

3 Guidance notes and duties of Project Supervisor

(Note that the duties here apply to all projects Industrial, Erasmus and In-house)

The role of the Project supervisor

- Liaise between the academic supervisor and the student.
- Provide the student with a Safety briefing and work plan at the beginning of the project.
- Certify the student's work by signing the project brief and HSE Induction Report
- Be responsible for the technical supervision of the project and be available for discussion, feedback and support on a regular basis.
- Alert the academic supervisor of any problems that will affect the student's progress.
- Assess the student work using the marking sheet using Form P1

What are the aims of Project placements?

Placements provide an opportunity to assess in a non-class environment, the effectiveness of the student's training. It permits the students to put into practice the skills and knowledge they have learned at University and to make use of a range of their skills for a fixed period of time. It is essential, therefore, that students are given real tasks to undertake and not simply left to watch someone else working.

Objectives

By the end of the project the student should

- have had some experience of extending themselves in difficult territory with open-ended work,
- have gained experience of working proactively, in contrast to the more reactive type of work involved in taught classes, labs and design projects,
- have developed a specialist knowledge base in one or more specific areas,
- have gained experience of project management and communication skills: setting targets; time management; monitoring and critically evaluating progress; communicating interim and final outcomes both verbally and by written report/project,
- have gained other professional engineering experience and/or research experience.

These general academic objectives can be met by a wide range of different types of projects. The main requirements for a suitable project are that it should be challenging, that the student should have a realistic prospect of undertaking a coherent body of work against defined objectives and that there should be definable benefits for your organisation.

Scope of the projects

Projects should be mainly technical in nature but could include aspects of economics, management, etc. Projects may be either conceptual and/or involve experimental or plant work and data.

As an important part of the initial work on the project, the student will be expected to contribute to the detailed specification of the scope, objectives and time scales for implementation. There will be a designated Academic Supervisor who will assist - if required - in defining the scope of the project

and will maintain liaison with you during the course of the project. There should also be a specific company supervisor.

The student will be working on your premises throughout all of the time period but some access to the Department might be appropriate, for example to gather data or access facilities

Working hours, attendance and absences

You should expect perfect attendance and punctuality. Any concern or problem regarding a student's attendance, punctuality, absence or behaviour should be brought to the notice of the Department immediately.

Requests by students for leave of absence (only allowed in exceptional circumstances) other than to attend interviews or urgent hospital appointments should be referred immediately to the Department.

Students have been instructed that they cannot take time off or leave work early during the placement period. If a student approaches you with such a request, please refer the student directly to the Department.

Students should not try to re-negotiate the working hours agreed between you and the Department (the normal organisation working hours). If a student approaches you with such a request, please refer it directly to the Department.

We would like you to treat the student like anyone else, ensuring that the student adheres to regulations of your establishment during the period of the placement.

If the student is absent at any time through illness, apart from your own procedures, they will be expected to follow University Procedures for reporting this too.

Orientation

Please ensure that the student feels as comfortable as possible in the work environment. It is often useful to give them an initial orientation, including information that the student may be hesitant to ask (most commonly issues such as official break periods, refreshment facilities, toilets, etc.)

Assessment and Confidentiality

The main academic outcome of the project is a written project that must be assessed by at least two academic staff and may be seen by an External Examiner. Confidential data can be omitted from the project if required by you and restrictions (including a complete embargo) can be placed on the availability of the project after assessment. Appropriate confidentiality agreements can be arranged to cover the project work if this is requested. The student will provide you with a copy of the project after assessment. If the student can usefully provide additional internal reports then this will be encouraged.

Evaluation

Your evaluation of the student at the end of the placement period is important feedback for the student and the Department. While performance should be evaluated against similar criteria set for

any other employee, please bear in mind the level of the student's ability. As a trainee we would prefer that the evaluation should focus more on the level of motivation, effort, work ethics and attitude that the student displays. This part of the project assessment process See Form P1

We expect the student to give at least two presentations of their work: an internal one within you at an appropriate mid stage to give feedback on their performance to date, and a final one before they return to the University. The latter is also part of the project assessment process.

Discipline

Students have been instructed not to use mobile phones during working hours. Also, they should not use office phones to make or receive personal calls (unless making arrangements for travel to and from work). Please do not hesitate to discipline students for such inappropriate behaviour.

Students have been instructed about the importance of confidentiality in the work place. Even though you retain the right to terminate the placement at any time, we hope that any problems could be solved in consultation with ourselves.

The student will have an Academic Supervisor who will be in touch with you and the student around week 4-5 to meet in real time or virtually.

Subsequently the supervisor is available at any time if you have concerns on the progress of the students' work.

Alternatively contact:

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Again note that on In-house projects both the Project and Academic supervisor may be the same person but these evaluations must be carried out.