



Department of Computing

Bachelor Of Science in Computing

**(with IT Management)
(with Software Development)**

Work Placement Guidelines

(VERSION 2.0) -2016

Table of Contents

Table of ContentsI

1. INTRODUCTION	1
2. THE INDUSTRIAL PLACEMENT EMPLOYER AND THE STUDENT ROLE	1
2.1 The Student's Responsibilities	1
3. PRE-PLACEMENT ACTIVITIES	2
3.1 Finding Industrial Placements	2
3.2 Preparing the Student for Placement	3
3.3 Preparing the Industry Mentor	3
4. THE INDUSTRIAL PLACEMENT	4
4.1 Student Introduction/Induction into the Workplace	4
4.2 Monitoring of the Placement	4
4.3 Workplace Visit by Academic Tutors	5
5. ASSESSMENT OF INDUSTRIAL PLACEMENT	6
5.1 Introduction	6
5.2 Continuous Assessment – Monthly Reports	6
5.3 Practical –Reflective Diary	6
5.4 Oral Presentation	7
5.5 Performance Assessment in the Workplace	7
5.6 Evaluation of Industrial Placement	7
5.7 Assessment Schedule	7
APPENDIX I CHECK-LIST FOR INDUSTRIAL VISIT BY ACADEMIC TUTORS	8
APPENDIX II CONTINUOUS ASSESSMENT – MONTHLY REPORTS	9
APPENDIX III PRACTICAL – REFLECTIVE DIARY	10
APPENDIX IV ASSESSMENT OF STUDENT INDUSTRIAL PLACEMENT – ORAL PRESENTATION	11
APPENDIX V INDUSTRY MENTOR'S ASSESSMENT OF STUDENT INDUSTRIAL PLACEMENT	12

1. Introduction

This document describes the structure of the work placement module of the BSc in IT Management. In addition, it describes the role and responsibilities of the student, the industry mentor, industry placement coordinator and the academic tutor. The assessment of the student's work placement is described. This document is subject to update by the Department of Computing.

2. The Industrial Placement Employer and the Student Role

The employer must facilitate the student in achieving the learning outcomes (outlined below) through the course of the work experience. While on placement, the student's first duty will be to their employer. The student must through the industrial placement seek to achieve the learning outcomes set down for it. The learning outcomes to be achieved on work placement are:

- Apply the skills and knowledge acquired on the academic programme within the workplace.
- Discuss and write-up the learning achievements whilst on placement.
- Discuss the quality assurance procedures in the host enterprise
- Work as a member of a team and have developed appropriate communication and interpersonal skills.

2.1 The Student's Responsibilities

- ♦ To win an industrial placement position through application and interview
- ♦ Comply with all industry regulations including contracts of employment, confidentiality agreements, health and safety requirements;
- ♦ Understand the specific objectives of the work placement;
- ♦ Become familiar with and comply with health and safety as applicable to their areas of work;
- ♦ Report to their day-to-day supervisor whom they must also go to for advice as required;
- ♦ Ensure they understand how their performance will be assessed;
- ♦ Be honest and open about any errors in their work
- ♦ Represent themselves and their Institute in a professional way and to the best of their ability;

3. Pre-placement Activities

The essential elements of an industrial placement will include:

- ♦ Finding suitable work placements for students;
- ♦ Appointment of an Academic Tutor;
- ♦ Appointment of an Industry Mentor;
- ♦ A formal induction for the student to the workplace by the Industry Mentor;
- ♦ The maintenance of a weekly learning report/logbook which will be signed by the industry supervisor;
- ♦ A formal assessment of student learning conducted on the basis outlined below; and,
- ♦ A post-placement evaluation exercise.

3.1 Finding Industrial Placements

This task is likely to be a continuing task throughout the whole academic year and will require significant forward planning and effort.

An Industrial Placement Coordinator (IPC) will coordinate the arrangement of student placements with relevant companies. Students may find their own placements subject to the Department of Computing being able to satisfy itself as to the suitability of the placement.

It is expected that most students will find placements in Irish companies. Some overseas placements are also possible. In the case of part-time students, it is expected that they will already work in a relevant industry and will conduct their placement in that company. In such cases, the student must be exposed to a number of key operational areas of the plant and not be confined to one area only. For full-time students for whom a suitable company placement cannot be found, an appropriate body of work within the institute will be found.

Students will be informed of available placements. The student has the responsibility to win a placement position through application and interview. The Industrial Placement Coordinator will guide the student in the skills of application and job interview. Selection of students for placements will typically be by interview with the IPC, Academic Tutor, and the Industry Mentor. Once a placement is offered to the student then that decision is final.

3.2 Preparing the Student for Placement

Students need to be informed of the benefits of work placements, the time-scale and methods of application. Courses on writing CVs, application forms and interview techniques will be provided by the Careers Officer at ITT. Students will also receive a copy of this Guideline document together with specific information on the company they are to be placed in, the job description, expected learning outcomes, and modes of assessment and evaluation.

3.3 Preparing the Industry Mentor

Industry Mentors will be given a detailed briefing on the expected learning outcomes for an industrial placement and guidance on how those outcomes can be attained. The induction will include:

- ♦ Identification and explanation of the role and responsibilities of each key player (Academic Tutor, student and Industry Mentor) as set out above;
- ♦ Explanation of the learning objectives and expected outcomes;
- ♦ Explanation of the assessment procedures to be followed;
- ♦ Student induction into the workplace; and,
- ♦ Briefing on key deadlines to be met.

4. The Industrial Placement

4.1 Student Introduction/Induction into the Workplace

Students should be provided with adequate information including contact details for key persons (Industry Mentor, Academic Tutor, Departmental Secretary, Head of Department, etc.), and are encouraged to contact their Industry Mentor and/or Academic Tutor / Department to discuss problems and successes.

Where the host company provides a formal induction programme, the student is expected to participate in it. In the absence of a formal induction, the Industry Mentor will introduce the student to the workplace. For students doing a placement within the institute, an equivalent induction programme will be provided by the Academic Tutor.

The elements of an induction programme will include some or all of the following:

- ♦ Company information including:
 - The history of the company and its operations;
 - Quality polices and regulatory requirements of the company;
 - Safety and hygiene policies and procedures;
 - Industrial relations within the company;
 - Confidentiality responsibilities
- ♦ Roles and responsibilities attaching to the employment including:
 - The job description;
 - Company expectations of employees;
 - Rules regarding absenteeism and sick pay procedures, etc.;
 - Who to report to;
- ♦ Introduction to the chosen department and initial training by the supervisor or others;
- ♦ Performance review.

4.2 Monitoring of the Placement

Day-to-day monitoring of the student's progress and performance as an employee is the responsibility of the Industry Mentor. Significant problems can be related back to the Academic Tutor / Department.

4.3 Workplace Visit by Academic Tutors

Visiting Academic Tutors are provided with a checklist of issues to be covered during the visit. Each visit should involve time alone with the student and with the Industry Mentor. The principal aim is to ensure that both parties benefit and that the student is in a genuine and relevant learning situation.

The Academic Tutor should also provide information and feedback to the student on matters such as:

- ♦ Clarifying goals for the student - discuss the job description;
- ♦ Deal effectively with any identified problems during or prior to the visit;
- ♦ Brief students on the assessment forms to be completed;
- ♦ Review the student's progress;
- ♦ Provide guidance on the preparation and deadlines for the monthly reports, reflective diary, oral presentation.

5. Assessment of Industrial Placement

5.1 Introduction

The student assessment should focus on the continuous development of skills in the workplace and a detailed understanding of the structure, management, technical operations, and regulatory requirements for the industry.

The assessment of the placement will involve the following:

- | | | |
|----------------------|-----|--|
| ♦ Monthly Reports | 40% | Monthly placement reports |
| ♦ Reflective Journal | 40% | Daily Reflective journal of work carried out |
| ♦ Oral Presentation | 20% | Presentation of the key learning outcomes of the placement |

5.2 Continuous Assessment – Monthly Reports

The student will provide a short monthly report to the Industry Mentor and Academic Tutor on progress to date. These reports will contribute to the overall summative assessment of the student performance. The report should:

- ♦ Be no more than 600- 800 words in length;
- ♦ Contain a detailed account of tasks undertaken, training received; critical problems encountered and solutions to those problems.

5.3 Reflective Journal

During the placement, the student is required to maintain a reflective journal of their activities and learning gained in the company. This is facilitated by the Moodle Diary Pro facility. The students should reflect on the programme of work they have undertaken, training provided, experience gained, and learning achieved. This needs to be referenced to the individual learning outcomes defined in the Diary Pro facility. The student should aim to meet the majority of learning outcomes during their work placement. This should be carried out on a weekly basis.

5.4 Oral Presentation

The oral presentation will be done post-placement and will be attended by all class members, Academic Tutors and Industry Mentors where available. The student should demonstrate:

- ♦ A comprehensive overview of the company and its operations;
- ♦ The scope of the work carried out;
- ♦ Key findings and learning experiences gained e.g. skills developed and technologies used;
- ♦ A critical understanding of the technical and business operations they were exposed to;
- ♦ A critical understanding of the application of any regulatory requirements in the company.

5.5 Performance Assessment in the Workplace

At the end of the placement period, the Industry Mentor may complete a performance assessment form for the student (see Appendix V for the form). The assessment will examine the student's general attitudes and approach to work, technical competence, comprehension of the companies operations, quality procedures, team skills, and communications.

5.6 Evaluation of Industrial Placement

A formal post placement evaluation to examine the benefits gained by the student and the company, and problem identification and resolution in the context of improving future placement will be carried out.

5.7 Assessment Schedule

The schedule of dates for the work placement deliverables can be found on the Work Placement Moodle page.

Reflective Journal	Diary entries at a minimum on a weekly basis
Monthly Reports	See Moodle for details
Oral Presentation*	See Moodle for details

APPENDIX I

Check-list for Industrial Visit by Academic Tutors

The Academic Tutor should bring with them a copy of the Industrial Placement Guidelines and the Visiting Academic Tutor's Report form.

Meeting with the Student

The meeting with the student should explore the following areas:

- ♦ A verbal description of work tasks assigned to the student
- ♦ The suitability of the work environment and the range and type of operations to which they are exposed
- ♦ Is the student learning from this work?
- ♦ What training has/is being provided?
- ♦ Interactions with other work personnel and the development of team skills
- ♦ Is there a good social life?
- ♦ Give information on the report format
- ♦ Was the pre-placement preparation adequate and how might it be improved upon?

Discussions with the Industry Mentor should explore the following areas:

- ♦ Informal verbal interim assessment (i.e. has the student settled down satisfactorily? / Is the logbook being maintained and up to date?)
- ♦ The nature of the work tasks assigned to the student and their relevance to the overall programme of study?
- ♦ Give information on the assessment of the student's workplace performance
- ♦ Review training plans for the remainder of the year
- ♦ How well prepared was the student for the placement?
- ♦ Ensure student has access to typing facilities for preparation of the monthly reports etc.

Feedback to the Student

Provide the student with a critical appraisal of their performance to date identifying any problem areas and remedial actions that might be required.

APPENDIX II

CONTINUOUS ASSESSMENT - MONTHLY REPORTS

Weighting: 40%

To be completed by: **Academic Tutor and/or Industry Mentor**

Student Name				
Company Name				
Industrial Placement Period	From		To	

- ♦ Be no more than 800 words in length;
- ♦ Contain a detailed account of tasks undertaken, training received; critical problems encountered and solutions to those problems.

Criterion	Marks	Marks awarded
Clearly identify assigned tasks completed in the previous month		
Where appropriate, describe the training provided		
Demonstrate an understanding of the quality issues relating to the tasks		
Describe how the tasks were performed with reference to hardware and software used		
Comment on key results obtained		
Identify key learning outcomes achieved		
Total		

Comments: _____

Name: _____

Signature: _____

Block capitals

Date: _____

APPENDIX III
Assessment of Student Industrial Placement
PRACTICAL - Reflective Diary (Diary Pro)

Weighting: 40%

To be completed by: Academic Tutor and/or Industry Mentor

Student Name				
Company Name				
Industrial Placement Period	From		To	

Criterion	Marks	Marks awarded
Detail and accuracy of information		
Clear identification of assigned tasks to learning outcomes		
Identification of training provided and/or needed		
The breadth of learning outcomes met		
Statement of learning achieved		
Total		

Comments: _____

Name: _____
Block capitals

Signature: _____ **Date:** _____

APPENDIX IV**Assessment of Student Industrial Placement - ORAL PRESENTATION****Weighting: 20%****To be completed by: Academic Tutor and/or Industry Mentor**

Student Name			
Company Name			
Industrial Placement Period	From		To

Criterion	Marks	Marks awarded
Communication - delivery, engagement, use of visual aids		
Provided a comprehensive overview of the placement		
Evidence of learning and achievement		
Ability to address questions on the presentation content		
Total		

Comments: _____

Name: _____

Block capitals

Signature: _____ Date: _____

APPENDIX V

Industry Mentor's Assessment of Student Industrial Placement

Student Name								
Company Name								
Industrial Placement Period			From		To			
Weighting				Level of performance <i>tick one only</i>				
High	Med	Low	Criterion	Very poor	Poor	Acceptable	Good	Very good
			Ability to comprehend					
			Technical skills and reliability of work					
			Development of student's technical knowledge					
			Comprehension of quality systems					
			Verbal communication skills					
			Written communications					
			Level of supervision required <i>(tick very good if little needed, very poor if excessive time needed)</i>					
			Initiative and organizing ability / time management					
			Attitude and general conduct (industrious, conscientious, interested and enthusiastic)					
			Timekeeping & absenteeism					
			Interpersonal skills					

Overall assessment: _____

Name: _____

Block capitals

Signature: _____

Date: _____

Guidance for Industry Mentors

It would be very helpful if you could take a few minutes to complete this assessment of the student. The aim is to obtain an indication of the student's overall performance during his/her placement with your company and his/her potential on its completion.

Please place a tick in the box which you consider to be most appropriate to each criterion ('very poor' to 'very good'). In the columns headed "weighting", please place a tick in the appropriate box to indicate whether that criterion has high, medium or low importance in your assessment, bearing in mind the opportunities available to the student to satisfy such a criterion. If a given criterion has not been assessed, please indicate this in the form.