



Dublin Institute of Technology

School of Computing

Industry Placement Handbook

This document was prepared by the Industry Placement Team on  
behalf of the School of Computing

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# 1 Introduction

## 1.1 Overview

This Industry Placement Handbook provides details for all of the Industry Placement Programmes within the School of Computing and describes the set of guidelines for students, staff and placement companies who are involved in industry placement. This handbook relates to all Industry Placement Programmes within the School. Unless specified as a course or module specific regulation, this handbook is relevant for all industry placement modules.

The Handbook is intended to be used in conjunction with the Programme Document of each course. Where discrepancies occur the requirements in the Programme Document will take precedence over those referred to in this Handbook. Below are the list of programmes currently offering a placement which are covered by this handbook.

- **Work Placement DT228 BSc (Honours) in Computer Science,**  
**Work Placement DT282 BSc (Honours) in Computer Science (International),**  
**Work Placement DT211C BSc (Honours) in Computer Science (Infrastructure),**  
**Work Placement DT255 BSc. (Honours) in Information Systems and Information Technology (full-time)**  
**Work Placement DT249 BSc. (Honours) in Information Systems and Information Technology (part-time)**

In the third stage of these Degree courses in semester 2, students on the work placement pathway will spend 6 to 7 months in IT related employment. The placement officially concludes on September 1<sup>st</sup>. Placements may be domestic or international for DT211C, DT228, DT255, or DT249, but must be international for DT282. The DT282 course also offers a 4 month international placement which must also conclude by September 1<sup>st</sup>.

- **Work Placement DT265 Higher Diploma in Computing (September intake)**
- **Work Placement DT8265 Higher Diploma in Computing (January intake)**
- **Work Placement DT265A Higher Diploma in Computing (Part-Time-Sep intake)**

In the final stage of the Diploma, students will spend 6 months on work placement in IT related employment.

- **Industry/Research Placement.** This is an *optional* module provided to our MSc, PgD and short courses where students will spend time in IT related employment within industry or optionally may be placed in an IT focused research group.

The documentation is prepared in accordance with the Dublin Institute of Technology Handbook for Academic Quality Enhancement (Revised June 2010) to satisfy the quality assurance requirement for a Dublin Institute of Technology academic award and is a supplemental guide to the relevant Programme.

***All procedures and descriptions described as part of Industry Placement are considered applicable to all programmes unless explicitly stated otherwise. The term “Company” will be used synonymously to describe either an Industry Placement Company or a Research Group. The term “internship” will be used synonymously to describe work placement, industry placement or internship.***

## 2 Roles and Responsibilities

The following is a description of the roles and responsibilities of the primary members of the Industry Placement process.

- The **Student** is a temporary employee of the Company while on placement but must submit all required continuous assessments as required by the relevant module descriptors. Details of all continuous assessment and the relative weightings will be communicated to students prior to the start of their industry placement. For some optional modules, continuous assessment requirements may be reduced or eliminated.
- The **Industry or Research Supervisor**. The Industry/Research Supervisor is assigned by the company to supervise the student during their industry placement. This person becomes the primary contact between the company and the **Industry Engagement Office**.
- The **Industry Placement Team** is responsible for the administration of all Industry Placement Programmes within the School of Computing. The team is comprised of the following roles
  - **Industry Engagement Office**: Responsible for seeking employment for students on the Industry Placement pathways, for preparation of students for placements and acting as the primary contact person for students and employers during the internship.
  - **Industry Placement Academic Coordinator**: Overall responsibility for coordinating and final grading of students on placement and co-ordinating the Academic Monitors in the Industry Placement Team when academic monitors are required.
  - **Industry Placement Academic Monitor**: Formal assessor of the student Continuous Assessment material submitted by students on internship. Marks are provided to the **Industry Placement Academic Coordinator** who will be responsible for the students final grade.

### 2.1 Students

For the duration of the placement, the student is an employee of the company and is expected to conform to all rules and regulations of that company, in particular codes of timekeeping, advance notice of holidays, sick leave policies, holiday allowance and dress code. The student must comply with all professional and ethical requirements regarding confidentiality, security and copyright. The companies' Health and Safety regulations must also be adhered to.

It is of prime importance that the student uses their own initiative to gain the widest possible experience of the working environment including the organisation context, customer and users, procedure of meetings, project management procedures and resource constraints and social activities.

The student should remember that their placement company will become an important source of a personal reference for their future employers and they should make every effort to perform to the best of their ability during their placement.

The student is representing their institute and course and should make every effort to promote these to the placement company who could be a future employer and provider of future internships.

Within one week of starting work, the student *must complete* the **Industry Placement Contact Form** which will be linked from the *webcourses* modules associated with your internship.

Students should comply with the assessment rules outlined in section 4 of this document.

At the end of an internship the student will have an exit interview with a member of the Industry Placement Team which they must attend.

It is assumed that all industry placements will take place in a professional work environment such as the company premises unless requested in writing and approved by the Industry Engagement Office. Students will not undertake a “work from home” policy without approval from the Industry Engagement Office.

## **2.2 Industry/Research Supervisor**

The Industry Supervisor is responsible for supervising the student while the student is an employee of the company. The responsibilities of the company include as follows:

- The job should relate to the student’s academic field of study.
- The student will be given the status of a temporary whole-time employee or equivalent.
- The student will be paid on a regular basis at a rate agreed prior to the commencement of the work placement. The student is not entitled to negotiate for a higher rate.
- In the event of an unpaid placement the student and the company should both be aware of this fact prior to any interviewing taking place.
- The student must have an Industry Supervisor for the duration of the placement. This person will work with the student and liaise with the Industry Engagement Office.
- The company will facilitate visits by the student’s Industry Engagement Office to review the student’s performance and other issues relevant to the company and DIT.
- The Industry/Research Supervisor will be expected to verify any reports submitted by the student detailing the work undertaken by the student and may be asked to verify they are compliant with any copyright, legal, or confidentiality issues within the company. These reports will be given to the Industry Supervisor by the student.
- The Industry Supervisor will be expected to complete a short questionnaire appraising the student’s work, at the end of each year/term of the internship.

## **2.3 Industry Engagement Office (IEO)**

The Industry Engagement Office is responsible for establishing links with industry and sourcing potential employers for students looking to participate in an internship. The duties of the IEO include the following:

- Establish links with potential placement companies.
- Identify companies willing to interview students who are preparing for an internship.
- Review the overall placement procedures and ensure companies are aware of their role in placements prior to interviews.
- Coordinate onsite visits when required during the placement period to identify and resolve any significant issues with the placement.
- Ensure that the student completes the Industry Placement Contact Form within two weeks of commencement employment.
- Preparation of all formal communication to companies (letters and brochures).

- Preparation of all marketing material associated with Industry Placement
- Arranging interviews and informing students of their placement
- Providing all students with a copy of the placement handbook
- Filing all contract and contract related documents within the school for future reference
- Collect the Student Appraisal Form from the Industry Supervisor
- Prepare students for placement through workshops and seminars in the semester prior to the start of the placement.
- Collect a CV or Online Profile for all students participating in a placement as a pre-requisite for seeking placements.
- Contact the employer and the student to ensure the internship is running smoothly within the first 2 months of the placement and during the final 2 months of the placement.
- Assist with exit interviews when students complete their placement.

## **2.4 Industry Placement Academic Coordinator**

The Industry Placement Co-ordinator is responsible for the overall running of the Industry Placement programmes and student grading. Their role is in support of the academic monitors and the students ensuring that the procedures of the team are followed. The co-ordinator should support each of the other roles within the team where possible.

- Review and maintain overall procedures of the Programme and amend as required.
- Act as an escalation point for both the students, the monitors and the supervisors.
- Provide instruction to the students on the assessment methods of the module and communicate all delivery dates to the students.
- Submit final grades for all students on placement into the electronic grading system.
- Assist with exit interviews when students complete their placement.

## **2.5 Industry Placement Academic Monitor**

The Academic Monitor is responsible for the academic assessment of the submitted continuous assessment for students on Internship. The duties of the Academic Monitor are as follows:

- Act as the examiner of the student's placement reports.
- Review the overall procedures of the programme and ensure they are communicated to all programme groups.
- Review and grade all continuous assessment submitted by the student. Make any comments necessary and relate these back to the student.
- Provide feedback to students on submitted reflective journals where appropriate.
- Engage in all academic reviews of the placement modules.
- Assist with exit interviews when students complete their placement as required.

### 3 The Industry Placement Process

The placement process is the same for all Industry Placement Programmes. Eligibility is described below for each programme given that there are differences in the start date for each programme. It is envisaged that placements will be six months in length however this may be shortened to four months where required as outlined in the Programme Document of a course. Regardless of duration of placement, all processes, regulations and academic assessments will be the same. In all cases the student must engage fully with the placement process and abide by all regulations in these matters. This is to ensure an orderly placement process. Any queries relating to the process should be directed to the IEO.

Students must attend a series of internship workshops and seminars to be eligible for industry placement. These workshop or seminars are usually held one or two semesters prior to the beginning of the placement process. The seminars cover the placement process, CV writing, interview preparation and reflective report writing which are core components in the preparation of students for placement. The students must ultimately provide the Industry Engagement Office with an electronic copy of their curriculum vitae or LinkedIn profile by a specified date normally within the first six weeks of the module starting.

#### 3.1 DT228, DT211C, DT255, DT282, DT249 Placement Eligibility

Students, who enter Stage 3 successfully will be eligible to apply for a placement module. Where students are internally repeating an exam or a Continuous Assessment component of a module during the time period of the placement will not be eligible for placement. Students attending the School from international partner universities will also be eligible to apply for a placement module subject to holding the relevant visa and in accordance with the rules of the programme they are on. **Note:** Students on Double Degree exchange programmes are not eligible for Internship unless it is explicitly stated in the Double Degree agreement that internships are permitted.

#### 3.2 DT265, DT265A, DT8265 Work Placement Eligibility

All students are eligible for the Work Placement module. To enrol for the Placement module students must complete the “semester 1” five **core technical modules** listed in the Programme Document. Given that students may be eligible at various times during the year, the Programme Chairperson for these courses will inform the IEO of student eligibility.

#### 3.3 DT249 Work Placement Eligibility

All students who have successfully completed all modules on Stage 1 and Stage 2 are eligible for the Work Placement module. Students seeking work placement must be available for full-time placement in the second semester. Students cannot take placement in parallel to taking other taught modules on the DT249 programme.

#### 3.4 PgD and MSc. Industry/Research Placement Eligibility

All students are eligible for the Work Placement module but enrolment is in agreement with the programme team.

### 3.5 Sourcing Placements

The Industry Engagement Office will establish contact with suitable companies for work placement. All companies will be requested to provide outline job specifications where possible to assist the Industry Engagement Office in the matching process. Details of the course curriculum will be issued to potential placement companies to enable them to identify suitable vacancies.

Students may source their own placements but these must be approved by the Industry Engagement Office prior to start date.

The IEO will ensure in all cases that the placement company has adequate insurance in place in accordance with Institute guidelines.

DT211C, DT228, DT265, DT8265, DT255 and DT249 students wishing to undertake their placement period abroad may do so, but will be responsible for identifying suitable placements. These placements must be approved by the Industry Engagement Office.

DT282 student placements can be sought by the Industry Placement Team or by students themselves. While students will be encouraged to make contact with companies, any potential employer identified by a student must be referred back to the Industry Engagement Office who will then engage with the employer in the standard manner. The Industry Placement team will vet these companies for suitability.

DT265, DT8265, DT265A student are encouraged to source their own placements but need to liaise with the Industry Engagement Office to inform them of their progress and to ensure that the placement procedures are being followed.

Internships are only recognised when the placement process has been co-ordinated or approved by the Industry Engagement Office. This includes internships sourced by students.

### 3.6 DT228, DT211C, DT282, DT255, DT249, DT265, DT265A, DT8265 Allocation of Students to Vacancies

All students who are eligible for placement will be contacted by the IEO when a placement opportunity becomes available. Students can then apply for the position using the procedure outlined by the IEO for that position. ***Students are not required to apply for positions, however the less they apply for, the less likely they are to secure an internship.***

Where a student is abroad the interview may take place via telephone or Skype.

Once a student has applied for a position, if they are offered an interview they must accept and attend for interview.

**For IEO sourced positions**, all job offers will be sent to the Industry Engagement Office, who will have a final decision on assigning students to job offers. Once a student is offered a placement they must accept that placement. *Failure to attend for interview or failure to accept a job offer will result in a student being excluded from any future IEO source positions.*

**For positions sourced by the student**, all job offers should be confirmed by the company to the IEO for them to be recognised.

Students may not change placements during the internship period. In the event of an early termination, students should refer to section 4.2 and contact the IEO immediately.



## 4 The Industry Placement Assessment

All programmes will adopt a PASS/FAIL assessment process for internships. It should be noted that in any case where there is deviation in assessment methodologies between this document and the Programme Document and associated Internship Module Descriptor, the Programme Documents takes preference. To receive a PASS grade internship students **must PASS all of the following**. Assessment is broken into two components.

### Professional Conduct

1. Have a satisfactory placement report which has been signed by the Industry Supervisor and returned to IEO
2. Have completed the required time on internship
3. Have completed a satisfactory exit interview coordinated by the IEO which specifically includes having satisfactory attendance and timekeeping.

### Academic Assessment

4. Have submitted a monthly report on time, for each month of their placement, all of which must have received a PASS Grade.

Professional Conduct is assessed by the IEO and the Academic coordinator. Students will receive a PASS or FAIL on each of the 3 components listed above.

Academic Assessment is assessed by the Academic coordinator and the Academic monitor. Students will receive a PASS or FAIL for each of the submitted reports. No late report submissions will be accepted and will be marked as FAIL.

For placements which are 6 months long there will be 6 monthly reports due. Where the placement is 4 months, then 4 monthly reports will be due. Guidelines and templates for each element of the continuous assessment will be provided to students and examples are provided in the Appendix at the end of this document.

### 4.1 DT228, DT211C, DT282, DT255, DT249, DT265X Work Placement Assessment Failure

In the event of a student failing to PASS all of the individual PASS/FAIL components of the module, they will be recorded as FAIL for the internship.

If a student has failed the internship they may be asked to submit additional written and/or presentation material in accordance with the General Assessment Regulations, and will have their reassessed grade considered at the next examination board. Students may only resubmit a continuous assessment component once. If a student fails the module having resubmitted their continuous assessment they are required to complete the non-work placement pathway for that stage where one exists.

However, students who fail to meet the minimum placement requirements due to any of the following: poor attendance, poor timekeeping, inadequate performance of duties, a breach of the company code of conduct or practice, or other similar actions, may be withdrawn from the placement at the discretion of the Industry Placement Team. In such an event the student will have FAILED the placement and will be required to complete the non-work placement pathway for that stage where one exists.

## **4.2 Early Termination of Internship**

In the event of a placement being terminated earlier than planned, consideration must be given to how the student may continue within their academic study.

- In the case where the Industry Placement Team deems that the termination is through no fault of the student the Industry Engagement Office will endeavour to provide the student with an alternative placement. In the event that they are unable to provide an alternative placement, a contingency plan will be provided to allow the student to complete the stage.
- In the event that the termination was as a result of a dismissal by the company, and having reviewed the situation the School of Computing is in agreement with that decision, the student is deemed to have failed the placement. In such an event the student will have FAILED the placement and will be required to complete the non-work placement pathway for that stage where one exists.

The placement company reserves the right to terminate a student's employment in the cases where the Company's regulations are breached. In the case where the student is deemed by the Company to be not making an appropriate effort to perform the tasks assigned to them, the employer should inform the student's Industry Engagement Office prior to entering any formal process with the student. It would be expected any procedure addressing performance would include verbal and written warnings prior to an actual dismissal.

## **4.3 Placement visits**

The Industry Engagement Office will be in contact with the Company and the student during their course of the internship, but they may also arrange a Company visit.

In the case where the Industry Engagement Office, either directly or indirectly through the student, becomes aware of any problems connected with the placement caused by the employer, then they will discuss the issues with the parties involved and assist in resolving the problems. If necessary the placement may be terminated with the employer. In all cases where there is an early termination of the Industry Placement section 4.2 of this document should apply.

## **Appendix 1: Industry Placement Templates**

### **Introduction**

This appendix provides the set of templates for all industry placement programmes within the School of Computing. Where possible the same template should be used for all placements. Any separate template are identified which are specific to a particular programme

### **Templates**

1. Industry Supervisor: Student Appraisal Questionnaire
2. Student: Monthly Report Template
3. Exit Interview Topics
4. Staff: Assessment Template

# Templates

## Industry Supervisor's Student Appraisal Form

*(To be completed by Industry Supervisor)*

Student Name \_\_\_\_\_ Course(Eg:DT ): \_\_\_\_\_  
 Company \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 E- mail \_\_\_\_\_

Start Date \_\_\_\_\_ Finish Date: \_\_\_\_\_

### Appraisal

Attribute	Unacceptable	Weak	Acceptable	Good	Excellent
<i>Punctuality</i>					
<i>Attendance</i>					
<i>Time Management</i>					
<i>Communication Skill</i>					
<i>Technical Writing</i>					
<i>Productivity</i>					
<i>Willingness to Learn</i>					
<i>Ability to Learn</i>					
<i>Initiative</i>					
<i>Attention to Detail</i>					
<i>Creativity</i>					
<i>Technical Ability</i>					
<i>Teamwork Attributes</i>					
<i>Willingness to Help</i>					
<i>Adaptability</i>					
<i>Other :</i>					

### Overall Comments on Student:

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Signed: \_\_\_\_\_

Please return this form to: [Soc-ieo@dit.ie](mailto:Soc-ieo@dit.ie)

# Internship

## Monthly Report Cover Sheet

### [ Please use for all monthly reports ]

<Company Name>

**Student Name**

**Student Number**

School of Computing

Dublin Institute of Technology

<Month>

<Course Title/Year>

**Report Number < >**

#### **Declaration A**

I hereby certify that this report which I now submit for assessment to the School of Computing, Dublin Institute of Technology as part of my industry placement internship is entirely my own work and has not been submitted for assessment for any academic purpose other than in particular fulfilment for the stated above. **By submitting this report I am also declaring that it is not in breach of company confidentiality and that I have checked this with my industry supervisor.**

#### **Report Guidelines**

Each monthly report will have its own theme with recommendations for topics to include for each month. Students may of course add additional topics as required. Students should submit no less than 2 pages of a typed report with 1.5 times spacing and no larger than 12 point font. The use of diagrams and other similar material should be included in an appendix.

#### **Assessment Guidelines**

Students on a 4 month internship should follow the guidelines for reports 1, 3, 4, 6 as they only require to submit 4 reports.

Reports are assessed as a PASS or FAIL. Failure to submit a report by the allocated time will result in a report being FAILED. *No extensions* will be provided. For a late report to be considered for assessment a formal PC1 form must be submitted. Reports should be submitted as a PDF via webcourses. You will be assigned an Academic Monitor who will grade your month reports.

**Report 1: (The first report on placement)**

1. Provide an overview of the placement process and how you were finally placed. You should consider providing a critique of the process focusing on what was useful and making positive suggestions for future improvements.
2. Describe interviews attended and feedback from those experiences. This is a good time to reflect on your own performance, the preparation you put into the interviews and the types of questions you were asked. You should always consider how to improve your performance in the future.
3. Describe what do you hope to achieve during the internship. You will use this in later reports to see how your performance and learning met or didn't meet your initial expectations.
4. What goals do you have for your technical skills and how will you know you have met them? You should set technical goals and see how you can achieve them during your internship. It is best to use SMART goals which you can research about and include in this section. Try to include at least 3 SMART goals.
5. What goals do you have for your soft skills and how will you know you have met them? Again you should use SMART goals
6. In all new situations there are usually some issues encountered which were not expected. You should reflect on these and consider how you dealt with them and if you could have prepared for them.
7. If you feel you need additional help from your supervisor or your academic mentor you can provide additional information in this section of the report.

**Report 2: (The second report on placement)**

1. Review your induction period and how you are working to contribute to the company. Each company has a different way to complete induction. Some formal, and some are informal. In some cases students are given someone to work with, or asked to work on specific issues on their own. You should describe your own experience and how this contributed to your ability to integrate into the company and potentially add value to a project or a team.
2. Reflect on your personal and professional SMART goals and describe your progress or lack of progress since the previous report. You should discuss any additional goals you think you should set, and how you plan to keep focused on these goals going forward.
3. Discuss any recurring issues or new issues encountered. You should reflect on these and consider how you dealt with them and if you could have prepared for them. These issues can be social, procedural or technical.
4. If you feel you need additional help from your supervisor or your academic mentor you can provide additional information in this section of the report.

**Report 3: (The third report on placement)**

1. At this point in a placement you should have a clear understanding of your role and your responsibilities. These may be evolving or perhaps have stagnated. Review any changes in the nature of the work, or responsibility changes since first report.
2. Discuss the role of soft skills when working in a professional environment. Focus on teamwork and deadline management either by yourself or in the wider team. If you are not in a team then consider how this impacts your work, either in a good way or in a challenging way.
3. Review your SMART goals and comment on any changes or progress. If you are not making progress then discuss how you might change your approach to these goals in the coming month.
4. You should reflect on the differences between college and professional life. The work routine is different from college routines, so you should consider how this has changed how you work and how this may impact how you will approach your work when you return to college.
5. Discuss any recurring issues or new issues encountered. You should reflect on these and consider how you dealt with them and if you could have prepared for them. These issues can be social, procedural or technical.
6. If you feel you need additional help from your supervisor or your academic mentor you can provide additional information in this section of the report.

**Report 4: (The fourth report on placement)**

1. Discuss the technical work performed this month. Provide some details of the technology used rather than any of the business logic to ensure there are no issues of confidentiality. What tools are you using, how did you learn them, what is your opinion of them. Provide a critical assessment of the technology and discuss what you like and don't like about them.
2. Reflect on any technical skills and challenges you have developed over the last few months and put them in the context of what you have learned so far in college. Discuss the learning methods in college versus the company. Are you now mainly working on self-directed learning or do you have a mentor or coach or formal training to help you understand the technology you are using.
3. Review your SMART goals and comment on any changes or progress. If you are not making progress then discuss how you might change your approach to these goals in the coming month.
4. Discuss any recurring issues or new issues encountered. You should reflect on these and consider how you dealt with them and if you could have prepared for them. These issues can be social, procedural or technical.
5. If you feel you need additional help from your supervisor or your academic mentor you can provide additional information in this section of the report.



**Report 5: (The fifth report on placement)**

1. Reflect on any technical skills and problem solving skills you have developed over the last months put them in the context of what you have learned so far in college. Do you approach issues differently or has your problem solving capabilities changed at all?
2. Discuss any contribution you have personally made to the company. This can be a technical contribution, a social one, a process that you have influenced or changed, or even a deadline you have met or a customer you have helped, or something else. Try to think about the difference your internship has made to the company rather than what it has done for you.
3. Review your SMART goals and comment on any changes or progress. If you are not making progress then discuss how you might change your approach to these goals in the coming month.
4. Discuss any recurring issues or new issues encountered. You should reflect on these and consider how you dealt with them and if you could have prepared for them. These issues can be social, procedural or technical.
5. If you feel you need additional help from your supervisor or your academic mentor you can provide additional information in this section of the report.

**Report 6: (The final report on placement)**

1. Reflect on the placement and your original expectations versus your final achievements and performance. Review report 1 and consider what you wrote for the following and how (if at all) this has changed over the internship.

*“Describe what do you hope to achieve during the internship.”*

2. Evaluate your professional growth throughout the placement. Do you think you understand the difference between work you produce in college versus the work you produced during the internship. You should describe any difference or explain why you don't think there is a difference.
3. Reflect on how the placement has changed your ambition or career choices, or how it has not changed them. Usually the experience of working in a company can help focus on what we do and don't want to do in terms of professional work. Describe how you think your career may have been impacted by the internship.
4. Discuss any benefits to the student and to the DIT of the placement process that you see as a result of your experience. If you have constructive recommendations on the process and suggestions for students taking this module in the future you should include them here.
5. Final review of your SMART goals. Did you achieve them and did they change? If you were to write new goals what would they be and why do you think they have changed.

**Exit interview topics**

Each student must complete an exit interview which will be arranged by the IEO. Examples of the type of topics discussed during the exit interview are shown below.

1. Feedback on the interview and hiring process
2. Feedback on the placement work activities
3. Feedback on course work which helped or was missing to prepare you for placement
4. Explain how the placement has helped you
5. Advice you would give future students considering a placement
6. Suggestions/feedback to the school and the company regarding the whole experience.

# Internship Student Assessment Form

Student Name/ID \_\_\_\_\_ / \_\_\_\_\_  
Course \_\_\_\_\_  
Industry Mentor \_\_\_\_\_  
Company \_\_\_\_\_  
Company Supervisor \_\_\_\_\_

Appropriate content for each assessed component is provided within the relevant template provided within this document.

Assessment Component	Mark
<b>Company Evaluation of Student (PASS/FAIL)</b>	
<b>Internship Duration (PASS/FAIL)</b> Students have completed the required time on internship as described in programme document.	
<b>Exit Interview (PASS/FAIL)</b> Have attended and completed a satisfactory exit interview	
<b>Monthly Reports (PASS/FAIL)</b> All monthly reports must be submitted on-time and have each received a PASS grade.	
<b>Overall (PASS/FAIL)</b>	
<b>Comments:</b>	

## Signatures:

IEO \_\_\_\_\_  
Academic Co-ordinator \_\_\_\_\_  
Date: \_\_\_\_\_