**COMPUTING STUDENTS –**

**PLACEMENT YEAR LOG REPORT**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Placement Provider & Department:** |  |
| **Workplace Supervisor Name:** |  |
| **Date:** |  |

* 1. Description of activities, including projects, tasks, roles and achievements **\*\*\***
  2. Description of any internal/external training undertaken **\*\*\***
  3. Reflection on your learning (e.g. skills and knowledge gained) from the above
  4. Identify any areas requiring improvement (if any)
  5. Your goals or targets for the next couple of months based on areas requiring improvement (if any)
  6. Describe and evaluate your own skills in relation to the graduate attributes and the professional skills needed in the sector

**\*\*\*** it is advisable to present your answers for questions 1 and 2 in chronological order e.g. per month.

**Once you have addressed the points (outlined in questions 1-5), ask your supervisor to assess your performance for the month using the following table.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Below expectation* | *Satisfactory* | *Above expectation* | *Outstanding* | *N/A* |
| Attitude to work |  |  |  |  |  |
| Quality of work |  |  |  |  |  |
| Productivity |  |  |  |  |  |
| Literacy and Communication skills |  |  |  |  |  |
| Critical Thinking skills |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| Global Outlook |  |  |  |  |  |
| Suitability of future goals  *(refer to question 5)* |  |  |  |  |  |
| Overall Achievement |  |  |  |  |  |

#### Workplace Supervisor Signature: ...................................................

Date: .....................

Student Name & Signature: ...................................................

Date: .....................

A scanned copy of the log report should be uploaded via the 'Log Report - Upload Report' option on Blackboard Placement module site by the specific deadline. Throughout the academic year 3 log reports must be uploaded on deadlines announced on Blackboard. Make sure you check the placement Blackboard site regularly.