\*\*\*\* Requirements \*\*\*\*

* Margins 35-45mm(left), 20-25mm(right),20-25mm(top).
* A4 paper, 1.5 spacing of height not less than 12 points.
* Times Romans etc.
* **Impersonal tense** -> “The work was carried out in the Desing Department”.

\*\*\*\* Layout \*\*\*\*

1. **Title Page:**
   1. Your name
   2. The company
   3. Name of Academic mentor
   4. Name of workplace mentor & position/ title
   5. Workplace mentor Signature
2. **Summary [A4, 1]:**
   1. Summary of the placement period.
   2. Briefly describing the company.
   3. Work carried out & skills acquired.
3. **The Company [A4, 1]:**
   1. Business of the company.
   2. Products or services.
   3. Organisation structure, the flow of the business.
   4. Include brief paragraph on company finances – revenue, profits, stock market/price.
4. **Your Work Placement [A4, 6-8]:**
   1. Record of experience gained.
   2. Reference of **Logbook** & appendices.
   3. Summary of work/projects undertaken by you.
      1. Highlight experience gained.
      2. Highlight Knowledge & skills learned.
   4. Mention use of computer packages / software.
   5. Development of new skills (planning, report writing, meeting deadlines, teamwork).
   6. Back up with **Examples**.
5. **Your Appraisal of the Placement module [A4, 1-2]:**
   1. Review of the **value** of the ‘Work placement module’.
   2. **How relevant** was placement to the degree?
   3. Are there **gaps** in the module?
6. **The Administration of the 2021 Program [A4, 1]:**
   1. Comments on the way the program was handled with UCC.
   2. How does UCC module compare to other colleges?
   3. Was the interview by the UCC staff member to your company value?
   4. Recommendations for improvements?
7. **Appendix to Report:**
   1. Any reports, diagrams, pictures, analysis, etc.