

STUDENT'S GUIDELINES

CS3504 – IT Professional Placement

1. Student's Responsibilities

1. Student must [successfully complete](#) the placement.
2. Student shall do his/her best to be a [responsible IT professional](#). For example, being punctual to work/meetings, good performance, deliver on schedule, professional work ethics, etc. [Any complaints](#) from employer will reflect poorly in assessment and may impact future career.
3. Student shall [submit daily activity logs](#) to the Placement Management System (PMS) and present a hardcopy for work supervisor to sign in December and May, or at other time intervals as required by work supervisor.
4. Student shall [attend all review meetings](#) as requested by academic supervisor; student shall log meetings in PMS.
5. Student shall [submit the Placement Report on time](#) (with all the required document Sections) as required by the academic supervisor/placement coordinator. If revisions are needed, student shall submit the revised report by the time specified by the academic supervisor.
7. Student shall [complete two self-assessments](#) of placement performance in the PMS in December and April.

2. Daily Activity Logs

The activity logs serve several purposes. They provide a detailed record of the student's placement work. They also serve as time sheets and work schedules for daily activities so that student can record, plan and manage work tasks better. Student must make sure all activities are recorded, including non-technical tasks such as meetings or discussions with supervisors, clients or team members. Student should classify as best he/she can the types of work and the CILOs (Course Intended Learning Outcomes) they belong to. The logs allow us to better understand the type of work a student is doing as well as work load; providing a complete picture of learning experience against the CILOs.

Student should make it a habit to enter activity logs each day using the PMS. The system will check bi-weekly to ensure logs are done. If not, your academic supervisor will be notified and a "no submission" record will be marked on the student's record. This may affect final assessment.

3. Placement Report:

The objective of preparing the placement report is to let student learn how to produce high-quality professional report/document of the placement experience. We will also assess whether student can manage time and produce deliverables/revisions on schedule.

Each student must use the following outline for the Placement Report:

- I. [Final Placement Report Sign-off Form \(S2\)](#) (generated from Microsoft Forms + Adobe

DocumentCloud)

II. Acknowledgement

III. Objectives of Placement

IV. Description of Company (*the type of company that the student works, such as type of industry, company objectives, organization, size etc.*)

V. Description of Department (*the department that the student is placed in, e.g. organization, objectives, size, staff, teams, work, etc.*)

VI. Work Assignments (*type of assignments, application description, objective, achievements, team, etc.*)

VII. Analysis of CILO (*analysis on how the work assigned can help in achieving the [Course Intended Learning Outcomes](#) (CILO1 to CILO6)*)

VIII. Analysis on Programme (*analyze the applicability/relevance of the degree programme to the placement work assignments*)

IX. Experience Gained (*what has been gained from IT professional placement - technically, professionally, personally.*)

X. Self-reflection (*analysis of his/her own strengths and weaknesses e.g. how to improve weaknesses in the final year of studies*)

XI. Appendix: [Activity logs Sign-off Form \(S4\)](#) (*generated from Microsoft Forms + Adobe DocumentCloud*)

The student shall write the placement report as he/she progresses through placement. Therefore, there are **2 submission dates** for different sections of the report, with the final one being the complete document.

First submission: 4th week in December (exact date to be announced). The first submission shall include Items II to VI (refer to Placement Report outline shown above). Description of work assigned should cover up to 15 December. Revision of submission to be completed as specified by academic supervisor

Second submission: late April or early May (exact date to be announced). The complete report with all eleven sections. Work assigned and analysis should be updated to cover up to the latest date. The final report must be reviewed and signed off- by the work supervisor at the placement organization.

The academic supervisor will counsel students after each submission to suggest revisions/changes as needed (e.g. grammatical mistakes, organization of information, inappropriate content, etc.). The student **must** perform the revisions on time as specified by the academic supervisor/ placement coordinator; revisions are submitted via PMS.

4. Assessment:

Although this course is PASS or FAIL, student's performance will be assessed in detail by both the work and academic supervisors according to the CILOs. **Any late report submission, fail or late to prepare activity logs, and undesirable work place behavior will all be recorded.** All assessments will become part of the academic record of the student.