# 2013-2014 Visit Tutor's Industrial Placement Handbook - Computing

The purpose of this document is to provide information and advice as you embark on your placement visits.

**Placements Office
Staffordshire University
Faculty of Computing
Engineering & Sciences
C017, Beacon Building
Beaconside
Stafford
ST18 0AD**

**Useful contact numbers
Tel: 01785 353 460
Fax: 01785 353 605
Email : placements@staffs.ac.uk
Website:
http://www.staffs.ac.uk/academic_depts/fces/placements**

## Administrative Details

Your placement student's details will be forwarded to you after allocation usually via email. This provides important information, including addresses and telephone numbers, which will enable you to contact the students. **Please could you ensure that you establish contact with your students as soon as possible after receiving their details.** If the student has not submitted full details for their placement before your first visit, please obtain a completed Placement Record Form and return it to the Placements Unit. It is most important that we note on Thesis any changes, particularly with regard to the student's address and/or telephone number, to ensure our information is always accurate.

## Student Conduct

As an employee of the organisation for which they will be working, the students will be expected to conduct themselves in a way consistent with the expectations of both the employer and the University. It is important that the student ascertains what normal practices exist within the organisation. i.e. use of E-mail, standard of dress code etc In particular, they should maintain the same standards of time-keeping, and other working practices which permanent employees must comply to, especially in connection with professional and ethical protocol in relation to security and confidentiality of data and information.

Our hope is that they will be a good 'ambassador' for the University and that their performance will form the basis for us being able to sustain long-term relationships with the company.

## Length of  Placement Period

| | |
|---|---|
| Computing Degree/Business Computing Students | 48 weeks |
| Top Up Students | 32 weeks |
| MSc students | 24 - 52 weeks |

## Student Supervision

Throughout the placement the student will be supervised by a Company Supervisor (usually the line manager) and they will maintain contact with the University through you as placements Visit Tutor.

You may know who the Company Supervisor is from the Placement Record Form, if this is not the case, you should establish this before the first visit and communicate this to the Placements Unit via the *Visit Report Form*, which should be completed and submitted immediately after each visit.

Undergraduate students will normally receive two visits during the placement period, MSc students at least one.

In the event of any difficulties, the tutor and/or student should contact Placements Unit ASAP.


## Health and Safety Issues

Employers have the primary duty to ensure the health and safety of placement students during their employment. The University has a Health and Safety record form which employers are required to complete and return, to ensure that they meet appropriate standards of health, safety and welfare. During the induction to the organisation the following items should be included where appropriate:
emergency procedures, safety policy received or location known, location of first aid box, first aid arrangements, fire procedures, accident reporting, display screen equipment regulations, manual handling procedures, protective clothing arrangements, instruction on equipment to be used.
If there are any doubts over any of the above issues the Company Supervisor should be asked for clarification.

## Work Expectations

It is hoped that the placement proves to be an interesting and stimulating experience, which will provide a good basis for academic work in the final year of the course.  Most jobs have their mundane aspects and students should bear in mind that routine tasks, which may not be particularly interesting or intellectually challenging, nevertheless have to be done and their timely and accurate completion could be very important.

 If, however, a student feels that they are being asked to undertake an excessive amount of 'undemanding' work or, perhaps, are not being given enough work to keep them constructively occupied then they should take steps to rectify the situation.  Often an informal discussion with the Company Supervisor will be all that is required.

It is most important that the student uses their own initiative to gain the widest possible experience of the "real world" aspects of their placement by taking full advantage of all opportunities open to them, which will help with study in the final year and also with students' career development.

## Looking Ahead

In the final year of the course a core curriculum is augmented by a number of option modules and a major project.  It is quite likely that the placement will help them, both to identify modules which are attractive to the student and also to generate ideas for the final year project.

It is recommended that, once they have settled in and are familiar with their working environment, they should keep a watchful eye open for any opportunity to identify an activity (an analysis, an investigation, a software requirement) related to their work which could form the basis for this project.  There is no reason why the Company Supervisor shouldn't be informed about this and in doing so may prompt some useful suggestions.

## Aims
The aims of the placement year are as follows:

(i)   To provide practical experience of working within and for an organisation;
(ii)  To increase awareness of the financial and other constraints within which organisations function;
(iii) To apply and further develop skills in communication and decision making within a practical environment;
(iv)  To develop appropriate behaviour and attributes within the work environment;
(v)   To experience at first hand the practical application of some of the theory and methods studied during the previous two years.

## Objectives
At the end of the placement period the student should be able to:

(i)   Understand how an organisation is subdivided and managed;
(ii)  Appreciate the wide range of skills and knowledge that are required to practice successfully in commerce or the public sector and, in particular, appreciate the roles and requirements of multimedia and/or computing professionals and how they can complement each other;
(iii) Write a report on the organisation and a major part of the work in which they have been involved;
(iv)  Make an informed choice of option modules.

## The Report
During the placement period the student will be required to submit a report giving an account of the environment in which they have worked and a description of the activities in which they have been engaged.  The production of this report will be regarded as an opportunity to demonstrate their written communication skills.

The report is to be produced by the student **alone**.
**It is a good idea for the student to keep a diary or log of their activities from the start, as this will help them in constructing the report at a later date.**

**One** hard copy of the report should be produced, **including copies of the Company Assessment sheet.** An additional copy should be provided on disc. **Submission will be to the students' relevant school office and dates are:**

**All Undergraduate Awards**
**16th July 2014  for those returning in Sept 2014**
**(except for those on the self employed module whose hand in date is 31st July 2014)**

**All MSc's**
**6th Dec 2013          for those returning in Jan 2014**

**16th July 2014          for those returning in Sept 2014**


**NON SUBMISSION of a STUDENT REPORT and COMPANY ASSESSMENT FORM will mean that the student will FAIL your placement**

**If they are unable to hand it in personally, then please advise the student to obtain a CERTIFICATE OF POSTING (free from any UK post office) and allow three days First Class.   The student may wish to email a copy to you (they should remember to include a note about company mark).**

*Format of Report*

A wide variety of working environments make it difficult to lay down a set format, but the following may be used as a model.

(a)    Introduction - a brief description of the company, its sector of business, organisation, and perceived major strategies.
(b)    The technological environment - a background to the technology systems used or planned in various functional areas, and any relationship between them.
(c)    An outline schedule of the work programme.
(d)    Project description(s) - an overview of the objectives of any projects with which the student becomes involved, with more detailed notes of the student's contribution and experiences.

(e)     Conclusions - a summary of what the student has learned during the placement and, possibly, recommendations on the future course of projects in which he or she has been involved.

(f)     Appendices - specifications, plans, listings, etc.


*Length*

The report should contain approximately 3000 words of text, (+/- 20%) excluding contents page and any diagrams, charts and appendices which are considered appropriate.  **A word count must be included** and should this differ substantially from the recommendation above a penalty may be imposed.

## Confidentiality

The student should check with the Company Supervisor for possible security or confidentiality problems in disclosing material, and inform their visit tutor (at an early stage) if this is likely.  Such problems may be resolved by a combination of the following.

(a)     Removal of data from the report.

(b)     Returning the report to the company after assessment.

(c)     You as the University Tutor may visit the company to mark the report

(d)     Security vetting of University Tutor.  (This should be avoided if possible as it causes delays.)


## Assessment

The assessment of the placement period is based upon the performance of the student in the workplace as perceived by the Company Supervisor, the performance of the student as perceived by the Visit Tutor and the report marked by the Visit Tutor.

Many aspects of the third year experience cannot be controlled as tightly as are the years spent within the University.  There are many factors that could upset the progress normally to be expected from a year of real-life work in a business organisation, extreme examples being a company closure or industrial action.  In such rare cases, assessors would need to use subjective judgement in awarding an appropriate mark for the year.

## *Assessment Regulations Undergraduate*

## Stafford Awards

The assessment is made up of three components:
- (i) Company Supervisor's mark (40%)
- (ii) The mark for the written report (20%)
- (iii) Visit Tutor's mark for the placement period (40%)

## Stoke Awards

The assessment is made up of three components:
- (i) Company Supervisor's mark (40%)
- (ii) The mark for the written report (40%)
- (iv) Visit Tutor's mark for the placement period (20%)

## Assessment Regulations Postgraduate (Stoke and Stafford)

- (i) Company Supervisor's mark weighted at 30%
- (ii) Visit Tutor's mark for the written report and log book weighted at 40%
- (iv) Visit Tutor's mark for the placement period weighted at 30%

A model of the Assessment Forms (Undergraduate and MSc) is included in this Handbook.

In the assessment process, factors as indicated below should be taken into account.

### *The Company supervisor's Component*

- (i) How well the student fitted into his or her work situation.
- (ii) The student's performance as a member of the team.
- (iii) The student's ability in carrying out specified work.
- (iv) The student's ability to meet deadlines and to organise his or her workload.

### *The Visit Tutor's Assessment of the Report*

- (i) An assessment of the student's report as a record of his or her employment experience.
- (ii) An impression of the student's contribution to his or her employer, as conveyed by the report.
- (iii) An assessment of the student's report as a professional communication document.

*The Visit Tutor's Assessment of the Placement Period*

(i)     A perception of the student's contribution to his or her employer.

(ii)    A perception of the student's technical ability and its application.

(iii)   A perception of the student's personal organisation and professional behaviour.

## Progression

In order to proceed to the next level a student must normally have passed Level 1-2 (Undergraduate) as defined by the University regulations and Level 1 of the MSc awards. In addition they should normally have achieved a mark of at least 40% overall (Undergraduate) & 50% overall (Postgraduate) in the placement assessment.

## Placement Referral

The form of referral of a failed industrial placement will be decided by the Award Board and will depend on the nature of the failure.  It may, for example, take the form of a resubmitted report.

In exceptional circumstances a student who has failed their Placement **may** be allowed to repeat the year once only.  In such cases it will be the student's own responsibility to find an appropriate placement in which to repeat the year.

## Module Referrals

It is **the student's responsibility** to contact the level tutor or award administrator if they have any referrals from levels 1 and 2, in order to ascertain what form of referral work will be required for these modules. Re-sits normally take place at different points in the year. These commonly are January, June, and August. Please ensure that the students' make themselves aware of when their referrals take place.

**Staffordshire University**
**Faculty of Computing, Engineering and Sciences**
**Placement Record Form (UG Computing)**

1. Student Name

2. Student ID Number

3. **Company's** name and address including department

| Tel | Email |

| **Office Use** | |
|---|---|
| Th | ☐ |
| SM | ☐ |
| CV | ☐ |

4.    **Student's address** for correspondence during placement

| Tel | Email |

5. Start Date                End Date (if known)

6. **Company Supervisor's** Name and Position

| Tel | Email |

7.   Job Specification

8. Student Declaration - I agree to read the handbook and keep Staffordshire University up to date with any changes to my circumstances i.e. work address, home address or mobile number.

**Student's signature**

This form must be completed as fully as possible and returned to the Placements unit when a placement has been secured. Please inform the placements unit if there are any changes to this form by sending an updated copy. You can return this form by email, fax or post.

**Email:**
placements@staffs.ac.uk

Placements Unit
Careers and Placements Office
Beacon Building
Staffordshire University
Beaconside
Stafford
ST18 0AD

**Telephone:**
01785 353 460

**Fax:**
01785 353 605

# INDUSTRIAL EXPERIENCE PERIOD VISIT REPORT FORM

To be completed after each industrial visit and returned to:

Placements Administrator, Staffordshire University, Placements Unit, The Careers Centre, Beacon Building, Beaconside, Stafford, ST18 0AD
Tel:- 01785 353 460      Fax: 01785 353 605        E-mail: placements@staffs.ac.uk

Student name  .............................................. Visiting tutor:  .........................................

Student  ID      ............................................. Award: ......................................................

Company:        ...............................................Industrial supervisor ...............................

Visit number:  (One/Two)..............................Date: .....................................…

Estimated mileage ……………

## SUMMARY

Is the performance of the student satisfactory?                              Yes/No

Is the experience provided by the company adequate?                      Yes/No

Do the notes below require prompt attention by the co-ordinator?        Yes/No

## RELEVANT ADDRESSES, TELEPHONE NUMBERS, & E-MAIL ADDRESSES

.............................................................................................................................................

.............................................................................................................................................


## NOTES OF DISCUSSION

first visit :-        type of work, pay, accommodation, health & safety, training, student card, tax
second visit:-     placement report, industrial supervisor's assessment form, another placement student for next
                   year, final year project, final year options arrangements, level 3 enrolment

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.......................................................................................... continue overleaf if necessary

**STAFFORDSHIRE UNIVERSITY**
**Faculty of Computing, Engineering & Sciences**

**COMPANY SUPERVISOR'S ASSESSMENT FORM (UNDERGRADUATE)**

Student's name...........................................................................................
Student number.........................................................................................
Award Title……………………………………………………………………
Name of Employing Organisation..............................................................
Name of Industrial Supervisor...................................................................
Start Date……………………………         Finish Date…………………………...

1)      STUDENT'S PROFILE
        Please rate the student's performance using the following :

| Skill | Rating | Comments |
|---|---|---|
| Communication skills – Written & Oral. [1] | | |
| Motivation, Perseverance and Problem solving. [2] | | |
| Attitude to Supervision, the Capacity for teamwork and social integration [3] | | |

2)      OVERALL GRADE
        Please tick ONE box.

| Unsatisfactory | Satisfactory | Good | Very good | Extremely Good | Exceptional |
|---|---|---|---|---|---|
| ☐ Enter a mark between 1 and 15 | ☐ ☐ ☐ ☐ 16  17  18  19 | ☐ ☐ ☐ ☐ 20  21  22  23 | ☐ ☐ ☐ ☐ 24  25  26  27 | ☐   ☐   ☐ 28   29   30 | ☐ Enter a mark between 31 and 40 |

If the student is graded as either Unsatisfactory or Exceptional in 3) above, detailed comments must be provided.

3)      COMMENTS - (Please continue on another sheet if necessary)

        Signed…………………………………………

        Date………………………………

**Guidance Notes for completing in Student Profile**

Please rate the student's performance using the following : A=Excellent, B=Good, C=Satisfactory, D=Poor, U=Untested).

Note 1. Communication Skills, written & Oral. – ability to extract information from various sources and use it in their work over an extended period.
Can discuss a complex problem with others in a clear manner and understand and implement any outcomes of that discussion.

Note 2. Motivation, Perseverance and Problem Solving – ability to evaluate all the key functions of a problem and devise a solution that will address those functions. To adapt the solution to meet the changing functions and persevere until a satisfactory outcome is achieved..

Note 3. Attitude to Supervision, the capacity for teamwork and social integration. – ability to accept and give constructive criticism, to agree and meet plans of work with others and to handle conflict. To understand the difference between social activity and work activity.

**SECTION TO BE COMPLETED BY THE UNIVERSITY VISIT TUTOR**

Student's name...................................................................................ID........................

Award Title…………………………………………………………………………

## ASSESSMENT OF THE PLACEMENT PERIOD

The mark awarded will count towards 40% of the total for the period.  Please tick ONE box.

| Failure | Third | Lower Second | Upper Second | First | Exceptional |
|---|---|---|---|---|---|
| ☐<br>Enter a mark between 1 and 15 | ☐ ☐ ☐ ☐<br>16  17  18  19 | ☐ ☐ ☐ ☐<br>20  21  22  23 | ☐ ☐ ☐ ☐<br>24  25  26  27 | ☐  ☐  ☐<br>28  29  30 | ☐<br>Enter a mark between 31 and 40 |

COMMENTS - (Please continue on another sheet if necessary)

## ASSESSMENT OF THE PLACEMENT REPORT

The mark awarded will count towards 20% of the total for the period.  Please tick ONE box.

| Failure | Third | Lower Second | Upper Second | First | Exceptional |
|---|---|---|---|---|---|
| ☐<br>Enter a mark between 1 and 7 | ☐  ☐<br>8  9 | ☐  ☐<br>10  11 | ☐  ☐<br>12  13 | ☐  ☐<br>14  15 | ☐<br>Enter a mark between 16 and 20 |

COMMENTS - (Please continue on another sheet if necessary)

Signature…………………………………………….        Date……………………………

Report Mark  [  ]        Visit Tutors Mark  [  ]        Industrial Supervisors Mark  [  ]

Overall Grade (max 100%)  [  ]

**ALL STOKE UNDERGRADUATE AWARDS ASSESSMENT FORM**

**SECTION TO BE COMPLETED BY THE UNIVERSITY VISIT TUTOR**

Student's name......................................................................................................

Award Title…………………………………………………………………………

**ASSESSMENT OF THE PLACEMENT REPORT**

The mark awarded will count towards 40% of the total for the period.  Please tick ONE box.

| Failure | Third | Lower Second | Upper Second | First | Exceptional |
|---|---|---|---|---|---|
| ☐ <br> Enter a mark between 1 and 15 | ☐ ☐ ☐ ☐ <br> 16  17  18  19 | ☐ ☐ ☐ ☐ <br> 20  21  22  23 | ☐ ☐ ☐ ☐ <br> 24  25  26  27 | ☐  ☐  ☐ <br> 28  29  30 | ☐ <br> Enter a mark between 31 and 40 |

COMMENTS - (Please continue on another sheet if necessary)

**ASSESSMENT OF THE PLACEMENT PERIOD**

The mark awarded will count towards 20% of the total for the period.  Please tick ONE box.

| Failure | Third | Lower Second | Upper Second | First | Exceptional |
|---|---|---|---|---|---|
| ☐ <br> Enter a mark between 1 and 7 | ☐  ☐ <br> 8  9 | ☐  ☐ <br> 10  11 | ☐  ☐ <br> 12  13 | ☐  ☐ <br> 14  15 | ☐ <br> Enter a mark between 16 and 20 |

COMMENTS - (Please continue on another sheet if necessary)

Signature…………………………………………….          Date…………………………

Report Mark [ ]     Visit Tutors Mark [ ]     Industrial Supervisors Mark [ ]

Overall Grade (max 100%) [ ]

STAFFORDSHIRE UNIVERSITY – FACULTY OF COMPUTING, ENGINEERING & SCIENCES

## MASTERS SCHEME INDUSTRIAL EXPERIENCE PERIOD ASSESSMENT FORM

STUDENT'S NAME: ...............................................................  START DATE: .......................

SCHEME:  **MSc**  FINISH DATE: .......................

COMPANY NAME: ...........................................................................................................

NAME OF COMPANY SUPERVISOR:...............................................................................

## SECTION TO BE COMPLETED BY THE COMPANY SUPERVISOR
**This section constitutes 30% of the overall mark for the Placement Module.**
**The marking scheme weightings in the columns below are designed to reflect the emphasis on different criteria based on the role performed by the student for the majority of the placement.**
Please complete **only one** marking scheme column – scheme 1 for Developer/Design roles
**OR** scheme 2 for Analysis/Support roles **OR** scheme 3 for custom weightings

| Criteria | Marking scheme 1 (out of) | Marking scheme 2 (out of) | Marking Scheme 3 (out of) | Comments | Total |
|---|---|---|---|---|---|
| Attitude to Supervision, Social Interaction | (10) | (10) | | | |
| Motivation, Perseverance, Problem Solving Ability | (20) | (20) | | | |
| Analytical/Technical Knowledge, Analytical/Technical achievement | (30) | (20) | | | |
| Demonstration of Work/Success of Work | (15) | (15) | | | |
| Communication Skills (written and oral) | (20) | (30) | | | |
| Others (e.g. Special Responsibility) please specify | (5) | (5) | | | |
| **Total** | **100** | **100** | 100 | | |

**ADDITIONAL COMMENTS;**

Signature: ................................................................  Date: ......................................................

**Student Name…………………………………………………**

**MSc – VT Mark Sheet**

**SECTION TO BE COMPLETED BY THE VISITING TUTOR**

| | % | Weighting | Overall | Comments |
|---|---|---|---|---|
| Company Supervisor mark c/f | | **30** | | |
| Report | | **40** | | |
| Visit Report Mark | | **30** | | |
| **Total** | | **100** | | |

**ADDITIONAL COMMENTS**;

Visit Tutor Signature: .............................................  Date: ....................................................