Campus Day 2017

Friday 17th March 2017
Placement Office
Campus Day 2017

Welcome!
2017 Campus Day Agenda

10.00am  Your Year in Industry

11.00am  Stage 3 Options/ Final Year Projects

1.00pm   More YII information
         Lunch (Darwin)

2.00pm+  Poster Fair (Eliot Dining Hall)
Back to basics

Placement year mark is based 50% on your report and 50% on employer’s performance evaluation.

Final degree marks:
- Stage 2: 35%
- Year in industry: 10%
- Stage 3: 55%

NB You won’t get your final placement mark until c. Feb 2018
What you should have been doing so far......

- Learning lots:
  - Technical skills
  - Business skills
  - Personal skills
- Going out of your comfort zone & challenging yourself
- Raising your internal (& external) profile
- Building links and networking
- Keeping your logbook* & portfolio
- Critically appraising your career plans

*reflective journal
Remember this?

![Graph showing mood over months in a new culture](image)
Year in Industry - what happens from now on?

- Still 3-6 months of work left to go
- Visits
- Placement Assessment deliverables
  - Performance Evaluation
  - Report
  - Reflective Journal (aka Logbook)/ Portfolio
- And then.......
  - Job offer – maybe!
  - CV content
  - Professional network of contacts
  - References/referees
Visits

- Scheduling starts now (allow 1 hour 30 mins)
- Visits happen between now & end-June
- Agenda and objectives:
  - Discuss progress with you & your manager
  - Ensure there are no problems with the performance evaluation form/process
  - Review your Reflective Journal logbook/portfolio!
  - Discuss your placement report & look at report drafts or outlines
  - Ensure you leave the meeting having maximised the whole experience!
Visits: Making the most of them
(see the yellow checklist at lunchtime)

- Plan for it – book diaries/room etc
- Prepare for it
- Bring your Reflective Journal/Portfolio
- Use it as an opportunity rather than an inspection!
- Think about/plan/draft your report & bring it with you
- Take notes!
Visits: Making the most of them
(see the yellow checklist at lunchtime)

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Assessment part 1: Performance Evaluation

- 50% of final placement mark
- Deadline: 31st July 2017
- Completed by you and your manager
- Evidence to justify marks & written content is key
- Final scores are moderated to ensure fairness/consistency so evidence is very important
- Our evidence will feed into the moderation process
- Journal/Portfolio can also be used to support any moderation
The Performance Evaluation process

Review the Evaluation form now and make sure you understand the process & content: [see the Handbook, Appendix C]

- Understand the marking scheme:
  0=Unacceptable, 1=Poor, 2=Satisfactory, 3=Good, 4=Excellent, 5=Exceptional
- Make sure you have covered as many areas as possible; do you need to work on specific areas?
- Discuss the process with your manager(s) & clarify who will do the evaluation (NB it needs one ‘lead manager’)
- Book a date to complete the form 2/3 weeks before you leave – take into consideration holidays etc
- It is your responsibility to get the form to us by 31st July 2017
Assessment part 2: Report

- 50% of final placement mark
- Deadline: 31 July 2017
- No extensions possible. Strict penalties for late submission
- Check the privacy policies of your employer and build in time for any approvals required – this is your responsibility!
- Placement Handbook:
  - Report Guidelines (structure)
  - Marking Guidelines
  - FAQs
- It is not too early to start working on the report now. We can review outlines and drafts at the visit!
- No page restriction but 10,000 max words as guidance
Placement Report - the structure

- Abstract (simply what the report is about)
- Placement details – see list in Handbook
- Acknowledgements
- Professional looking and numbered Contents page
- Introduction and context
  - How you secured the placement and your ‘journey’ to getting it
  - Objectives for the year
  - Setting the scene/business context; the company, team, business and industry
- A structured and logical main body:
  - It is a *business* report – professional in content and appearance
  - Explain *what* you did, but understand *why* you were doing it and *what difference* it made to the business. And to you
  - A reflective report on your learning and experience
  - **Not** a diary of ‘what you did at work’
- Summary
- Appendices (NB relevant ones only)
Placement Report - tips

- Don’t throw away marks – good housekeeping and presentation is important
- Do set it in context; the team, the business, the market and your personal objectives
- Reflective writing – but written in a business style
- Make it unique to your own experience
- Make it readable – think about ‘the user’.
- Use (original?) images, diagrams, schematics etc.
- Use material and appendices wisely - certificates alone don’t demonstrate learning!
- Marks come from the report’s content not from your placement job role

****Examples will be available to review at lunchtime!
Your Reflective Journal (Logbook) & Portfolio - general points

- Will act as raw material for your report and support moderation
- Submitted on 31st July 2017
- Must be in paper or ‘print-off-able’ format – must be ‘frozen’ as at the date. (i.e. document/pdf, not a link)
- Can be a single combined document/submission
- You need to check rules re confidentiality and think about appropriateness (e.g. redacting names)
- Bear in mind:
  - It will be your cost/responsibility to get it to us on time
  - You won’t get it back until you graduate
  - It doesn’t need to look good – it needs to be useful! Write it for your use, not for ‘the teacher’
  - You could (should?) experiment with (multiple) formats
Logbook Reflective Journal contents (this is what we told you back in May 2016!)

- A key resource for/from your year
- Reflections on learning - not a work schedule
- ‘Keep it from today’ - write in it/update it regularly
- Deadline for submission 31st July 2017

What to include:

- Your placement objectives
- Training – formal & informal
- Good & bad experiences – reflect/comment on them
- Learning points – from yourself or others
- Observations about:
  - The industry/company/team
  - Technology and its applications
  - Personal development
Portfolio contents
(this is what we told you back in May 2016!)

• A key resource for/from your year
• Different from your Logbook Reflective Journal in that this is factual ‘stuff’ rather than personal reflections; think of it as a “scrap book”.
• Deadline for submission 31st July 2017

• What to include:
  ▫ Organisation charts
  ▫ Glossary of commonly used terms
  ▫ Training log
  ▫ Significant emails/feedback
  ▫ Screen shots
  ▫ Photos (of the office, social events, whiteboards or whatever)
  ▫ Proposals
  ▫ Project plans
  ▫ Handouts from presentations/meetings
  ▫ Diagrams
  ▫ Templates of documents
  ▫ ..........Anything that illustrates your work
Logbook Reflective Journal /Portfolio marking criteria

<table>
<thead>
<tr>
<th>Does the Journal/Portfolio contain:</th>
<th>Notes/Evidence</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflective review of student’s skillset and identification of personal objectives for/from the placement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reflections on the ‘day-to-day’ work undertaken during the YII?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reflections on major events or significant milestones during the YII (examples might include their first day, last day, visits from PO, Campus Day, Performance Reviews)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant material to support the context of the YII (examples might include company overview, organisation charts, details of training undertaken, examples of work and relevant feedback, slides from presentation given/attended......)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence that the material has been kept and contributed to, throughout the YII?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
YII deliverables - a summary

All due on **Monday 31st July** (by midnight!)
In our csplacements’ inbox in pdf/Word format or physically in paper format at the office:

1. Report
2. Evaluation (signed by you and your manager)
3. Reflective Journal/Portfolio (may be 1 or 2 documents)

No extensions!

We will confirm receipt for electronic submissions as we get through the pile!

If you are posting anything get ‘Proof of Postage’

**Put this date in your diary NOW and get a plan!**
What do you need to do now?

- Check and action your @kent emails
- Keep challenging yourself through the last few months; review your objectives!
- Plan your Report
- Review the Performance Evaluation process
- Make sure your Reflective Journal/Portfolio meet the requirements and will help you. Will yours pass?
- Assist us in setting up visits
  - maps/instructions/room bookings/manager’s diary – be flexible and proactive in helping us!
  - Be aware of our commitments and the need to keep us updated
- Reflect on today in your Reflective Journal!
Other considerations......

- Think of any ‘special requests’ before you leave work. What do you still want to achieve/do/see?
- Know how to keep in touch with key people
  - e.g. LinkedIn
  - Understand about how they do references
- Network, network, network!
- Share (potential) stories & photos with us – you could be in the prospectus! Share with us @unikentcompppo, e.g.
  - #workSelfie #WorkShoesSelfie
  - #whereIwork #WorkFrontDoor
  - #LunchSelfie #myDesk
- Hit the ground running in September
Lunchtime

- Paperwork to complete

- Reports - examples to look at and a chance to discuss requirements

- Reflective Journal/Portfolio – examples to look at

- Photo!

- And LUNCH!
Any questions or issues?
What next?

11.00am: Stage 3 Projects and Options:
- Medway
- Canterbury
  - Darwin (DLT1)
  - Keynes (KLT1)

1.00pm: Lunch!
  - Darwin Conference Suite
  - Reports & Journals/Portfolios

2.00pm: Poster Fair
  - Eliot Dining Hall
Campus Day 2017

Friday 17th March 2017
Placement Office