

Appendix I Monthly Report (For use by Student)

Monthly Report

(For completion by Student)

Student Name: _____

Organisation: _____ **Month Commencing:** _____

1. Evaluation of workplace progress

- Briefly outline the progress and structure of the placement work plan.

2. Critical Learning Experiences

- Knowledge (theory/information e.g. learning from conferences, policy documents etc...)
- Skills (administration, communication, technical, research and facilitation etc...)
- Attitudes/Values (your views on...)

3. Reflection

- How can the above experiences be applied to learning outcomes?

Student Signature: _____ **Date:** _____

Appendix II Guidelines for Student's Summary Report (For use by Student)

Guidelines and Suggested Structure for Work Placement Summary Report

- The following is a suggested template for the report that you will submit on completion of your work experience.
- The purpose of this template is to assist you in writing an informative, relevant and analytical and reflective report.
- The report should be the student's own work and any information obtained from company or organisation documents should be acknowledged using the conventional referencing system.
- If there are any headings that are not relevant to you, you are encouraged to amend them according to your own needs and the context of your particular work experience.
- If there are relevant issues that you feel should be included and are not referred to in this suggested format, then you are also encouraged to introduce additional headings to accommodate your specific report writing needs.
- Students will be expected to write their reports using formal report style layout, complete with title, appropriate numbering and formatting of subsections etc...
- The report structure can also be adopted by students as a structure for their optional post-placement presentation to the class but should be appropriately amended to suit the presentation medium.

Advice

It is highly recommended that you continually reflect on your work experience as it progresses and that you build up a daily/weekly profile of significant learning points that will inform the writing of the final report. Some sections of the report can be completed before the completion of the work experience. By looking at the suggested report structure now, you will be in a better position to document the relevant information for the final report as you proceed through the coming weeks.

Suggested Report Structure

Introduction

- Setting the context: BSc in Software Development - Work Experience component, what you see as the purpose of work experience, why you think it's a component of the programme?
- Name/nature of the Organisation (voluntary, state sector, private, other.)
- Length of placement (start and finish dates)
- Nature of the placement – your working title
- Name of workplace supervisor

1. Organisational Profile

- Role and function of the organisation/mission
- Brief history of the organisation
- Organisational structure (hierarchy/flat structures/organisational chart/communication flows/decision making strategies)
- Human resource issues (numbers employed/age profiles/gender balance/recruitment policies)
- Relevance of the organisation to any aspect of degree programme

2. Description of your Duties

- Main functions you had during placement

3. Account of actual Work Experience

- Your initial expectations, the outcomes expected and the outcomes achieved.
- Critical assessment of achievement of placement learning outcomes.
- Difficulties experienced (try to classify them and then describe...task related, skills related, knowledge related, personnel related, other)
- Lessons learned (about the organisation, about myself, about other aspects of the working environment.

4. Student profile and relevance to the organisation

- What dimension did I bring to the work placement that might relate to the fact that I'm studying Software Development?
- What were the benefits for me of working in this organisation? Why?
- Could this placement assist my future career planning? Why?

5. Conclusion

- Any individual thoughts on the overall experience and any recommendations about future placement with this organisation