

Hons. BSc. in Computing & Hons. BSc. in Computing in Games Development Pre-Placement 'Start-Up'/ On-Boarding Guidelines

This document provides guidelines and tips for students when completing the Learning Contract and Induction Checklist at the Pre-Placement and/or Induction Meeting. The Work Placement Handbook should also be consulted for further details on documents and assessment.

Work Placement Module Objectives:

The work placement is a key element of the student's learning experience. Experiential learning is recognised as one of the most successful ways of embedding knowledge, skills and values. Alongside a body of theoretical knowledge and professional skillsets, each student brings to the placement setting their own personal attributes. On completion of the work placement module the student will be able to:

1. Express knowledge of the sector they are hoping to work in, and the employment opportunities and requirements within this sector.
2. Critique linkages between theory and the real-life, work based environment.
3. Demonstrate professionalism, the foundation of any working environment specifically professional communication, managing confidentiality, working on own initiative, flexibility and problem solving, as well as punctuality and time management.
4. Demonstrate both industry specific and transferable skills, which are required for career development.
5. Assess personal growth and professional performance in the work environment, against personal learning objectives by engaging in a process of reflective practice.
6. Demonstrate use of initiative to direct personal learning and flexibility to manage the dynamic nature of the work environment.

Framing your Learning Outcomes

Once a placement has been confirmed, you will be encouraged to seek out a pre-placement meeting. Depending on the host site's availability, this will ideally take place within 7-10 days of your placement being confirmed. If a pre-placement meeting is not possible, you can cover the same material on day one/ week one during induction. The following guidelines aim to help you to communicate effectively with your Work Supervisor as soon as your site has been confirmed. The following provides an overview of key points for understanding and best managing the on-boarding 'start-up' phase-

- The Learning Contract and Induction Checklist are placement resource documents that aim to facilitate planning and development for the entire placement period.
- Your placement module objectives should be considered as a framework for connecting course-related academic theory to practice whilst on placement.
- The Learning Contract is an agreement between the student and the host site.
- Students should complete the Learning Contract (LC) in draft mode before they attend their pre-placement meeting and/or at induction. The LC contains practical information such as agreed dates, times and arrangements for supervision etc. but it also ensures both professional and personal learning goals are discussed from the beginning. Host site expectations and key areas of activity are also agreed upon. The Work Supervisor can provide input and feedback before the final typed version of the document is submitted via Moodle.
- The Induction Checklist is designed to ensure that key topics relating to health & safety, work practices and procedures are covered by the host site. Host sites will also follow their own induction procedures in addition to the DKIT Induction Checklist.
- Both the student and the Work Supervisor will sign the final typed Learning Contract & Induction Checklist before uploading them to Moodle for assessment by the end of week one.



Two Useful Tips: 1. Create a pdf. on your phone by the Microsoft Lens app. 2. Students should **keep copies of all required documents on file** as they may be used for reference at a later date.

Information and Guidelines for Students on completing the Learning Contract

The purpose of your pre-placement/ induction meeting is to manage the on-boarding 'start-up' phase of your placement in a professional manner. Students should bring along the partially completed Learning Contract along with the blank Induction Checklist to the pre-placement/ induction meeting. The agenda of this meeting is to discuss and agree upon mutual expectations and learning objectives. Three main benefits of this include -

1. To give both parties an opportunity to share and agree upon mutual expectations.
2. To give both parties an opportunity to discuss and agree upon the projected areas of activity/ projects on placement. Areas of activity may require flexibility and adjustment once the placement has begun but it is best practice to discuss areas of interest alongside anticipated projects that are likely to come around during the placement period.
3. To clarify and agree upon practical and induction agreement details including- hours and days of work, dress code, health and safety, confidentiality and supervision structures.

The Learning Contract- where do I start?

Draft your learning objectives (i.e. your goals) in pen and bring along the draft document to your pre-placement/ induction meeting. Talk through your projected hopes for placement and show your draft copy to your Work Supervisor. Allow them the opportunity to describe the site/ organisation's requirements. Take notes and make edits to your document where necessary. Show your Work Supervisor the final typed document as it is to be agreed upon and signed by them.

At the end of your placement, your Work Supervisor will complete an evaluation report on your progression and performance. The Work Supervisor Evaluation Report covers the following 6 Core Competency Areas:

1. Communication Skills
2. Organisational Skills
3. Creative Thinking & Problem Solving
4. Technical Ability
5. Flexibility & Initiative
6. Professional Behaviour

You should also consider your **programme content and the professional skills that it aims to develop in each participant**. Sample terminology that might help get you thinking includes the following –

2D Games Development	Database Systems	Operating Systems
3D Modelling	Digital Systems	Programming
Agile Methods	Game Design	Project Management
Application Security	Games Physics	Software Development
Artificial Intelligence	Legal & Ethical Issues in	Sound Technology
Big Data Systems	Technology	Testing
Creative Design	Mathematics	User-Experience
Cryptographic Applications	Networking	Universal Design
Data Analytics	Object-Orientated	Web Animation
Data Protection	Programming	Web Programming



Two Useful Tips: 1. The personal-development related skills and attitudes that you would like to develop on placement should influence your personal learning objectives. 2. Your academic course (i.e. your subjects/ modules) may work well as a foundation for drafting your professional learning goals.

Hons. BSc. in Computing & Hons. BSc. in Computing in Games Development Work Placement Learning Contract

Guidelines: This document is to be completed in draft mode by the Student so that the Work Supervisor can review it and add verbal input in a structured pre-placement/ induction meeting. This document must be typed for submission (hand written will not be accepted). A signed copy is to be uploaded by the student along with the Induction Checklist by end of the week 1.

STUDENT INFORMATION								
Name:	LEE VOON DIC							
Phone No:	+353 0838841406							
E-mail:	D00198307@student.dkit.ie							
HOST SITE INFORMATION								
Work Supervisor Name:	Eamonn Brennan							
Role Title:	CEO							
Phone no:	+353 0879172221							
E-mail:	eamonnkbrennan@gmail.com							
Host Site Address:	Regional Development Center Dundalk Institute of Technology Dublin Rd Marshes Upper Dundalk, Co. Louth							
Placement Dates:	Start Date: 06/ 02/ 2020 Finish Date: 21/ 05/ 2020 Note: 15 weeks of work placement practice must be completed in full.							
Working Days / Hours:	<table border="1" style="display: inline-table;"> <tr> <td>Mon.</td> <td>Tues.</td> <td>Wed.</td> <td>Thurs.</td> <td>Fri.</td> <td>Sat.</td> <td>Sun.</td> </tr> </table> Start 10: 00am Breaks: 1hour Finish: 05: 00pm	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.		
Notes Days/ Hours:	Note: 35-40 week is required as this is a full time placement.							
Student reports to:	Eamonn Brennan (CEO)							
Travel Requirements (as part of placement)	N/A							
Payment* Arrangements: *where applicable	N/A							

DkIT Specific Requirements:

1. Host organisations to ensure students have a safe working environment and to induct students to their Health & Safety and other working practices and procedures.
2. Student to adhere to the Student Work Placement Code of Conduct.
3. Dedicated formal supervision –arrangements need to be agreed for Supervisor / student supervision sessions including preparation requirements and frequency.
4. Work Supervisor to sign off on key placement forms – eg. Attendance & Induction Records.
5. Meeting with visiting DkIT academic Supervisor, work placement Supervisor and Student.
6. Completion of Supervisors Report by the Supervisor at the end of placement.

7. Completion of Placement Portfolio by the Student.

Student's Professional Learning Objectives:

1. Develop the organization and problem-solving skills needed to work on real world situation.
2. Learn and understand the full process of web development and the deployment of web application.
3. Learn to develop web apps for real world users.

Student's Personal Learning Objectives:

1. Develop my web programming skills and the potential as a full stack web developer.
2. Gain experience on working as a web developer for a real company.

Host Site Expectations – please detail

Deliver a web base and mobile application for 24/7 online Safety file access for all site personnel registered on the system. Produce a login process, create a user profile, connect to the Main Contractor and tag to Site files, receive safety documents, read and confirm as having understood their contents. Backend and frontend development of the system to create a slick and functional software application.

Placement Tasks/Areas of Activity – Where appropriate, it is recommended that tasks and areas of activity are considered following a discussion about the student's professional and personal learning objectives.

1. Learn everything about PWA and its components.
2. Develop a website with PHP and MySQL based on the needs.
3. Embed website to work as PWA.

Arrangements for Supervision – frequency, time, place.

Daily 'Check in' Supervision Meetings:	Yes/ No
Weekly Supervision Meeting:	Yes/ No Day: _____ Time: ____:____ - ____:____
Other:	
Location:	

Please note: Each Student will have agreed to the DKIT Work Placement Code of Conduct. Students must adhere to terms of this code as well as the working practices and procedures of the host organisation.

We agree this is an accurate account of our pre-placement and/or induction learning contract meeting:

Signed: **(Student)**

Signed: **(Work Supervisor)**

Camonn Brennan

Date: ____/____/____

Date: ____/____/____

Submission: Final typed version to be uploaded to Moodle alongside the Induction Checklist by the end of week 1 on placement.