

SCHOOL OF EECS
**CSC2034/ECS2034/ELE8087/ELE8099 Year of Professional
Experience Assessment Criteria 2023/24**

The following placement requirements are due to be submitted electronically by Monday 3rd June 2024 to QUB Canvas (Students with a later start date will receive confirmation of an alternative submission date). Report and Logbook should be saved as PDF (SurnameForename_StudentNumber_Placement Report2425.pdf). Videos should be saved as 'SurnameForename_StudentNumber_Company.mp4'.

- 1. Placement Report**
- 2. Logbook**
- 3. Video Presentation**

All submissions will be assessed against the guidelines provided below and processed through August 2024 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.

1. PLACEMENT REPORT:

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

- Cover Page- Name, Student Number, Pathway, Company Name/Location and Placement Year.
- Index/Table of Contents
- Introduction about you and the company.
- Overview of work undertaken during placement (Include a list of hardware and software used)
- 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 withOthers*
 - Applying Knowledge*
 - Problem Solving*
- 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).*
- Conclusions / Action Plan for Remainder of Placement.
- Appendix (*examples of code, screen dumps, certificates, training courses completed, CV, sample reportsetc.*)
- Logbook (*to include monthly logs for the duration of your placement – one A4 page per month (detailsbelow)*)

2. 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 full A4 typed page per month (max size 12 font), outlining the main tasks undertaken ideally with a section on forward planning for the next month. The logbook does not form part of the Placement Report word count.

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 and do not contain sensitive/confidential data. The logbook should be included at the end of your Report and Sample logs are available by emailing the Placement Team at cs.placement@qub.ac.uk or on the YoPE website: <https://vms-2016-careers.eecs.qub.ac.uk/students/onyope/Requirements2324.aspx>.

3. 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
- Do not include student # on video

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'.

Mediasite contains a sample of EECS student placement videos accessible using your QOL username / password to login: <http://mediasite.qub.ac.uk/Mediasite/Catalog/Full/a5e1e6b79b7244b88d665e408ecb3dab21>.

Please fill out the Video Consent Form- <https://vms-2016-careers.eecs.qub.ac.uk/students/onyope/Requirements2324.aspx>
An alternative assessment is available to students who would prefer not to submit a video.

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