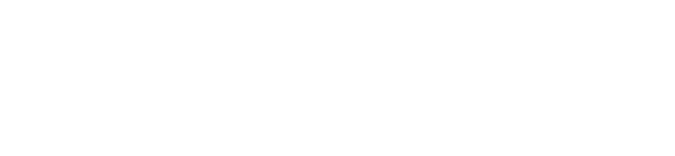
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**Placement Report**



**Faculty of Computing, Engineering and the Built Environment**

**Student Name …………………………………………….**

**Student Number B00……………………**

**Course:**

|  |  |
| --- | --- |
| * **BSc Hons Computing Science** |  |
| * **BSc Hons Computing Technologies** |  |
| * **BSc Hons Interactive Computing** |  |
| * **BEng Hons Software Engineering** |  |
|  |  |

**Placement Organisation ……………………………….**

**Submission Date ……………….**

**Employer Signoff**

**Placement Student Name**: **………………………………………………………..**

**Placement Organisation**: **………………………………………………………….**

**Company Supervisor Name**: **. …………………………………………………….**

**Position in the Company: …………………………………………………………..**

As the designated Company Supervisor for the above named placement student can you email Maggie Rafferty [mm.rafferty@ulster.ac.uk](mailto:mm.rafferty@ulster.ac.uk) confirming that

* you have reviewed the Final Report for this student
* this is a fair and accurate reflection of the student’s placement experience
* the report does not include any sensitive or confidential information.

In the unlikely situation where you, as the Company Supervisor, are not content to sign off on this report, would you please provide details in an email to Maggie Rafferty [mm.rafferty@ulster.ac.uk](mailto:mm.rafferty@ulster.ac.uk)

**Maggie Rafferty**

School of Computing, Ulster University, Shore Road, Newtownabbey, Co Antrim, BT37 0QB.

E: mm.rafferty@ulster.ac.uk

T: +44 28 90366225

**Plagiarism Statement**

I declare that this is my own work and that any material I have referred to has been accurately and consistently referenced. I have read the University’s policy on plagiarism and understand the definition of plagiarism as given in the Project Handbook. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

**Student Signature**:

**Acknowledgements**

|  |
| --- |
| You may use this section to express thanks to anyone who has helped you on your placement journey. |
| Delete this table before submitting your report |

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|  |
| --- |
| Tables like this one are used below to indicate TYPICAL content for each section of the report. These are for guidance only. It is not necessary to limit yourself to writing about ONLY what is suggested.    In deciding how to distribute your effort between different sections of the report, you are advised to take account of the allocation of marks, which you can find in the Assessment Criteria Grid. |
| Delete this table before submitting your report |

# 1. Introduction

|  |
| --- |
| Brief indication of:   * placement organisation * your role * placement location * placement start/end dates.   Brief overview of the report structure. |
| Delete this table before submitting your report |

# 2. The Placement Organisation

|  |
| --- |
| History and development of the organisation in which you completed your placement.  Organisation chart & description of management/department structures.  Function of your department within the organisation. |
| Delete this table before submitting your report |

# 3. My Role

Job description.

|  |
| --- |
| Skills required for the job.  Details of your immediate management and support.  Details of any other departments that you work or interact with.  Typical working day/week.  Social aspects of the placement. |
| Delete this table before submitting your report |

# 4. Reflection & Evaluation

|  |
| --- |
| Reflection & evaluation is an important aspect of the report.  This is reflected in the Assessment Criteria Grid. |
| Delete this table before submitting your report |

## a. Placement Competencies

|  |
| --- |
| Take each of the placement competencies in turn.  Reflect upon your achievement of the competency.   * How were you able to demonstrate achievement? * Was it challenging to achieve? * Was it valuable to have achieved?   In the event that any of the competencies were not achieved by the second visit, use this section to make a case that the competency has now been achieved. |
| Delete this table before submitting your report |

## b. Learning & Skills

Reflect upon the knowledge, understanding, skills & expertise that you have gained during the placement.

Discuss the formal & informal opportunities for learning within the organisation and reflect on how you engaged with these. Did you take full advantage of all learning opportunities?

|  |
| --- |
| Reflect upon how your placement learning relates to your University course. |
| Delete this table before submitting your report |

## c. Response to Feedback

|  |
| --- |
| Reflect upon any feedback that you have received during the placement – e.g.  from manager, placement visitor, colleagues, customers, clients, …   * How did you respond to feedback? * Was it useful? * Did it inform your subsequent action? How? |
| Delete this table before submitting your report |

## d. Challenges, Achievements & Disappointments

|  |
| --- |
| What have been the greatest challenges, achievements & disappointments of the placement?  Reflect upon what have you learnt from these.  How might you do things differently if you were to repeat the process? |
| Delete this table before submitting your report |

## e. Impact of the Placement

|  |
| --- |
| Reflect upon the impact that you have had on the organisation.  Who has benefitted from your placement? In what way?  Could you have been more effective? How?  Have you left a lasting benefit behind? e.g. software developed, deployed or documented; problems identified or solved, … |
| Delete this table before submitting your report |

## f. Personal & Professional Development

Reflect upon your personal and professional development, including the impact of the placement on your employability and on your career options and career planning.

Include consideration of insights gained into the graduate employment market.

|  |
| --- |
| Describe your current career aspirations and plan. Discuss how/whether these has changed as a result of your placement experience and consider how your final year might be used to further your plan. |
| Delete this table before submitting your report |

# 5. References

|  |
| --- |
| List any sources cited in the report.  Sort alphabetically by first author surname.  Use in Harvard Style. |
| Delete this table before submitting your report |

# 6. Appendices

|  |
| --- |
| Appendices, if required, should be used for material that is additional to the main text, but to which the reader may be referred for specific detail.  This may include samples of documents created or code developed, screenshots, etc. |
| Delete this table before submitting your report |