Appendix 4 **EG7021 Module Assignment Guidelines**

##### SCHOOL OF ARCHITECTURE, COMPUTING & ENGINEERING

**Submission instructions**

* Cover sheet to be attached to the front of the assignment when submitted.
* All pages to be numbered sequentially.
* Turnitin Submission via link on Moodle EG7021 (at link for your Programme).

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| --- | --- | --- | --- |
| **Module code** | EG7021 | | |
| **Module title** | Industrial Placement | | |
| **Module leader** | Dr Ali Abbas / Dr Sohrab Donyavi / Dr Saeed Sharif / Dr Ameer Al- Nemrat | | |
| **Placement Lead** | Mr Mike Hurst | | |
| **Assignment title** | Industrial Placement Portfolio | | |
| **Assignment number** | 1 | | |
| **Weighting** | 100% | | |
| **Handout date** | When placement confirmed. | | |
|  |  | | |
| **Learning outcomes assessed by**  **this assignment** | All | | |
| **Turnitin**  **submission requirement** | Yes | **Turnitin Grade Mark feedback used?** | No |
| **UEL Plus Grade Book submission used?** | No | **UEL Plus Grade Book feedback used?** | No |
| **Other electronic system used?** | No | **Are submissions / feedback totally electronic?** | No |
| **Additional information** |  | | |
|  |  | | |

# Industrial Placement Portfolio Assignment

##### Background

To enable you to complete this module satisfactorily you must be studying for the MSc. in Civil Engineering / Structural Engineering / Construction Engineering Management / Computer Science / Information Security and Digital Forensics and have secured a placement of the minimum duration.

Details of the how to secure the placement, the selection process and the management of the placement are provided in the Industrial Placement Student Handbook for EG7021.

##### Introduction to Assessment

You are to produce a portfolio of work comprising a detailed written reflective report based on your placement company, and the work that you have undertaken over the period of the placement.

The assignment comprises three main parts as follows:

* Part A: Preparation for Placement
* Part B: Reflective Diary of Placement Experience
* Part C: Appraisal by your Supervisor/Line Manager

##### Part A: Preparation for Placement (500 words)

Undertake a skills audit of your past employment and learning experiences and set out a draft Training Plan of what you expect to achieve on your Industrial Placement. This will involve you researching into the type of employment available and should include the production of a detailed Curriculum Vitae and letter of Introduction.

##### Part B: Reflective Diary of Industrial Placement (2500 words)

Produce a detailed ‘Placement Log’ evaluating the work that you have done during your placement and reflecting on what you have learnt and your own skill and knowledge development over this period.

Your Placement Log should include the following elements:

1. Explain what you have learnt about your company in context with the Construction Industry or the methods/processes used.
2. Describe the project(s) that you were associated with including issues / problems/ solutions that were present either in its design, planning or construction.
3. Provide an evaluation of the work that you did (i.e. physical output produced), indicating clearly your role in the tasks that you were set. Describe the elements for which you were responsible or to which you made a significant contribution. You should emphasise the personal experience gained through your working contributions; particularly with regard to the skills and competencies set out in Table 1 below. All these should be evidenced by appropriate documentation that was used or produced. \*
4. A descriptive reflection on how the placement applies to you and your future career plans. You should enlarge on any special problems that you have met and occasions when you gained unusual or extensive experience or learned valuable lessons.

##### Part C: Appraisal by your Supervisor/Line Manager

1. You must provide a copy of your line manager’s completed Employers’ Appraisal Form (see Guidelines in Appendix 5 to this handbook).
2. A copy of this Form must also be emailed by your manager / supervisor to the Placement.

\* Wherever appropriate you should provide documentary evidence produced by yourself in a suitable cross-referenced Appendix\*. This could be for example, calculation sheets, numerical analyses, cost data, drawings or other relevant documentation used or produced. If the work is NOT your own it should be properly referenced. Any materials placed in Appendices are not to be included in the word count for the report.

**Table 1: Work Based Skills & Competencies\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Skills** | **Competencies** |  |
| **1** | **knowledge & Understanding** | * Ability to use engineering / construction knowledge of how to apply technical and practical skills. |  |
| **2** | **Application** | * Ability to contribute to the design, development, construction, commissioning or maintenance of civil engineering products,   equipment, processes systems or services. |  |
| **3** | **Management and Leadership** | * Ability to manage activity within own field of responsibility. * Ability to supervise tasks. * Knowledge of quality processes. * Ability to contribute to the administration of projects. |  |
| **4** | **Independent**  **Judgement**  **and Responsibility** | * Ability to identify the limits of personal knowledge and skill. * Ability to accept and exercise personal responsibility. |  |
| **5** | **Commercial Awareness** | * Commercial awareness. * Contractual awareness. |  |
| **6** | **Health, Safety and Welfare** | * A sound knowledge of appropriate legislation, hazards and safe systems of work. * Ability to manage risks. * Ability to manage health, safety and welfare within own area of responsibility. |  |
| **7** | **Sustainable Development** | * Knowledge of environmental issues and sustainable   development. |  |
| **8** | **Interpersonal Skills and Communication** | * Ability to communicate well with others. * Ability to confidently discuss ideas and plans. * Personal and social skills. |  |
| **9** | **Professional Commitment** | * Understanding and compliance with appropriate professional bodies Code of Conduct. (ICE, CIOB etc.) * Commitment to current and future CPD of self and others. – Minimum 2 days * A personal commitment to professional standards, recognising obligations to society and the profession. |  |

### \* Based on the Institution of Civil Engineers (ICE) Attributes for Chartered and Incorporated Engineers ([www.ice.org.uk](http://www.ice.org.uk/))

***The attributes are general and can be adopted by the students in Computing to suit their particular specialty***