way through the academic year then you would normally expect to take Leave of Absence and resume your academic studies at the start of the following academic year.

11. HEALTH AND SAFETY ISSUES, AND INSURANCE

- The University must be satisfied with respect to your health and safety during your placement.

    Prior to starting your year in industry:

    ➢ We will write to your placement provider setting out the University's expectation regarding your health and safety during your placement. Your placement provider will be required to provide us with the name and details of their nominated health and safety contact. If your placement is overseas, the same condition applies.

    ➢ The University's insurance arrangements do not cover you whilst you are on placement in the UK or overseas. Your placement provider needs to provide us with evidence of their employer's liability insurance before the placement can commence.

    ➢ If you are undertaking an overseas placement you will need to arrange appropriate travel and health insurance. Further guidance is available to students via the materials on MOLE2 in the pre-placement section.

    ➢ You may wish to consider taking out insurance to cover your personal possessions in rented accommodation whilst you are on placement.

    Immediately on commencing your year in industry:

    ➢ You must ensure that you have received and read health and safety guidance from your placement provider. Placement providers should ensure you undertake an induction programme which includes health and safety provision for new employees.

    Before, during or after your placement:

    ➢ You must inform us immediately of any concerns you may have about your health, safety and wellbeing.

12. PREPARING YOUR CV

- You are strongly advised to read information on CV writing provided by the University's Careers Service at

http://www.shef.ac.uk/careers/students/gettingajob/applications.html
http://www.sheffield.ac.uk/careers/students/gettingajob/cvs.html

- Don't forget to include the name of the degree for which you are studying, your 'A' level results and your University examination results to date. As a minimum you should give the overall average you have attained in each year of your course so far.

- Include the names of two referees one of which should be your Personal Tutor. Give their title, postal address, telephone number and email address. Please note that administrative staff are not permitted to provide references.

- Give brief information on any extra-curricular activities, or course specific/University activities, such as membership of the Staff-Student Committee, participation in course-related competitions, professional institution memberships e.g. IET.

- Before sending your CV to companies, show it to your personal tutor and/or the Year in Industry Tutor, then also have it checked by the Careers Service. They will provide you with constructive feedback. You need to be aware that many recruiters will dismiss your application at the outset if it contains spelling or grammatical errors, or misleading/unclear information.

13. FINDING PLACEMENT PROVIDERS, APPLYING FOR PLACEMENTS AND PREPARING YOURSELF FOR COMPANY SELECTION PROCESSES

- You are strongly encouraged to seek advice from the University's Careers Service with respect to securing a placement: http://www.shef.ac.uk/careers

- The following link: http://www.shef.ac.uk/careers/students/gettingajob/applications

  will take you to invaluable information on topics such as applications, CVs, interviews, psychometric tests and assessment centres. You may have to undergo all of the last three as part of your search for an industrial placement, as well as for a graduate job.

- Careers Advisers at the Careers Service offer brief 20 minute advice sessions on any careers related subject. You don't always need to book but it is advisable to do so at busy times. For further information see: http://www.shef.ac.uk/careers/aboutus

  You can book further appointments whenever you need and if the Adviser thinks that you need more in-depth guidance.

- In addition to Careers Advisers, the University's Student Placement Coordinator, Helen Thorpe, offers appointments/drop in sessions for help with securing placements.

- Seek advice from your personal tutor, year tutor or any member of the academic staff in the Department of Electronic and Electrical Engineering.

- Familiarise yourself with the companies we know are likely to offer placements to EEE students. These can be found at: http://www.shef.ac.uk/eee/info, then go to 'Information for Students', 'EEE Teaching Resources', 'Year in Industry'.

  The information is updated regularly but it is not exhaustive so do your own research as well to find other suitable companies.

- The University has a central vacancy system – My Vacancies – where all placement vacancies that go through the Careers Service ae advertised. The link is: http://www.shef.ac.uk/careers/students/jobs

  You will need to register on this site.

- You will be emailed by the department when new offers of placements arrive from companies.

- A list of resources to help you find a Year in Industry placement is given in Appendix 11 of this handbook.

14. SUPPORT FROM THE UNIVERSITY BEFORE AND DURING THE PLACEMENT

- Expectations and best practice guidance from the University is given in Appendix 8.

- The Careers Service and the department will provide you with the help and guidance you need to apply for placements and to prepare you for your year in industry. Further information is available elsewhere in this Handbook, specifically Section 13 and Appendix 12.

- The University's Student Placement Coordinator, Mrs Helen Thorpe (h.a.thorpe@sheffield.ac.uk, tel. 0114 222 0937) is responsible for overseeing student placements for those on 'Year in Industry' and 'With Employment Experience' degrees. Mrs Thorpe, who is based in the Careers Service, also administers the on-line placement journal on MOLE2 that you will complete as part of the assessment for the Year in Industry.

- During your Year in Industry, a member of staff will engage with you regularly to ensure that your placement is going well. You will also be visited by a member of the academic staff once during your placement year.

- Your placement provider and the Year in Industry Tutor will provide you with regular and constructive feedback during your placement and after your end of placement presentation.

15. WHAT HAPPENS IN YEAR 1?

All students

- You should focus on your academic studies, bearing in mind that you need to get a good grounding in the fundamentals before you proceed to year 2. Remember that in year 2 you need to attain an average of 55 in order to remain on or transfer to a year in industry degree.

- Familiarise yourself with the requirements of the Year in Industry degrees and note what you need to do in year 2 or 3.

- You are very strongly urged to begin preparing for applying for placements in industry by acquiring the attributes of the Sheffield Graduate through participation in the Sheffield Graduate Development Programme, see www.shef.ac.uk/sgdp. The programme includes aspects of Personal Development Planning that will be very helpful to you in your search for a placement, and later a graduate job.

BEng students

In addition to the above, the following advice is given to **BEng students** whose placement year is after the second year of academic study:

- Remember that you are responsible for securing a suitable industrial placement. For further information see Section 5.

- You need to produce a draft CV and show it to your personal tutor and/or the Year in Industry Tutor/the Careers Service - see Section 12 on how to prepare a CV.

- Whilst it is too early to start applying for placements in year 1, you should familiarise yourself with what you need to do when you start this process. **BEng students** (who do the placement between year 2 and year 3 of their academic studies) **should start looking for placements in the summer vacation between years 1 and 2 as most employers begin recruiting from the end of September onwards.**

- Don't under estimate the amount of time securing a placement will take. Your academic studies will take up most of your time in year 2 and if you've done much of the work needed in terms of finding a placement you will be free to concentrate on your academic work.

- You will receive a briefing on how to apply for placements from the University's Student Placement Coordinator in October/November giving details on how to source placements and what skills employers look for.

16. WHAT HAPPENS IN YEAR 2?

BEng students:

- By the start of year 2 you need to be ready to start applying for an industrial placement as most employers begin recruiting from the end of September onwards – refer to the advice given to BEng students in Section 15 of this handbook.

- Update your CV to include your latest examination results.

- Early in Semester 1 you will receive a briefing on how to apply for placements from the University's Student Placement Coordinator. This will include information on how to source placements and what skills employers look for.

- You are responsible for arranging travel and, where necessary, accommodation when attending interviews.

- During the Autumn semester we will ask you to provide us with an update on your progress on finding a placement and to indicate your preferred companies.

MEng students:

Please refer to the guidance for BEng students in Section 15.

- Update your CV to include your latest examination results.

- Early in Semester 1 you will receive a briefing on how to apply for placements from the University's Student Placement Coordinator. This will include information on how to source placements and what skills employers look for.

17. WHAT HAPPENS IN YEAR 3 (MENG STUDENTS)?

Please refer to the guidance for BEng students in Section 16.

- Early in Semester 1 you will receive a further briefing on how to apply for placements from the University's Student Placement Coordinator. This will include information on how to source placements and what skills employers look for.

18. WHAT HAPPENS WHEN YOU HAVE BEEN OFFERED A PLACEMENT)?

18.1 Immediately on being offered a placement:

- As soon as you are offered a placement, you need to do two things:

  ➢ See the Year in Industry Tutor (currently Dr Luke Seed) who is responsible for assessing the suitability of all placements. The Year in Industry Tutor will inform you whether or not you are authorised to take up the placement. For typical year in industry placements with companies familiar with the placement scheme, this will usually be a formality since the company will already be aware of the type of placement which will be suitable for a degree-level experience. However, it is particularly important to seek the advice of the Year in Industry Tutor if you are arranging your own placement directly with a company, especially if that company has no prior history of offering such placements, in order to ensure that the proposed placement is suitable.

  ➢ See Mrs Frances Bright (f.bright@sheffield.ac.uk), Department of Electronic and Electrical Engineering Year in Industry Coordinator, Room E132, Mappin Building and provide her with the following information:

    1. a copy of your job description;
    2. how much you are being paid by the company;
    3. the start and end dates of the placement;
    4. the name and contact details of your supervisor;
    5. your contact details whilst you are on placement (complete the Contact Details Form in Appendix 9 of this handbook).

    If you do not have all this information immediately then you need to provide it as soon as you can.

- Once your placement is approved by the department you can accept the offer of a placement with a company. You are then expected to take up that placement unless there are compelling extenuating circumstances or unless you fail to achieve the grade that is required to remain on/transfer to the Year in Industry programme.

- With support from University staff, you will prepare for the placement itself. As part of this you will familiarise yourself with the assessment for the Year in Industry (Section 6 and associated appendices) as well as four documents that are attached as Appendices 1, 5, 6 and 7:

  ➢ Aims and learning outcomes of Electronic and Electrical Engineering industrial placements (Appendix 1)

  ➢ Guidance – Students* (Appendix 6)

  ➢ Guidance – Placement Provider* (Appendix 7)

➢ Guidance – University* (Appendix 8)

This is generic information provided by the University setting out what it expects of students, placement providers and the institution in respect of Year in Industry and Year with Employment Experience degrees. You should ensure that you fulfill the expectations placed on you as a student and that the placement provider and the University are meeting the expectations placed on them. If you feel they are not, you must let us know.

18.2 Prior to the placement commencing:

- Prior to commencement of your placement the department will send your placement a 'Placement Guide for Employers'. You can view this at http://www.shef.ac.uk/eee/info, then go to 'Information for Students', 'EEE Teaching Resources', 'Year in Industry'.

  The Placement Guide asks employers to ensure that students receive an induction in their first week. This should include a comprehensive briefing on the company's health and safety policies. We will provide you with an induction checklist (included in this handbook as Appendix 10) which includes all the information you should receive from the company. We require both you and your placement supervisor to sign the form. You should then return it to Mrs Frances Bright (f.bright@sheffield.ac.uk).

- You are expected to:

  ➢ attend a pre-placement preparation briefing delivered by the University, usually held in May. If you secure a placement after May then you may have already attended this briefling.

  ➢ be aware of the learning outcomes that underpin the placement (Appendix 1), all the assessment components and criteria (Section 6 of this handbook) and the expectations on the student, placement providers and the University (Appendices 6, 7 and 8).

  ➢ ensure that you have received and read health and safety guidance from the University (Section 11 of this handbook) and the placement provider;

  ➢ be responsible for arranging travel and accommodation for the duration of the placement;

  ➢ take out insurance as necessary;

  ➢ apply for a Disclosure and Barring Service (DBS) check if requested to do so by the placement provider (once an offer of a placement has been made, further guidance is available to students via the materials on MOLE2 in the pre placement section);

  ➢ complete a Contact Details Form (Appendix 9) and submit this to Mrs Frances Bright (f.bright@sheffield.ac.uk), Room E132, Mappin Building.

19. WHAT HAPPENS IF YOU ARE INELIGIBLE TO REMAIN ON/TRANSFER TO THE YEAR IN INDUSTRY PROGRAMME?

If, when the June examination results are available, you have not achieved the grade required to remain on/transfer to the Year in Industry programme (55) then one of the following two things will happen:

(a) if your results are such that you might be eligible to remain on/transfer to the Year in Industry programme after the August resits, then the decision will be deferred until the Board of Examiners has met at the beginning of September to consider the August resits. If you are then deemed ineligible to do the Year in Industry then (b) below will apply to you.

(b) if your results are such that, even after resits, there is no possibility that you will be eligible to remain on/transfer to the Year in Industry programme, then you will either remain on the 'standard' (ie. without Year in Industry) programme or, if you are already registered on a Year in Industry programme, you will be required to transfer to the 'standard' programme. If you have already secured or started an industrial placement you can do the following:

If you are a Home/EU student you may either:

(i) take Leave of Absence in order to undertake the industrial placement. In this case the placement will be a private arrangement between you and the company and you need to let the company know that this is the case, or

(ii) return to Sheffield in September to resume your studies,

If you are an International student the conditions of your visa will mean that you cannot take a year's Leave of Absence to undertake the industrial placement so, provided you are eligible to remain on your course, you will return to Sheffield in September to resume your studies,

In all the above cases you will be registered for the **standard** programme, ie. **without** a Year in Industry.

Important Note: If you have accepted the offer of an industrial placement (or, for Home/EU students, you may have already started the placement) and you are not eligible to remain on the Year in Industry programme then you **MUST TELL THE PLACEMENT PROVIDER EXACTLY WHAT YOUR SITUATION IS.**

20. WHAT HAPPENS DURING THE PLACEMENT YEAR?

20.1 During your placement

- There will be regular two-way contact, usually by email, between you and the Departmental Year in Industry Coordinator, the Year in Industry Tutor and other University staff. Your progress will be monitored through the contact between the University, yourself and the placement provider.

- You and your placement supervisor will be visited by a member of the academic staff once during your placement. The academic member of staff will write a brief report on the visit.

- You will receive and need to act on information that will be sent to you by University staff to your University email address in respect of:

  ➢ selecting modules for your final year (around May);

  ➢ registering for the final year (from July onwards);

  ➢ for MEng students, selecting a topic for the MEng group project (end August/early September);

  ➢ for BEng students, selecting a final year individual project (end August/early September).

- You are expected to:

  ➢ remain in contact with the University of Sheffield via email, telephone and MOLE;

  ➢ inform the University if any of the arrangements for your placement change from those originally intended, e.g. location, supervisor, nature of work, duration;

  ➢ fulfil part of the assessment criteria for the Year in Industry (see Section 6 for further details), i.e. complete and submit an on-line Placement Journal on MOLE (Appendix 2) and write two reports of approximately 500 words (Interim) and 3000 words (Final) in length (Appendix 3), the Interim to be submitted mid-placement (in January) and the Final at the end of the placement, The precise dates on which the reports are to be submitted will be communicated to you by email in the Autumn semester of your placement year;

  ➢ maintain confidentiality regarding the placement provider's work;

  ➢ observe and act in accordance with the placement provider's code of conduct for employees;

  ➢ inform the University of any unplanned absences from the workplace (e.g. sickness);

  ➢ liaise with University staff and your placement supervisor concerning the arrangements for a visit to the company by a member of the academic staff. Prior to the visit you should complete a Student Appraisal Form (Appendix 11) and return it to Mrs Frances Bright, f.bright@sheffield.ac.uk

  ➢ ensure you have received, read and acted on any information likely to affect you on return to the University once the placement has finished (including module information and wider student support).

20.2 At the end of your placement:

You will give an oral presentation to members of the academic staff (and your industrial supervisor if they wish to attend) recording and reflecting on your experiences. It will be similar to the presentation you have given/will give for your Individual

Investigative Project. Full details are given in Appendix 4. The presentation will be held at the University. The presentation will take place between the end of the placement and the second week of the final year of study, although ideally it will be before the start of the academic year. The presentation forms part of the assessment of the placement year.

- You will be required to submit an End of Placement Report by the end of the first week of your final year of study.

- You will be required to provide oral feedback on your placement to the Year in Industry Tutor.

- The placement provider will be asked to provide a brief written report on your placement, but this will not count towards the assessment for your Year in Industry.

21. UNIVERSITY CONTACTS WHILST YOU ARE ON PLACEMENT

21.1 Departmental Contacts

Year in Industry Tutor (Interim):
> Dr Luke Seed, n.seed@sheffield.ac.uk, 0114 222 5844

Year in Industry Coordinator:
> Mrs Frances Bright, f.bright@sheffield.ac.uk, 0114 222 5808

Departmental Administration Manager
> Mrs Jane Bradbury, j.bradbury@sheffield.ac.uk, 0114 222 5040

21.2 University Contact

University Student Placement Coordinator:
> Mrs Helen Thorpe, h.a.thorpe@sheffield.ac.uk, 0114 222 0937

21.3 Emergency Contact

In the very unlikely event of a serious incident or emergency situation outside of your workplace, you should contact:

University of Sheffield Emergency Control Room   0114 222 4444

22. REGISTERING FOR THE YEAR IN INDUSTRY

- Students who are already registered on the Year in Industry programmes are required to go through the University's on-line registration process and to register for only one module:

> EEE394 Year in Industry – 120 credits.

- Students who are registered for programmes other than the Year in Industry need to complete a Change of Status form. Staff in the Teaching and Student Support Office will assist you with the information required to complete the form.

23. REGISTERING FOR THE FINAL YEAR OF STUDY IN SHEFFIELD AND SELECTING AN INDIVIDUAL PROJECT OR A GROUP PROJECT

- ➤ It is important that you read emails sent to your University account, because we will contact you about module choices and registering for the final year of study. We will also send you information on final year individual investigative projects (BEng) and final year group project (MEng) so that you can make your selection.

- If you have any queries about the information in this document, or you have any questions that are not covered here, then please contact one of the members of staff given in Section 4. We will be happy to help.

Jane Bradbury
Departmental Administration Manager,
Department of Electronic and Electrical Engineering
July 2014

Appendix 1

Aims and Learning Outcomes of Electronic and Electrical Engineering Industrial Placements that are part of the Year in Industry Degree

Electronic and Electrical Engineering Degrees with a Year in Industry

Aims and Learning Outcomes

The following is extracted from the **Programme Specifications** for Electronic and Electrical Engineering Year in Industry programmes which can be found at:

http://www.shef.ac.uk/calendar/progspec/

The relevant programme codes are as follows:

EEEU55	BEng	Electrical Engineering with a Year in Industry
EEEU50	MEng	Electrical Engineering with a Year in Industry
EEEU56	BEng	Electronic Engineering with a Year in Industry
EEEU51	MEng	Electronic Engineering with a Year in Industry
EEEU57	BEng	Electronic and Communications Engineering with a Year in Industry
EEEU54	MEng	Electronic and Communications Engineering with a Year in Industry
EEEU53	MEng	Digital Electronics with a Year in Industry
EEEU52	MEng	Microelectronics with a Year in Industry

Background
The preparation for employment is enhanced because students look for an industrial placement for their fourth year of study when they spend at least 38 weeks working in a relevant industrial environment. During this year the students will gain a wide range of skills (technical, non-technical, interpersonal) that will prepare them to work in industry.

Programme aims
The aims of the programme are to help students develop a range of generic presentational and interpersonal skills appropriate to employment in the engineering sector and elsewhere.

Development of learning outcomes
These are promoted through the placement in industry. Students will be expected to fulfil engineering roles within these companies, applying their understanding, planning their time, using and enhancing their practical skills, communicating (verbal and written) with colleagues, and undertaking projects.

Programme Structure and Regulations
The third/fourth year is the placement year in industry. Students are responsible for seeking out their own placement (although help will be available from the Department and the Careers Service) and students who fail to find an appropriate placement will be required to re-register for one of the degree programmes without a year in industry). Whilst in industry students will be visited on a number of occasions, will need to produce two reports, keep a log book and provide a presentation on their return to University.

Student development over the course of study
Year 3 or 4 – Students undertake a placement in Industry of at least 38 weeks. Students will work on real problems, in groups and individually, throughout the year. They will acquire and develop further real skills in an industrial context and learn to use these skills in an industrial/commercial context. They should be able to demonstrate the application of knowledge, understanding and creativity and have developed improved approaches to solving problems. Students will learn to interact with colleagues, communicating the products of their work, improving and enhancing their skills in this area. They should also have developed their interpersonal, time-management, and project-planning skills.

Appendix 2

Assessment: Placement Journal and Skills Reflection

Year in Industry: Placement Journal
General Guidance

<u>Assessment</u>

As part of the assessment for the Year in Industry you are required to complete a Placement Journal during the duration of your placement. This is skills based and is completed on an ongoing basis throughout your placement. The Placement Journal can be found in the Careers Service Placement Resource on MOLE2. You will be given access to this in year 2 (BEng) and 3 (MEng) of your academic studies. Access is only given once students have secured a placement. Please note that you may have to wait until July of the year in which you secure a placement. This is because CICS have to roll forward a new placement resource for new academic year which means that students do not have access before that point.

At the end of your placement you are required <u>to write a short (around one side of A4) reflection on/analysis of FIVE separate skills</u> that you have developed during your Year in Industry. The skills are defined in the Skills Directory in this appendix.

The assessment for the Placement Journal is given in the Assessment Matrix in this appendix.

Important note:
The Placement Journal is one element of the formal assessment for the Year in Industry. You must 'pass' each of the five skills you have selected in order to attain an overall pass mark. You must also attain an overall pass grade (at least 50) for the two written reports and end of placement presentation in order to graduate with a degree with a Year in Industry.

<u>General advice on completing the placement journal</u>

- It is recommended that you should make regular entries into your Placement Journal; a minimum of 1 entry per week.

- Digital documents and images can be attached to a journal entry (e.g. letters, photographs, designs,handouts from presentations, work, commercial awareness, presentation skills etc

- Placement tutors/coordinators can check your journal entries although they will not be assessing you at this point.

- You are encouraged to use the discussion board in MOLE to share your placement experiences and assist you in making journal entries.

- From all the Journal entries you make during the year you are required to submit for assessment an analysis of 5 skills you have developed during your placement year.

<u>My Placement Journal</u>

The aim of the placement journal is to provide you with a way of recording and reflecting on the development of your transferable (and technical skills where appropriate) during your placement year.

The Placement Journal provides a framework for recording what you have learnt whilst on placement and gives you the chance to reflect on your experiences; this includes your successes as well as things which didn't go quite to plan!

Think about the skills you are developing and document examples of situations that have arisen when you have drawn upon these skills.

By completing a placement journal, this will:

- Provide your academic tutor with a clear picture of your work activities during your placement

- Be an important source of information when building your CV, making graduate applications and preparing for interviews

- Enable you to communicate your skills clearly to a potential employer in application / interview situation

- Encourage you to reflect on your progress and development during the placement year.

- Relate your experiences of placement to the learning outcomes of your degree programme.

My Placement Journal comprises:

1. Skills tracker

This part of the journal is not assessed however you should be making a minimum of 1 entry per week. The skills tracker is to be used as a way of recording events as they happen/ shortly after the event. In the tracker you should be recording both transferable and technical skills (where appropriate). Entries can be in shorthand, point form or note form (so long as you can understand them!). You can attach documentary evidence e.g minutes from meetings, emails, digital photographs, charts, drawings, plans etc to your entries.

2. Skills analysis

From the information you have recorded in your skills tracker you will need to submit an analysis of 5 skills you have developed during your placement, where appropriate the skills you choose can be a mixture of transferable and technical skills. This part of the placement journal will be assessed. In the skills analysis you should be able to:

- Discuss the skill you have developed
- Describe the situation(s) that have contributed to the development of this skill
- What can you do now in this skill area that you couldn't do previously
- How might you approach similar situations in the future considering what you have learnt during your placement

Again feel free to attach documents (photos, charts, podcasts, reports,emails etc) to support your entries. Word limit per individual skills analysis: no more than **500 words.**

Transferable skills

Please refer to the **Skills Directory** (elsewhere in this appendix) for full definitions of the skills:

Analytical/problem solving skills
Communication
Creativity and Flexibility
IT Literacy
Interpersonal awareness
Self-direction
Working with others
Organisation
Business/ Commercial awareness
Confidence/ assertiveness
Drive and determination / Motivation
Numeracy
Technical skills

Where appropriate to your placement/ degree subject, however this could include specific IT systems and software, lab based skills, field based skill.

Much of the information in this section has been provided by provided by Helen Thorpe, Student Placement Coordinator, Careers Service, The University of Sheffield.

Year in Industry:
Guidance for making entries in My Placement Journal

When you log into MUSE and click on MOLE you should see a new course:

CAS Placements Resource 2014-15

Step 1
- Go to folder 'During Placement'
- Click on folder 'Assessment'
- Click on folder ' My Placement Journal'
- Click on Journal that has been set up for **your course** for example if you are a Management School student **,** you should see My Placement Journal Management
- You should then see a screen similar to screen shot below (only instead of My Placement Journal Test it will have My Placement Journal followed by your academic department)

Step 2
To make a Journal entry :

Click on the text highlighted in blue **Create Journal Entry**

This will then take you to a blank page in the Journal where you can start to make your first entry.

Step 3
You will see the header : **Journal Entry Information.**
Where there is the subheading title **,** type the skill you will be discussing e.g **Communication**
This is where you make your entries under the appropriate skills heading.

You can add attachments by clicking the **Journal Entry Files section** and this will allow you to upload attachments saved to your computer.

When you have finished you can:
- o **Save as Draft** (if you think you may want to come back and change something you have written)
- o **Post ;** your entry will now be viewable by the Student Placement Coordinator and/or your tutor.
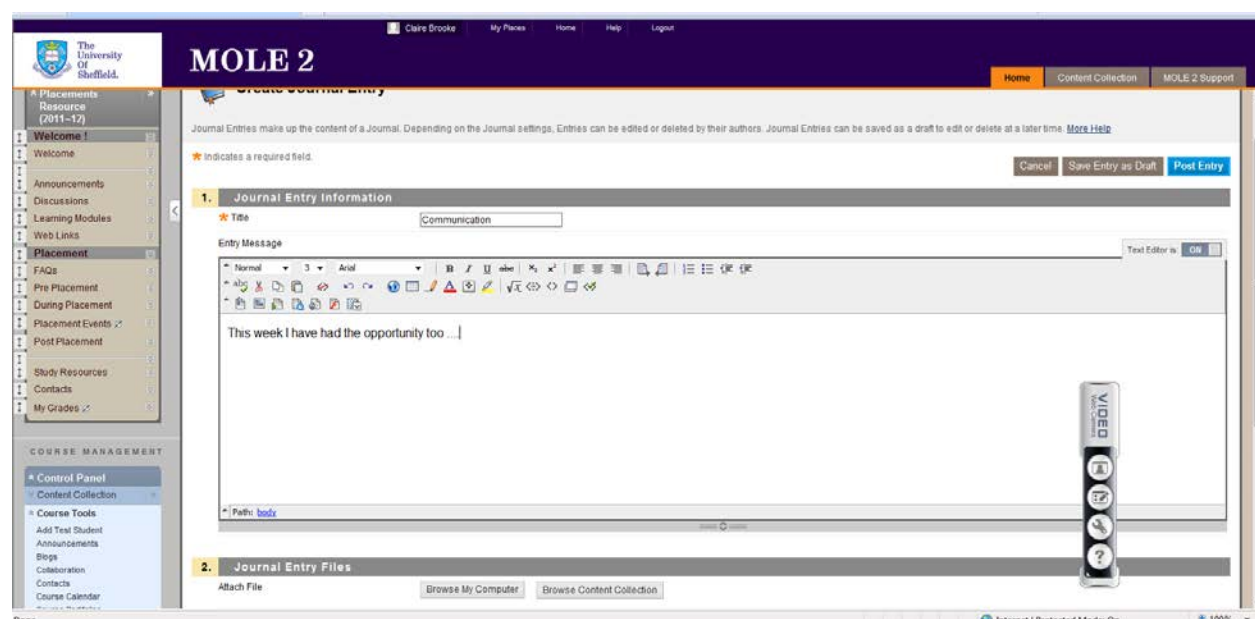
As you start to build up the skills entries onto the Journal, you will see a list of what you have posted into the Journal. This is organised on a monthly basis.
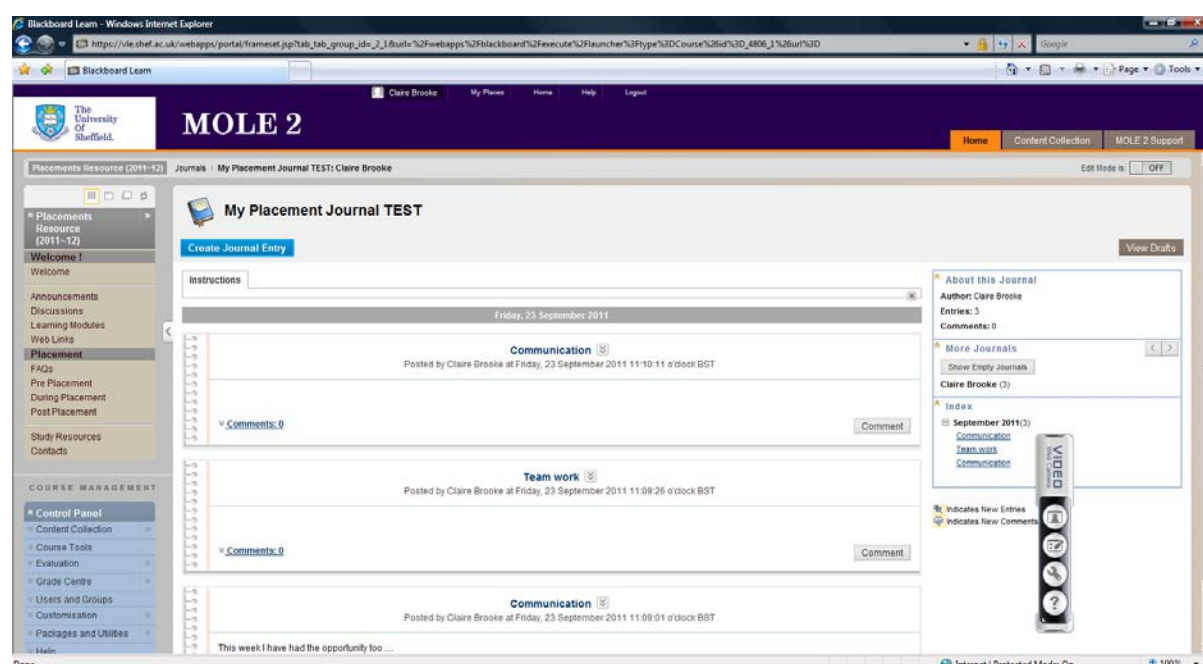
The journal entries you make during the year will make it much easier to write your 5 skills analysis that you have to submit for assessment at the end of your placement.

Information provided by the Careers Service, The University of Sheffield

Year in Industry: Skills Directory

When making entries in My Placement Journal, please pick from the list of skills given below.

During the course of your placement you should make entries under all of the skills headings given below.

<u>Transferable skills</u>

Analytical/problem solving skills
ANALYTICAL PROBLEM SOLVING
Formulating relevant questions and engaging critically with a wide range of evidence (from *Characteristics of the Sheffield Graduate*)
- Ability to identify key goals and constraints
- Ability to understand information quickly and accurately
- Logical and objective approach to information analysis
- Appreciation of all the variables affecting an issue
- Ability to evaluate and choose workable solutions to problems
- Willingness to reach decisions and make recommendations based on available information
- Appreciation of the effect and implications of decisions

Communication
Communicate effectively, orally, in writing, or by other means as appropriate (*Characteristics of the Sheffield Graduate*)
- Ability to communicate clearly and succinctly both orally and in writing
- Ability to identify the most effective communication medium for a given situation
- Willingness to question and listen to others to aid own, and check others', understanding
- Ability to convey complex information at the right level so it is understood by others
- Applying different styles of communication when appropriate, e.g. negotiating, persuading, influencing

Creativity and Flexibility
….applying creativity, enterprise and innovation, to push against the boundaries of current practice (*Characteristics of the Sheffield Graduate*)
- Ability to generate ideas or solutions
- Willingness to adapt
- Willingness to challenge the status quo when appropriate and participate in or drive change
- Ability to identify links between previously unconnected situations or problems
- An openness to others' ideas

IT Literacy
Handle ICT packages and specialist software efficiently, effectively and innovatively (*Characteristics of the Sheffield Graduate*)
- Familiarity with and ability to use several packages such as word processing, spreadsheets, databases, email, internet
- Ability to select and apply appropriate packages for a given task
- Ability and willingness to learn new packages and applications
- Confidence when using new information technology
- Ability to identify how IT can be applied to improve efficiency and solve problems

Interpersonal awareness
Respecting diverse viewpoints and treating others as equals (*Characteristics of the Sheffield Graduate*)
- An interest in people and what is important to them
- Awareness and tolerance of the diverse needs, feelings and views of others
- Respectful and courteous approach to others
- Co-operative and collaborative approach
- Willingness to support, help and share information with others
- Appreciation of and respect for personal and cultural differences
- Respect for the contrary views of others

Self-direction
Work independently setting their own goals and the strategies for achieving them and **Critically reflect on their strengths and weaknesses, and plan their personal and career development** (*Characteristics of the Sheffield Graduate*)
- Willingness to take responsibility for tasks and outputs without supervision

- Willingness to take initiative and act without prompting
- Having a planned, organised and structured approach to tasks
- Having a conscientious approach to important details
- Ability to remain focused on tasks
- Ability to adapt plans, priorities, or views in light of new or changed information
- Comfortable switching between tasks or problems when appropriate

Working with others
Be a constructive team member working collaboratively towards a shared goal (*Characteristics of the Sheffield Graduate*)
- Ability to form relationships at all levels and motivate and support other team members
- Willingness to ask others for advice or help when solving a problem
- Ability to work productively alongside others, keeping others informed of progress or developments
- Positive about enhancing co-operation amongst colleagues

Organisation
…effective planning, monitoring and evaluation (*Characteristics of the Sheffield Graduate*)
- Willingness to take responsibility for work or a project
- Sets objectives and plans activities and resources to achieve a goal
- Ability to anticipate difficulties
- Ability to manage time effectively to prioritise activities and meet deadlines

Business/ Commercial awareness
Fit to practice and progress in their chosen profession, working responsibly, safely and ethically (*Characteristics of the Sheffield Graduate*)
- Awareness of key market forces which influence the priorities of organisations
- Awareness of the importance of competition and other market forces in driving business decisions
- Understanding of the need for high quality customer service and innovative approaches
- Awareness of how economic and political issues can affect organisations and their products or services
- Recognition of the importance of a professional and responsible approach to own role within an organisation

Confidence/ assertiveness
- Willingness to express needs, views and feelings clearly, confidently and courteously
- Appreciation of the value of one's own abilities and role and is not overawed by seniors
- Willingness to put forward and stand firm to a minority or unpopular view when appropriate
- Confidence to take calculated risks
- Willingness to negotiate and a desire for a win-win conclusion
- Appreciation of when a compromise represents the best route to a result
- Ability to sell ideas to others, gaining their trust and support

Drive and determination / Motivation
- High motivation to achieve and deliver on commitments
- Energetic and enthusiastic approach to work/tasks
- Desire to continuously learn and develop
- Perseverance in the face of obstacles
- Resilience to reasonable demands and pressures

Numeracy
- Ability to interpret statistics and numerical data
- Ability to make decisions based on non-specialist numerical or financial information
- Ability to make calculations using mental arithmetic and/or a calculator
- Ability to solve numerical problems
- Familiarity with the ways in which numerical information is gathered and is presented.

Technical skills
Where appropriate to your placement or degree subject, for example this could include the use of specific IT packages or systems, lab based skills, field based skills etc.

Information provided by Helen Thorpe, Student Placement Coordinator, Careers Service, The University of Sheffield

Year in Industry:
Performance indicators for assessment of skills in the MOLE Placement Journal

Level 1

Experience only
Students experience the learning without giving any thought to it, it just happens. They find it hard to relate the areas of work covered to their learning objectives. They are often not sure if they have encountered a topic or not.

Level 2

Record and make explicit the experience
Students are able to articulate their learning experience to others but only at a superficial level.

Level 3

Reflection on the learning experience
Students know what the learning has meant to them. They are able to interpret the learning in a deeper way providing a range of examples and a clear articulation of what they have gained from the experience.

Level 4

Making the links and matching the learning
Students are able to draw together their learning through concepts and models developed from their academic study. They can see the links and applications to other learning situations and/or potential careers.

Level 5

Application of learning to new situations and adapting to new situations
Students can make connections and piece together what they have learnt. They are able to transfer their learning, and add value in the new context. Students are more flexible and effective in applying their learning to new situations, constantly evaluating its worth and adapting their model of thinking accordingly, thus taking responsibility for and control of their own development.

Reference: National Council for Work Experience

Degrees with a Year in Industry / Employment Experience:
Assessment Matrix for Placement Journal

Skill	Performance indicator Level 1	Performance indicator Level 2	Performance indicator Level 3	Performance indicator Level 4	Performance indicator Level 5
Students are required to submit an analysis of **5 skills** they have developed during their placement	**Experience Only**	**Record and make explicit the experience**	**Reflection on the learning experience**	**Making the links and matching the learning**	**Adapting to new situations and application of learning to these situations**
Skill 1 e.g Communication	**Fail**	**Fail**	**Pass**	**Pass**	**Pass**
Skill 2 e.g Negotiation	**Fail**	**Fail**	**Pass**	**Pass**	**Pass**
Skill 3 e.g Commercial awareness	**Fail**	**Fail**	**Pass**	**Pass**	**Pass**
Skill 4 e.g Numeracy	**Fail**	**Fail**	**Pass**	**Pass**	**Pass**
Skill 5 e.g IT skills	**Fail**	**Fail**	**Pass**	**Pass**	**Pass**

Students need to 'pass' each skill in order to attain an over all pass mark
Please refer to performance indicators document for definitions of each performance indicator and the Skills directory for definitions of skills

Information provided by the Careers Service, The University of Sheffield

Appendix 3

Assessment: Placement Reports

Electronic and Electrical Engineering
Degrees with a Year in Industry

Placement Reports

During your industrial placement, you will produce two reports. These reports will form part of their assessment for the year in industry.

<u>1st Report (Interim): at the end of the autumn semester – approximately 500 words</u>

This will include the following:

- What you have done during the period to date:
  o Projects undertaken.
  o Responsibilities given.
  o Achievements and tasks completed.

- Any specific problems encountered and how these were resolved (or not).

- Plan for next period including a Gantt chart.

<u>2nd Report (Final) at: at the end of the placement – approximately 3000 words</u>

This will include the following:

- What you have done during the period to date:
  o Projects undertaken.
  o Responsibilities given.
  o Achievements and tasks completed.

- Any specific problems encountered and how these were resolved (or not).

- A reflection of how the placement and how it interfaced with learning to date at the University and how you think it will help you in their final year of study and future employment.

- An assessment of the Company and University from a student placement viewpoint:
  o Support from the Company.
  o Mentoring from the Company.
  o Support and mentoring from the University.
  o Suitability of projects given by the Company.

Appendix 4

Assessment:
End of Placement Presentation

Electronic and Electrical Engineering
Degrees with a Year in Industry

End of Placement Presentation

Introduction

Your oral presentation, given at the end of your placement, to members of the academic staff recording and reflecting on your experiences will be similar to the presentation you will give (BEng students) / gave (MEng students) for your Individual Investigative Project. The presentation will be held at the University. Your industrial supervisor will be invited to the presentation, although it is not a requirement that they should attend.

The presentation will take place between the end of the placement and the second week of the final year of study, although ideally it will be before the start of the academic year. The presentation forms part of the assessment of the placement year.

If the work you have undertaken is commercially sensitive, you should discuss what to include with your industrial supervisor and the Year in Industry Tutor.

Format

The presentation will normally be of 15-20 minutes' duration, and will be followed by questions lasting approximately 5-10 minutes. The presentation should be in Powerpoint, although overheads may occasionally be used. An approximate guide is that, apart from the title slide, 6-10 slides (average 8) is appropriate for a 15 minutes presentation. In some instances, it may be appropriate to give software demonstrations as part of the presentation. Students will be expected to answer questions arising from the presentation and to provide satisfactory answers to the best of their knowledge.

Resources provided

You should discuss any particular requirements with Mrs Frances Bright (f.bright@shef.ac.uk). If the presentation is not in a lecture theatre, you would normally be expected to use your own laptop. The department can provide a data projector. You are strongly advised to check IN ADVANCE what facilities are available in the room in which your presentation will take place.

General Advice on Giving Presentations

The outline below provides a brief introduction to effective oral presentation of your project and an overview of the key steps involved. Specific details may vary with the nature and requirements of individual projects and your supervisor can provide guidance.

Overcoming your fears. Speaking in public is considered as one the most feared activities. The presenter can overcome this fear by considering the audience no more knowledgeable than her/himself in the subject. An audience is there to listen to the presenter and learn from what the presentation has to offer.

Preparation. Prior preparation of the presentation is the key to preventing poor performance. Thus, it is important to prepare yourself beforehand. Study the material you are presenting and practice with your presentation, specifically paying attention to timing of your presentation.

Structure/content.

- Structure your presentation in a logical sequence of introduction, body, discussion and conclusion. The presentation should be a description of the project work carried out. This may typically include:

  ➢ A title slide containing title, student name and supervisor's name.
  ➢ Overview of the presentation or the contents slide
  ➢ Main presentation slides outlining aims and objectives of the project, an introduction to the problem, problem formulation, outline theory, experimental details, results and discussion
  ➢ Last slide on conclusions or summary and directions for future work

- Develop a theme for each slide or collection of slides.
- Only include the main points, and avoid too many details. You can explain details during the presentation.

Presentation.
- The presentation should follow a logical sequence.
- The presentation may comprise a mix of audio/visual material. It is important to keep a balance between the various elements.
- The use of written notes may be useful. Note, however, that head-down reading of a prepared script in a flat monotone will result in loss of attention and sympathy of an audience.
- When speaking ensure you speak to the audience. Speak clearly and to the point, with continuity, and avoid using incomplete statements.
- You may use animated text/images, but ensure that these serve the purpose of your presentation and help in conveying the intended message, and do not un-necessarily take up valuable presentation time.
- Be organised. Place re-place your presentation slides/material so that they do not get mixed up and it is easy for you to find/re-use them.

Visual aids. The use of visual aids can contribute to the efficiency and quality of presentation if used effectively. Note the following points when formatting overhead/Powerpoint slides:

- The text contained in the slides must be word-processed.
- The font used for the main text (other than for title slide) should be at least 18 point for overheads.
- Ensure that lines of text are reasonably separate from one another. The suggested spacing is 1.5 lines or more.
- Each page, apart from the title page, must be consecutively numbered.
- Avoid using long sentences/paragraphs on a slide. Use short sentences and/or phrases and provide explanation during the presentation.
- As a general rule, present equations only if they provide critical information that cannot be presented by other means.
- All symbols used must be explained.
- Figures and Diagrams should be clear and of good quality. Hand sketches may be acceptable if they are drawn clearly and tidily.
- Plots and Graphs should have appropriately labelled axes and, where necessary, a key should be provided.
- Punctuation, grammar and spelling must be correct.

Discussion/Questions.
- Allow time for questions and discussion. This is useful both for the presenter to receive feedback from the audience as well as for the audience to obtain clarification to queries that may arise.
- Provide concise, clear and convincing response to questions.
- Be brief and to the point and avoid unnecessary details when answering questions.
- It is understood if you do not know the answer to a question. It may be that if falls outside the scope of your work, and you are not necessarily expected to have 100% knowledge of the subject(s) relevant/related to your project.

Appendix 5

Marks Sheets, Criteria for Assessment and Feedback Sheets

Electronic &
Electrical
Engineering.

Year in Industry

Summary of Marks Sheet

To be completed by University Supervisor

Student .... University Supervisor ....

Company ....

In order to pass the Year in Industry students must:

1. Pass the skills reflection, **<u>AND</u>**
2. Attain an overall average of ≥50 for the mid-term report, the end of placement report and the presentation.

	Pass/Fail
Skills reflection	

	Marks awarded for this element	Total Marks Awarded
Interim Report	/100	/30
Presentation	/100	/30
End of Placement Report	/100	/40
Total	**/100**	**/100**

Comments:

University supervisor's signature .... Date ....

Please:
(1) complete this form and return it to Mrs Frances Bright, Teaching and Student Support Office, Room E132, Sir Frederick Mappin Building;
(2) discuss it with the student.

The University Of Sheffield.

Electronic &
Electrical
Engineering.

Year in Industry
Interim Written Report
Marks Sheet

To be completed by University Supervisor

Student .... University supervisor ....

Company ....

	Marks
Technical achievements. A student is expected to identify and evaluate management or technical issues of their project; demonstrate ability to select and apply appropriate experimental and analytical techniques	/40
Reporting, eg. organisation, clarity, conciseness, referencing, quality of presentation, use of English	/40
Company profile, eg. understanding of the major activities/products/services, managements structure, competitors, financial information and future development plans	/20
Total	**/100**

University supervisor's signature ……………………………….   Date ………………………………

Please:

(1)   retain the student's report;

(2)   complete this form and return it to Mrs Frances Bright, Teaching and Student Support Office, Room E132, Sir Frederick Mappin Building;

(3)   provide written or verbal feedback to the student.

The University Of Sheffield.

Electronic &
Electrical
Engineering.

Year in Industry
End of Placement (Final) Written Report
Marks Sheet

To be completed by University Supervisor

Student .... University supervisor ....

Company ....

	Marks
Technical achievements. A student is expected to identify and evaluate management or technical issues of their project; demonstrate ability to select and apply appropriate experimental and analytical techniques	/40
Reporting, eg. organisation, clarity, conciseness, referencing, quality of presentation, use of English	/40
Company profile, eg. understanding of the major activities/products/services, managements structure, competitors, financial information and future development plans	/20
Total	**/100**

University supervisor's signature .... Date ....

Please:
(1) retain the student's report;

(2) complete this form and return it to Mrs Frances Bright, Teaching and Student Support Office, Room E132, Sir Frederick Mappin Building;

(3) provide written or verbal feedback to the student using this and the attached 'Feedback to Students' form

The University Of Sheffield.

Electronic & Electrical Engineering.

Year in Industry
End of Placement Presentation
Marks Sheet

To be completed by the Chair of the Panel of Assessors

Student .... University supervisor ....

Company .... Company supervisor ....

Members of panel of assessors ....

....

	Marks
Evaluation of skills: Skills developed during the placement, including transferable skills	/25
Understanding of project / technical issues with which the student has been involved, eg. clear aims and objectives, logical approach, initiative, organisation and planning	/25
Competence in oral communication, eg. ability to answer questions, logical answers, argumentation	/25
Presentation style and quality: eg. quality of slides, structure and clarity of talk	/25
Total	**/100**

Comments:

Signature of Chair of Panel .... Date ....

Please:

(1) *complete this form and return it to Mrs Frances Bright, Teaching and Student Support Office, Room E132, Sir Frederick Mappin Building, immediately after the presentation;*

(2) *provide written or verbal feedback to the student.*

The University Of Sheffield.

Electronic &
Electrical
Engineering.

Year in Industry
End of Placement Report
Feedback to Student from Year in Industry Tutor

Student .... Supervisor ....

Placement Provider ....

	Feedback
Overall conduct, e.g. organisation, project plan, effort, enthusiasm, diligence	
Initiative, e.g. originality, independence, pro-active attitude, creative approach	
Technical achievement, e.g. understanding of engineering principles and practices, progress on project, quality of work, ability to apply academic knowledge to practical situations	
Reporting, e.g. organisation, clarity, conciseness, referencing, quality of presentation, use of English	
Summary:	

Supervisor's signature... Date ....

Please complete this form, discuss it with the student, and return it to
Mrs Frances Bright, Teaching and Student Support Office, Room E132,
Sir Frederick Mappin Building

The University Of Sheffield.

Electronic & Electrical Engineering.

Year in Industry

Feedback to Student from Industrial Supervisor

To be completed by Industrial Supervisor

Student .... Industrial supervisor ....

Company   ....

A copy of this report will be given to the student

	Feedback
Overall conduct, e.g. organisation, effort, enthusiasm, diligence	
Personal achievements, e.g. originality, independence, contribution to company manufacturing, commercial or working procedures	
Technical achievement, e.g. understanding of engineering practices, progress on project, quality of work	
Skills Evaluation, e.g. initiative in obtaining new skills (through practical experience or training) and use of transferable skills (self-management, effective communication, ability to learn and to find information).	
Reporting/Presentation style, e.g. organisation, clarity, conciseness, referencing, quality of presentation, involvement in discussions	
Further comments	

Industrial supervisor's signature... Date ....

Please complete this form and return it to Mrs Frances Bright, Teaching and Student Support Office, Room E132, Sir Frederick Mappin Building

Appendix 6

Expectations of
and Guidance for Students

Degrees with a Year in Industry
Guidance for Students
Generic Information Provided by the University

The University of Sheffield expects that students will:

Prior to the placement commencing:

- Have responsibility for finding their own placements, with appropriate advice and guidance from the University.

- Attend pre - placement preparation sessions delivered by the University.

- Ensure that they have received and read health and safety guidance from the University and placement provider.

- Be responsible for arranging and paying for appropriate insurance provision especially for those students going overseas on placement. (Further guidance is available to students via the materials on MOLE in the pre- placement section).

- Be responsible for arranging travel and accommodation both during the interview process and for the duration of the placement.

- Ensure that they are aware of the learning outcomes that underpin the placement and all the assessment components and criteria.

- Apply for a Criminal Records Bureau check if requested to do so by the placement provider (once an offer of a placement has been made, further guidance is available to students via the materials on MOLE in the pre-placement section).

During the placement:

- Complete the placement journal and placement reports as detailed in the University's assessment criteria.

- Maintain confidentiality regarding the placement provider's work.

- Observe and act in accordance with the placement provider's code of conduct for employees.

- Inform the University of any unplanned absences from the workplace (e.g. sickness).

- Remain in contact with the University of Sheffield via email, telephone and MOLE2.

- Ensure they have received and read any information likely to affect them on return to the University once the placement has finished (including module information and wider student support).

Post placement:

- Present to their peers on their placement experience as detailed in the University's assessment criteria.

- Attend a de-briefing meeting to reflect on their placement experience with an academic tutor/placement officer either individually or in groups.

Appendix 7

Expectations of and Guidance for Placement Providers

Degrees with a Year in Industry
Guidance for Placement Providers
Generic Information Provided by the University

The University of Sheffield expects that placement providers will:

Prior to the placement commencing:

- Have satisfied the University that they comply fully with all relevant health and safety legislation and in accordance with the health and safety guidance for the placement of students. *We will send you a Health and Safety checklist that should be completed and returned to us.*

- Ensure that they are aware of the learning outcomes that underpin the placement, how these contribute to the degree programme, and all the assessment components and criteria. *We will send these to you.*

- Wherever possible, provide the student with an opportunity to visit the place of work in advance of the start of the placement.

During the placement:

- Provide the student with an induction to the organisation and the role they will be carrying out during the placement period, with specific reference to the placement provider's health and safety procedures and risk assessments.

- Provide the student with a supervisor who is aware of the objectives, benefits and learning outcomes of the placement.

- Provide the student with regular and constructive feedback on their progress during the placement.

- Facilitate a visit to the workplace by the university.

- Treat the student as a member of the workforce and provide relevant insurance cover, training to enable the student to fulfil their role competently and safely and supply development and appraisal opportunities where appropriate.

- Inform the University of Sheffield of any accidents/ health and safety incidents involving the student.

- Inform the University if the student has any unplanned absences from the workplace (e.g. sickness).

Post placement:

- Complete an evaluation form to feedback on their experiences as a host to a placement student.

- Carry out a post placement interview/appraisal with the student to review how the student has contributed to the organisation.

Appendix 8

Expectations and Best Practice Guidance: University

Degrees with a Year in Industry
Best Practice Guidance
Generic Information Provided by the University

The University of Sheffield will:

Prior to the placement commencing:

- Vet placement to ensure that the role being undertaken by the student is of an appropriate level and will clearly contribute to the achievement of the intended learning outcomes of the students degree programme.

- Provide student with full contact details for the members of staff who are responsible for them during the placement period both at the University of Sheffield and the placement provider.

- Provide a clear contract of engagement agreed with the placement provider and the student.

- Provide pre-placement preparation information, preferably as part of a planned session.

- Provide the student with details of who to contact in an emergency situation whilst undertaking the placement.

- Provide the placement provider and the student with the feedback procedure in case of concerns over how the placement is progressing, and encourage students and placement providers to discuss any concerns at an early stage.

- Have in place a procedure in the event of a student failing to maintain contact, particularly for overseas placements.

- Provide guidance to the student and placement provider regarding the intended learning outcomes for the placement and how these contribute to the degree programme, and assessment criteria used by the university.

- Be satisfied as far as reasonably practicable, that the placement provider complies fully with all relevant health and safety legislation and in accordance with the Health and Safety Guidance for the placement of students produced by UCEA and USHA.

- For overseas placements departments should seek advice from the Student Placement Coordinator and Safety Services department with regard to the health and safety of those students who are going overseas on placement (further guidance is given in the departmental placement handbook).

- At a departmental level, provide CiCS and the Taught Programme Office with the information necessary for the student record system to be amended to reflect the student's change in programme (further guidance is given in the departmental placement handbook).

- At a department level, consult External Examiners as part of the department's preliminary preparation, to confirm that what is proposed is appropriate in terms of its level and contribution to the learning outcomes of the student's degree programme (please refer to paragraph 6.1 of the University's Code of Practice for External Examiners).

During the placement:

- Keep in regular contact with students via email / telephone or MOLE2.

- Have in place a feedback procedure for both the student and the placement provider.

- Visit the student whilst on placement; a minimum of one visit for UK- based placements and where possible overseas placements. In the absence of a visit by a member of staff, a 'virtual visit' should be arranged (further guidance is given in the departmental placement handbook).

- Ensure that students are provided with any information likely to affect them on return to the University once the placement has finished (including module information and wider student support).

Post placement:

- Carry out the assessment of the placement year in accordance with University regulations.

- Signpost the student to the University Careers Service for guidance on integrating their placement experiences into future career planning.

- Review all elements of the placement process on an annual basis, ensuring that the outcomes of student evaluations are taken into account.

Appendix 9

Student Contact Details Form

Year in Industry: Contact Details Form

This form is to be used to notify the University of Sheffield of your contact details at the start of your placement and also to notify the university of any changes to your contact details during your placement.

Name of student			
Degree course			
Registration number			
Job title			
Company name			
Company address Post code			
Company telephone no.			
Direct telephone no. / extension			
Email address			
Name of supervisor			
Position			
Contact details of supervisor	Email	Telephone	
Company HR contact details	Email	Telephone	
Placement start date		Placement end date	
Salary			
Accommodation address whilst on placement Post code			
Telephone no. (home or mobile)			

This form should be returned to Mrs Frances Bright, Teaching and Student Support Office, Room E132, Sir Frederick Mappin Building, f.bright@sheffield.ac.uk, at the earliest opportunity.

Appendix 10

Placement Induction Checklist

**University of Sheffield
Department of Electronic and Electrical Engineering**

Year in Industry – Placement Induction Checklist

Your name	
Company/organisation name	
Manager/supervisor responsible for placement within placement provider	

As a new member of a team you will benefit from knowing the kinds of things illustrated in this check-list. The checklist below should be completed with the placement provider at the start of your placement.

1.	**General information about the workplace**	Yes/no/n/a
a)	Overview of the organisation structure and your role within it	
b)	Introduction to key staff members and explanation of their roles	
c)	Allocation of work space: desk, PC, telephone etc	
d)	Clarification of working hours/ hours of business	
e)	Location of toilet facilities, rest/staff room and canteen (if relevant)	
f)	Lunch and break entitlement	
2.	**Health and Safety Information**	Yes/no/n/a
a)	Has the *organisation's Health and Safety Policy* been explained to you and a copy provided	
b)	Have you been told who your Health and Safety officer is	
c)	Have you been made aware of what to do in an emergency situation	
d)	Have you been told where their nearest Health and Safety notice board is located	
e)	Have you been informed of the procedure to follow on discovering a fire or hearing a fire alarm, including the fire escape routes and fire exits	
f)	Have you been informed of where the fire extinguishers & fire blankets are located, how they operate and what type of fires they are suitable for	
g)	Have you been informed of the location of the nearest first aid box and who the first -aiders are (and their contact details).	
h)	Have you received information on how to report an incident/hazard	

i)	Where appropriate to your work , have you received information on:
	
	    i. The safe use of Display Screen Equipment
	
	    ii. Safe lifting techniques	

	iii. Working with hazardous substances and location of COSHH assessments iv. Safe use of machinery and equipment v. Risk assessments specific to your role	
j)	Where appropriate to your work, has the appropriate Personal Protective Equipment been issued and have you received information regarding when this is to be used	

Student name _____

Signed _____

Date _____

Placement Supervisor: _____

Signed: _____

Date: _____

Please sign and return this form to Mrs Frances Bright, Year in Industry Coordinator, Department of Electronic and Electrical Engineering, The University of Sheffield, Sir Frederick Mappin Building, Mappin Street, Sheffield, S1 3JD (or scan and return by email to f.bright@sheffield.ac.uk).

Please also retain a copy for your own records.

Appendix 11

Student Appraisal Form
(pre-visit)

Year in Industry: Student Appraisal Form (pre-visit)

Student's name _____

Company name_____

Company Supervisor _____

Date placement commenced _____

Visiting tutor _____Date of planned visit _____

Address to which the visiting tutor should report to for the visit:

The information supplied below will shape the basis for the discussion between yourself and the tutor visiting you.

- **Will there be the opportunity for the visiting tutor to have a tour of the company premises/facilities/site?**

  Yes/ No

- **Will there be the opportunity for the visiting tutor to meet with your supervisor to discuss how the placement is progressing and any other relevant issues**?

  Yes/ No

- **Please give a brief overview of the organisation whom you are working for** *(no more than 50 words)*

- **Did you receive an induction at the start of your placement?**   Yes/No

- **Did you receive a health and safety briefing at the start of your placement?**   Yes/No

- **Please give a brief overview of the tasks, duties and activities you have undertaken as part of your placement to date** *(no more than 50 words you will have the opportunity to discuss this in more detail during your tutors visit)*

  ┌───┐
  │   │
  │   │
  │   │
  │   │
  └───┘

- **Please give a brief summary of your overall experience of the placement to date** *(including the skills you have developed, the highlights and things which have not gone so well, relevance to your academic studies. No more than 50 words, you will have the opportunity to discuss this in more detail during your tutors visit)*

  ┌───┐
  │   │
  │   │
  │   │
  │   │
  └───┘

- **Placement report:** *Please have available a proposal for your placement report. This should include a short summary of the content and structure of the report.*

- **Do you have further issues you would like to discuss with the tutor during the visit? (***You may provide details below, however if the issues are of a sensitive/confidential nature you may prefer not to disclose them on this form.)*

  ┌───┐
  │   │
  │   │
  │   │
  │   │
  └───┘

Please return this completed form to Mrs Frances Bright, f.bright@sheffield.ac.uk at least two weeks prior to the visit taking place.

Appendix 12

Resources to Help You Find a Year in Industry Placement

Resources to help you find a Year in Industry placement
(see also Section 13 of this Handbook)

Where are placements advertised?

As well as referring to names of placement providers recommended by your department, there are a number of <u>useful websites</u> that advertise placement vacancies, which you are encouraged to look at:

- University of Sheffield Careers Service Vacancy Service
  http://www.sheffield.ac.uk/careers/students/jobs
- The Year in Industry (YINI)
  http://www.yini.org.uk
- Rate My Placement
  http:///www.ratemyplacement.co.uk

Also: visit company websites directly, and follow the link for 'Careers' or 'Employment' or 'Graduates'. This is where one-year undergraduate placements are usually advertised.

Other ways to find placements

- **National Engineering & Construction Recruitment Exhibition**
  Normally is held every November.
  Register at http://www.engineerjobs.co.uk
- **Careers Service What's On diary**
  Includes details of employers visiting UoS to give talks and presentations in the coming months.
  http://www.shef.ac.uk/careers-whats-on/daily.do

- **Speculative applications**
  Not all organisations advertise placements, making a speculative applications is becoming an increasingly common way of sourcing placements. Sending your CV and covering letter 'on spec' can be an effective way of finding a placement with a smaller organisation or company in a niche sector.

Listed opportunities for Electronic and Electrical Engineers

Familiarise yourself with the companies whom we know are likely to offer placements to EEE students. These can be found at:
http://www.shef.ac.uk/eee/info, then go to 'Information for Students', 'EEE Teaching Resources', 'Year in Industry'.

The information is updated regularly but it is not exhaustive so do your own research as well to find other suitable companies. If you need further advice speak to a member of staff, for example your Personal Tutor or the Year in Industry Tutor (Dr Luke Seed).

Contact

MOLE2 PLACEMENTS RESOURCE
Request access to the **MOLE2 Placements Resource** – email placements@sheffield.ac.uk with your UoS user name.

DROP IN SESSIONS
Helen Thorpe, Student Placement Coordinator– email: placements@sheffield.ac.uk
Drop in sessions Tuesday and Thursday lunchtimes, 1-2pm during term time, Career Services.
http://www.sheffield.ac.uk/placements