

## SCHOOL OF EEECS

### CSC2034/ECS2034 Year of Professional Experience Assessment Criteria 2017/18

The following placement requirements are due to be submitted electronically by Monday 4<sup>th</sup> June 2018:

- **Placement Report**
- **Logbook**
- **Digital Poster**
- **Video Presentation**

All submissions will be assessed against the guidelines provided below and processed through August 2018 Exam Board. A Pass/Fail will be awarded and will appear on your academic transcript. Placement assessment does not form part of your degree classification.

#### **PLACEMENT REPORT:**

Your final report should be between 3000-4000 words; word processed and should follow the format outlined below:

1. Cover Page- Name, Student Number, Pathway, Company Name/Location and Placement Year.
2. Index/Table of Contents
3. Introduction about you and the company.
4. Overview of work undertaken during placement (Include a list of hardware and software used)
5. A reflective account of how you have gained the following skills , provide 1/3 –1/2 a page of evidence for each skill listed:
  - *Self-Management and Development*
  - *Managing Tasks*
  - *Communicating Clearly*
  - *Working with Others*
  - *Applying Knowledge*
  - *Problem Solving*
6. Comment on the following sections:
  - *How the organisation matched your expectations.*
  - *Benefits you obtained from the placement year.*
  - *How your work contributed to the overall organisation.*
  - *The relevance of the placement to the degree program (e.g. the extent to which modules at QUB prepared you for placement and suggestions of how the academic curriculum could be improved).*
7. Conclusions / Action Plan for Remainder of Placement.
8. Appendix (*examples of code, screen dumps, certificates, training courses completed, CV, sample reports etc.*)
9. Logbook (*to include monthly logs for the duration of your placement – one A4 page per month (details below)*)

#### **LOGBOOK:**

The logbook should be a chronological record of your work activities in a monthly format for the duration of your placement. The logbook should be one A4 page per month (max size 12 font), outlining the main tasks undertaken ideally with a section on forward planning for the next month.

The function of the logbook is threefold and mainly for your own purposes - to monitor work load quantity, review and assess completed tasks and personal development, and to assist with your written report. If you have signed a Non-Disclosure agreement as part of your placement, please be aware that we respect this and advise students to reflect on their experiences in the logs and to not include any sensitive or confidential information. The line manager should sign off your logs to ensure they are acceptable. The logbook should be included at the end of your Report and submitted electronically to QUB Dropbox <https://dropbox.qub.ac.uk/> for [cs.placement@qub.ac.uk](mailto:cs.placement@qub.ac.uk) by Monday 4<sup>th</sup> June 2018.

Sample logs are available by emailing the Placement Team at [cs.placement@qub.ac.uk](mailto:cs.placement@qub.ac.uk).

#### **Submission Details:**

Report and Logbook should be saved as PDF (SurnameForename\_StudentNumber\_Placement Report1718.pdf ) and submitted electronically to QUB Dropbox <https://dropbox.qub.ac.uk/> for [cs.placement@qub.ac.uk](mailto:cs.placement@qub.ac.uk) by **Monday 4<sup>th</sup> June 2018**.

### DIGITAL POSTER:

The poster can be represented with a mixture of text, diagrams, company logos, images etc. Colour coded degree pathway templates should be downloaded from EEECS YoPE website ([www.cs.qub.ac.uk/~yearout](http://www.cs.qub.ac.uk/~yearout)) and saved as 'SurnameForename\_StudentNumber\_Company.ppt'.

#### What should your poster contain?

- Student Name
- Placement Company Name
- Brief description of company
- Brief description of placement role (including IT/business processes used)
- Skills acquired during placement year
- Any other relevant material (e.g. social life, team activities).

#### Submission Details:

To be submitted by Monday 4<sup>th</sup> June 2018 to QUB Dropbox <https://dropbox.qub.ac.uk/> for [cs.placement@qub.ac.uk](mailto:cs.placement@qub.ac.uk).

### VIDEO PRESENTATION:

As part of your assessment for your placement year you are required to submit a 2 minute video presentation on the topic 'My Placement Year and should include the following information:

- Your Name and Degree Pathway
- Placement Company, Location and Job Title
- Brief overview of your role including technologies and main projects
- Highlights/Achievements during your placement
- Skills developed
- Benefits of placement

We are not looking for anything out of the ordinary and in simplest terms students can present sitting in front of their phone camera or web cam and speak for 2 minutes on their placement experience. Students **must** appear in the video speaking (this does not include images) at some stage. Students can be as creative as they wish. Videos **must** be exported in a suitable format **MP4, MOV, AVI or WMV**. Videos **must not** be saved as a project file such as .MSWMM(Windows Movie Maker) or .imovieproj (iMovie) etc. as we cannot open these files.

Videos should be saved as 'SurnameForename\_StudentNumber\_Company.mp4'.

The link below includes the videos from students who have completed placement. To access this site use your QOL username / password to login:

<http://mediasite.qub.ac.uk/Mediasite/Catalog/Full/a5e1e6b79b7244b88d665e408ecb3dab21>

#### Submission Details:

To be submitted by Monday 4<sup>th</sup> June 2018 to QUB Dropbox <https://dropbox.qub.ac.uk/> for [cs.placement@qub.ac.uk](mailto:cs.placement@qub.ac.uk).

### SCHOOL EEECS PLACEMENT TEAM CONTACT DETAILS:

- **Ann Doris | Senior Careers & Placement Consultant** [t] 028 90 975346 [e] [a.doris@qub.ac.uk](mailto:a.doris@qub.ac.uk)
- **Venita Murphy | Careers & Placement Consultant** [t] 028 90 973752 [e] [venita.murphy@qub.ac.uk](mailto:venita.murphy@qub.ac.uk)
- **Claire Turbitt | Placement Assistant** (*Until August 2018*) [t] 028 90 973912 [e] [cs.placement@qub.ac.uk](mailto:cs.placement@qub.ac.uk)

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W| [www.cs.qub.ac.uk/~yearout](http://www.cs.qub.ac.uk/~yearout)