University of Westminster
Department of Computer Science

5COSC028W, Computer Science and Engineering Industrial Placement

Module leader	Dr Vassiliki Bouki
Unit	Final Placement Report
Weighting:	50%
Qualifying mark	This is a pass/fail module
Description	Description and reflection on what students learnt during their placement year.
Learning Outcomes Covered in this Assignment:	Learning Objectives addressed by this coursework LO2 Demonstrate an understanding of how a business operates and the influence of external factors on the operation of the industry LO3 Critically reflect on the learning taking place in a work environment and the personal responsibilities to that as part of life-long learning LO4 Critically reflect on managing issues and conflicts regarding time, customers, colleagues and resources LO5 Demonstrate an ability to be self-critical, reflecting on records kept and manager appraisals.
Handed Out:	Students are informed about the final placement report before placement starts and they receive the template in January.
Due Date	**Monday, 12 May 2025**
Expected deliverables	Electronic file
Method of Submission:	Electronic files to be uploaded on Blackboard.
Type of Feedback and Due Date:	Immediate.

Assessment regulations

Refer to section 4 of the "How you study" guide for undergraduate students for a clarification of how you are assessed, penalties and late submissions, what constitutes plagiarism etc. This is a pass/fail module.

Penalty for Late Submission

University's regulations about late submission apply, although no mark penalty can be applied because this is a pass/fail module (no mark involved).

If you submit your coursework late but within 24 hours or one working day of the specified deadline, 10 marks will be deducted from the final mark, as a penalty for late submission, except for work which obtains a mark in the range 40 – 49%, in which case the mark will be capped at the pass mark (40%). If you submit your coursework more than 24 hours or more than one working day after the specified deadline you will be given a mark of zero for the work in question unless a claim of Mitigating Circumstances has been submitted and accepted as valid.

It is recognised that on occasion, illness or a personal crisis can mean that you fail to submit a piece of work on time. In such cases you must inform the Campus Office in writing on a mitigating circumstances form, giving the reason for your late or non-submission. You must provide relevant documentary evidence with the form. This information will be reported to the relevant Assessment Board that will decide whether the mark of zero shall stand. For more detailed information regarding University Assessment Regulations, please refer to the following website:http://www.westminster.ac.uk/study/current-students/resources/academic-regulations

Final Placement Report Template

ATTENTION: The 'Final Placement Report' is compulsory in order to pass the module. ALL sections described here must be completed. If students do not submit the 'Final Placement Report', they fail this component of the module. This is a pass/fail module and no marks are involved.

A. Cover Page. Make sure that in your cover page you clearly state:
- Your name
- Your degree
- The Organisation you work for during your placement year
- The period during which you did the placement

B. Content. Your placement report should comprise the following:

1. An **introduction** paragraph that introduces the report.

2. **Placement Background**. In this section please provide information on the organisation you have worked for, the specific department and talk very briefly about your role.

3. **Role(s) and activities.** In this section explain in details your role(s), tasks and activities during the placement. In your answer make sure you include the following:
- a summary of the job or the roles that you have done
- a summary of the training that you have been given whilst on placement

4. **Skills development.** Provide a summary of any new skills and/or knowledge you have gained as a result of the placement.

5. **Challenges.** Comment on problems and challenges during your placement. Explain how they have been resolved and how / if they have helped you to develop new skills.

6. **Academic context.** In this section explain how the placement relates to your course, how your studies have prepared you for the placement and the effect of the placement in your future studies. Make sure you include:
- some paragraphs about the modules that you did in the first two years of your degree course and indicate which of these modules have been useful during your placement and which have not
- some paragraphs suggesting what modules you think we should have offered you in the first two years which might have been useful for you during your placement.

7. **Future development and career**. In this section provide:
- an indication of the types of careers that you might like to pursue
- an indication of the skills that you would like to have by the end of your studies; this could include some paragraphs suggesting modules that you would like to be offered during your final year (please do check the intranet for your final year modules choices)

8. **Overall placement evaluation.** In this section you should evaluate whether or not the whole placement experience was worthwhile and whether or not you are happy that you have undertaken it. Some of the questions that you might want to consider answering in this section are:

- What were your personal objectives? Do you feel that you have achieved them?
- What did you expect from this experience? Did it live up to your expectations?
- How did a year's work experience affect your career aspirations?
- How would you compare yourself "before placement" and "after placement" in terms of confidence, skills, abilities and so on?
- What lessons have you learnt?

Please also tell us whether what we have provided for you is good, bad or otherwise. If it is bad, tell us how we can improve. You should also tell us if there is something that we should have done, but didn't. You can indicate whether the University's Career Services has been useful or not as well as any other remarks you think is relevant.

9. A **conclusion** section that concludes the report.

C. Further details. Your report should be around 2500 words (or between 2000 and 3000 words). Should you have any questions, just get in touch via email. Recommended font: Calibri, 12.

THIS IS A PASS or FAIL work
NO MARKS ARE GIVEN