

# **HANDBOOK FOR ENGINEERING AND TECHNOLOGY VISITING TUTORS**

## CONTENTS

Introduction	3
Visit Monitoring Forms	4
Industrial Assessment Form	6
Industrial Assessments Questionnaire	7
Statement on Performance	8
Requirements for Next Year	9

## **INTRODUCTION**

As a Visiting Tutor you are responsible for maintaining contact with the student(s) allocated to yourself. Should you wish to make any changes to your allocation please make sure that the Placement Office is notified of this.

Each student must be visited by their tutor two times during their placement. The purpose of these visits are:-

- \* To ensure that the training being undertaken by the student is appropriate and satisfactory for the Faculty's requirements.
- \* To ensure that the student is undertaking suitable work experience for the organisation and is aware of the Faculty's assessment methods. Ensuring reports are being written and log book maintained.
- \* To determine whether the student has any work related or personal problems. (Communicate to Personal Tutor)
- \* To encourage the student to research a final year University Project from the work he/she or the organisation is currently engaged in (communicate project to Tutor).
- \* To determine the requirements of the organisation for the following year with regard to employing further students.

During each visit the Industrial Visit Monitoring form must be completed and returned to the Placement Office for feedback and to be included in Assessment process.

The Industrial Assessment Form and Questionnaire are to be completed by the Company Supervisor during your final visit to your student(s). It must then be returned to the Placement Office and will be included in the Assessment process.

Upon returning to the University in September/October the students must submit 2 copies of their reports to the Placement Office. These are to be referred to during the Industrial Assessment Interview, which you are required to attend and contribute towards.

The timetables for these assessments will be issued to you nearer the time; but your co-operation in attending these interviews is important to ensure that a well balanced assessment is achieved.

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**INDUSTRIAL VISIT MONITORING FORM**

\* Circle as appropriate

STUDENT: \_\_\_\_\_

COURSE: \_\_\_\_\_

VISITING TUTOR: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_ \*1st/2nd/3rd

ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT: \_\_\_\_\_

POSITION: \_\_\_\_\_

TEL. NO: \_\_\_\_\_

**THE WORK**

(a) Nature of work on which student is, or has been engaged:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) What specific skills is the student learning?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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SUPERVISION IN WORK PLACE

- (c) How closely is the student supervised?  
\* Hourly      Daily      Weekly      Longer.
- (d) What degree of interest do the supervisors take in the student's progress?  
\* None              Moderate              Considerable.

THE STUDENT'S PERFORMANCE

(Please use the code from 1 to 5; leave section blank where no evidence is available, and add comments).

	Poor 1	2	Average 3	4	Exceptional 5
What degree of enthusiasm has the student shown towards work?					
How well has the student adjusted to the working situation?					
How good is the student's attendance record?					
How much initiative or originality has the student displayed?					
How good is the student's logbook?					
Is student actively working on preparation of reports?					

REMINDERS FOR FUTURE VISITS OR MORE GENERAL COMMENTS

(Are there any points, which should be followed up on future visits?)

If you are not satisfied with any aspect of the student's performance or the opportunities provided, please discuss this with the Industrial Supervisor and follow up on any future visits. Try to arrange tri-partite discussions wherever possible so the student feels he/she is involved with decisions made about him/herself.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## **INDUSTRIAL ASSESSMENT FORM**

NAME: \_\_\_\_\_

COURSE & YEAR: \_\_\_\_\_

COMPANY: \_\_\_\_\_

1) No. Weeks with company: \_\_\_\_\_

2) Work student engaged in and which departments did he/she spend time:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) What marked strengths/weaknesses has the student shown?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Would you be willing, in principle, to employ this student as a graduate?  
YES/NO

5) Would you prefer to keep the contents of this form confidential? YES/NO

6) Any other relevant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

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**INDUSTRIAL ASSESSMENT QUESTIONNAIRE**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Please allocate a number to each question below: -

- 1 Unsatisfactory
- 2 Satisfactory
- 3 Good
- 4 Very Good
- 5 Excellent
- N/A Not Applicable

- 1) Standard of work
- 2) Conscientiousness and sense of responsibility
- 3) Time-keeping
- 4) Readiness to Respond to Instruction and Authority
- 5) Ability to Accept Responsibility
- 6) Ability to integrate with other members of workforce
- 7) Ability to integrate with individuals outside the organisation
- 8) Ability to be flexible
- 9) Leadership skills
- 10) Communication skills


TOTAL SCORE	
MAXIMUM SCORE	
OVERALL %	

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## **STATEMENT ON PERFORMANCE**

Company: \_\_\_\_\_

The above Company hereby declares that the following student from the Faculty of Computing, Engineering and Technology at Staffordshire University has completed his/her practical work experience placement.

Name of Student: \_\_\_\_\_

Actual Number of Weeks of Training Completed: \_\_\_\_\_

Comments on Student's Performance: \_\_\_\_\_

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Signed on behalf of the Company: \_\_\_\_\_

Date: \_\_\_\_\_



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## **DETAILS FOR NEXT YEARS REQUIREMENTS**

Discipline: \_\_\_\_\_

Number of Students required: \_\_\_\_\_

Contact (for further details): \_\_\_\_\_