College of Science, Engineering and Food Science
(incorporating the Faculty of Food Science & Technology)

Undergraduate Work Placement Programme 2008

A STUDENT’S GUIDE
FOR WORK PLACEMENT
## IMPORTANT DATES & THINGS TO DO

- **Work Placement**: Starts on **April 1st 2008** and ends on **September 12th 2008** unless otherwise agreed with your company to continue working beyond that date. *(See Holidays & Study Leave - *Section 6* in this book for more details). College re-opens on Sept 22nd 2008.*

- Meet **Academic Mentor** and agree communications arrangements during placement **before leaving College**.

- During the 2nd week complete the **Contact Details** on page 4 of your Learning Log, cut it out and return it to Aoife Murphy.

- During the 4th week complete work placement **Induction Checklist** on page 5 of your Learning Log, cut it out and return it to Aoife Murphy.

- Daily, note down the main tasks and activities you completed in your Learning Log.

- Weekly, review your daily notes and document key learning experiences and skills involved in the *Reflection and Analysis* section in your Learning Log. At the end of your placement a number of these skills should feature in the **STAR** based examples in the Reflective Log section of your Final Written Report.

- Weekly, present Learning Log to Industry Mentor (Supervisor) for sign-off and **discuss any work related difficulties with your Industry Mentor (Supervisor)**.

- Regularly contact Academic Mentor as per agreed arrangements.

- By the **1st of August** you must have completed a 1 page summary (max 250 words) of your work placement and emailed it as an attachment in WORD to **aoife.murphy@ucc.ie** for use as a **Work Summary** on the web for next year’s students. Please ensure it does not contain any confidential information. See *Section 9* of this book for guidelines.

- At the end of your placement, have your Learning Log signed off by your Industry Mentor (Supervisor.)

- At the end of your placement, have your Industry Mentor (Supervisor) complete and sign off the **Employer’s Assessment Report**, which is at the back of your Learning Log Book.

- At the end of your placement, complete your **Final Written Report** (use the Self-Assessment Table at the back of your Learning Log Book and *section 10* of this book for guidelines). Present it to your Industry Mentor (Supervisor) for examination and sign off at the end of your placement.

- Prepare and complete your Oral Presentation (**POWERPOINT** format) before the end of your placement.

- Submit both your **Learning Log & Employer’s Assessment Report** and your **Final Written Report** to your Academic Mentor by **12 noon on 26/09/2008**.

- Check the Presentations Schedule (emailed to all students in September) and note the date, **time and location** where your Academic Mentor is to hear your **Oral Presentation** w/c September 29th 2008.
Introduction

The purpose of this booklet is to provide you, the student, with practical information and guidance regarding your work placement.

This guide is divided into 11 sections:

**Section 1 – General**
This section relates to *housekeeping matters* associated with placement.

**Section 2 – Contacts**
This section sets out the names, telephone numbers and email addresses of staff in the Faculty of Food Science & Technology and the Work Placement Office, should you require assistance. A separate document with student names, company names, academic mentor, industrial mentor, location and telephone number will be given to each student at the start of placement, so that students can network during the placement.

**Section 3 – Student Responsibilities**
The student has responsibilities both to the **Employer** and the **University**. Under this heading we address these issues.

**Section 4 – Employer Responsibilities**
The employer equally has obligations to the **student** of which Health & Safety in the Workplace is of major importance. This section covers these obligations.

**Section 5 – Health & Safety in the Work Place.**
This is a very important aspect of the work place environment today and the student in work placement *must abide at all times* by the Health & Safety policies of the host organisation.

**Section 6 – Holidays & Study Leave.**
This section outlines *holiday arrangements* for all students and *study leave* for those re-sitting examinations.

**Section 7 – Termination of Employment.**
This section covers matters relating to termination of employment (placement)

**Section 8 – Assessment of Placement.**
This section outlines the criteria by which the placement will be graded by the Academic Mentor in October

**Section 9. – Work Summary.**
This section deals with the short (250 words) summary of your placement you are required to complete and email to the Work Placement Office.

**Section 10 – Final Written Report .**
This section covers the layout of the student’s **Final Written Report**. The Report must broadly adhere to the format described.

**Section 11. Sample of Academic Mentor's Notebook.**
This section contains a sample of the Academic Mentor’s Notebook. Here the student can see the parameters the Academic Mentor will be working to as his/her Mentor.
The duration of the placement is 24 weeks. All students must complete this period of placement except in cases where seasonality factors may force the company to lay-off temporary workers (e.g. milk processing industry in September).

**Failure to report for work placement duties at the approved* host company at the start of the placement period will result in the student failing his/her placement module.** (*this is the company which made 1st offer to the student)

Students will know the name of their Academic Mentor in advance of going on placement. Students **must** make contact with their respective Academic Mentors before leaving College for placement (visit their offices). This is an opportunity for the student to make himself/herself known to his/her Academic Mentor and to make arrangements for **ongoing student/mentor contact** during the placement. This is a vitally important meeting and starting point for the placement. **Failure to do so will be taken into account by the Academic Mentor in the grading of the students’ work placement later.**

Students must continue to use and access their college email addresses on a regular basis, as this will be the means whereby your Placement Office & Academic Mentor will contact you.

When in placement, **students must abide by the rules and regulations set out by the company for its own employees.** Students on placement are in fact temporary full time employees of the company for the 24 weeks duration of placement. All host organisations have been requested to apply the same disciplinary procedures to work placement students as would apply to their own full time and temporary employees.

**Relocation of students on work placement within the organisation is the prerogative of the host company. Failure by the student to comply will incur instant dismissal.** Should you have an issue with relocation please discuss with your Academic Mentor.

During the work placement, the student must make contact (telephone, fax, email, letter) **at least once/month with his/her academic mentor** to discuss the progress of the placement. Failure to make contact will be taken into account by the Academic Mentor when grading the student’s placement. Make ongoing contact arrangements with your Academic Mentor before going on placement.

Students will detail daily activities in the Learning Log and complete the **Reflection & Analysis** section each week and submit to the Industry Mentor (Supervisor) for signature. At the end of the placement the Learning Log and the Employer’s Assessment Report **must** be signed off by the Industry Mentor (Supervisor). This **Learning Log & Employer’s Report must be submitted to the Academic Mentor by 12.00noon on 26/09/2008.**

As part of the assessment process, the student must prepare a **Final Written Report** on his/her placement. This Report must be completed **before the end of placement** for presentation and sign-off by the **Industry Mentor (Supervisor)** and **must** be submitted to the Academic Mentor by **12.00noon on 26/09/2008.**

**Oral Presentations** on work placements will be made by each student as per Presentation Schedule to Academic Mentors and class colleagues. Here again students are advised to have these presentations prepared before end of placement; **the medium for presentation is POWERPOINT only.**
# Contacts

**Work Placement Office:**

<table>
<thead>
<tr>
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<th>Tel No</th>
<th>Room No</th>
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**Academic Mentors:**

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KEY: FSB Food Science Building; ORB O’Rahilly Building; BSI Biosciences Institute; WW West Wing.
Section 3.

**Student Responsibilities on Work Placement**

Work Placement is a three way contract between the **Student**, the **Employer** and the **University**. Your performance and conduct reflects not only on you but also on UCC.

Work Placement allows students to develop new **workplace skills**, to put theory into practice, take on challenging projects and to develop interpersonal skills through teamwork and communication. It is an opportunity to experience workplace culture and a successful placement with positive references will later greatly enhance your CV and job opportunities as a young graduate.

The student should -

- Approach work **diligently**, take responsibility and **display a willingness to use own initiative**
- Act within the **Terms and Conditions of Employment** laid down by the employer
- Take reasonable care of **Health and Safety** of oneself and that of others who may be affected by their activities
- Respect the **confidentiality** of the employing organisation
- Be **punctual** and observe rules governing time practices. Be flexible and willing to work outside normal working hours.
- Adhere to the company’s **dress code**
- Adhere to company policy on on **email** and **internet** use. **Only use e-mail and internet in association with work.**

 *(Note – Misuse of e-mail or downloading/forwarding of offensive or inappropriate material from the internet will result in instant dismissal)*

- Be enthusiastic and prepared to join in **out-of-office social activities**
- Satisfy the **academic** requirements of your placement - due dates for Logs and Reports etc.
- Act as an **ambassador** for the Faculty of Food Science and Technology and UCC – next year’s placement depends on your performance this year.

Enjoy yourself and make the achievements and skills you have developed during your 6 months work placement be ones to remember.

**GOOD LUCK**
Employers choose to take on undergraduates for placement for a number of reasons, including the following:

- They bring in new ideas/look at ‘old’ problems with ‘fresh eyes’
- They possess good problem-solving/analytical skills
- They are up-to-date on new technologies
- They are ideal to tackle one-off projects which might otherwise be put to one side, or to help out during summer holiday periods
- It builds closer links to the university
- A 6-month placement can be seen as an extended assessment, with a view to future graduate recruitment

When Employers participate in the Work Placement programme, they agree to ensure the following:

- To satisfactorily complete a Placement Health and Safety Checklist prior to the commencement of the placement.
- To provide a safe place of work for the student. (see Health and Safety in the work place section)
- That the student is briefed or given a short induction course on company codes and practices on commencing work
- To assign a member of staff to act as a Mentor and Supervisor to the student. This person should be willing to assist with any problems that may arise during the placement. The supervisor will also be asked to complete the Employer’s Assessment Report, usually in consultation with the student.
- To draw up an outline programme of the jobs, activities and training that the student is expected to complete for the initial period at least
- To provide work experience compatible with the students level of knowledge, experience and expectations
- To approve and sign the Learning Log during placement and the Employer’s Assessment Report and the Final Written Report at the end of the placement.
- To pay the student a fair wage for a fair week’s work
- To report to the Academic Mentor, any aspects of the students approach to the placement with which they are not pleased.
Background Information

- The establishment and maintenance of a healthy and safe work environment for all employees is now generally accepted, as not only desirable, but a necessary component of a contemporary human resource management approach.

- During the past 2 decades, **health, safety and welfare** at work issues have been highlighted by the development of comprehensive legislation in Ireland, starting with the **Safety, Health and Welfare at Work Act 1989** and the more recent **Safety, Health and Welfare at Work Act 2005**.

- This Act applies to all places of work regardless of the nature of the work performed. If you manage or work in a factory, an office, a farm, a construction site, a government department, a semi-state body, a local Authority, a hospital, a shop, a transport undertaking, a laboratory, a school, college or institute of higher education or any other place of work, then this Act applies to you. It imposes duties on employers, employees and third parties (for example, contractors).

- The 1989 Act transferred the enforcement of Safety, Health and Welfare at work from the Department of Labour to an independent agency called the National Authority for Occupational Safety and Health which is more widely known nowadays as the **Health and Safety Authority (HSA)**. One of its main functions is to make known the standards with which organisations must comply, together with carrying out inspections of all work places to ensure compliance.

- There are 4 areas by which the safety, health and welfare of people at work is being secured –
  - A safe place of work
  - Safe plant and equipment
  - Safe working procedures
  - Information, consultation and training

The programme of action to secure the safety, health and welfare of people at work is outlined in the **Safety Statement**; a document which must be kept up to date at all times and must be available for examination by employees and the HSA.
Students on Work Placement

♦ Students on work placement are employees and are owed a duty of care like all other employees.

♦ On commencement of employment, your induction programme will cover health and safety aspects of your workplace.

♦ Ask for a copy of the company Safety Statement and familiarise yourself with its contents.

♦ Familiarise yourself with the general safety rules, especially the following:
  
  • The layout of the building
  • The emergency evacuation plan for the building. This may be different to the route by which you come into the building. An emergency evacuation plan should be available in each room of the building.
  • What to do in the event of a fire
  • The location of fire-fighting equipment and how it works. There are different types of fire extinguishers, which have different applications.
  • First Aid arrangements in the workplace.
  • The location of the telephone and the relevant numbers to be contacted in an emergency.

♦ Make sure you have a complete set of Personal Protective Equipment (PPE) for the work you are doing and know how to use it.

If you identify a safety hazard in your workplace please bring it to the attention of your Industry Mentor (Supervisor) at once.

♦ Avoid behaviour or activities which may not alone harm yourself but others working with you

♦ Should incidents of bullying or harassment be encountered by you in your workplace, report this to your Industry Mentor (Supervisor) and Academic Mentor at once or if necessary a higher authority in the company.

♦ Finally

  - Work safely
  - Never take risks
  - If not sure – ask your supervisor or industry mentor
  - If still not comfortable with the situation, please call your Academic Mentor.
  - Always remember that the provision of a Safe Healthy Workplace is now a legal requirement under the 1989 and 2005 Acts and that companies and/or individuals (both managers and employees) may be prosecuted or jailed for non-compliance.
At the commencement of placement, students should ascertain the holiday arrangements in the company. While on placement, students generate an entitlement to holidays of approximately 10 days in accordance with the Organisation of Working Time Act 1997. If agreeable to the employer, it is recommended that these holidays should be taken at the end of the placement period. In doing so, the student can replace full-time employees while on annual holidays. This in itself offers an excellent training opportunity for the student, while ensuring that operations continue at full productivity.

Pay in lieu will then be paid at the end of the placement period.

Holiday entitlement in days (approx 1.66 days/month) must be first generated before that number of days can be taken as holidays.

Holiday leave during the placement must be approved in advance by the student’s Industry Mentor (Supervisor). Failure to do so will result in dismissal of the student.

If it is customary for a company to operate a blanket holiday closedown during the summer, then students at that company must also take holidays at that time.

Study Leave arrangements for Autumn re-sit examinations will be as follows:

1. Examination results for work placement students will be available in late April/early May. This has been made possible by holding a special Spring Examinations board meeting in late April.
2. The early availability of examination results facilitates students who will have autumn re-sit examinations, to schedule their studies in the evenings and weekends during the months leading up to examination time.
3. Because students are aware months in advance of re-sit examinations blanket study leave from work placement is not allowed. Instead, students will be allowed 1-day study leave together with the day of the examination for each subject being repeated.
4. Students must make their employers aware of their circumstances immediately they know their examination results in early May and arrange for examination leave in August in accordance with 3 above.
5. This leave of absence will be taken without pay or in lieu of the equivalent number of days from their holiday entitlements.
6. Students will return to their place of work after examinations have been completed in order to complete their 24-week placement period.
7. These arrangements have been approved by the Faculty Work Placement Programme Steering Group and will be circulated to all employers at the commencement of the work placement programme.
8. Any deviation from the arrangements should be brought to the attention of the Work Placement Manager for consideration by the Steering Group. There will also be discussions with the employer. Decisions made, arising from the Steering Group and Employer discussions, will be conveyed to the student.
Companies have the right to terminate student’s employment for any number of reasons – company/economic, student performance, timekeeping, etc as laid down in the companies Code of Practice. The student’s employment is not covered by the Unfair Dismissals Act 1997 - 2001. Termination will be discussed with the student, Academic Mentor and the Work Placement Manager.

Except in cases where the termination of the placement is outside the control of the student, in all other instances where the student's placement is terminated, he/she will be deemed to have **failed their placement module**. That student must complete a successful placement after Final Year examinations, before being allowed forward for graduation.
Work Placement forms an integral part of the degree programmes and will be assessed by the following criteria:

- **Student Learning Log & Employer’s Assessment Report.**
  Updated daily by the student and presented on a weekly basis to the Industrial Mentor for his/her inspection and signature. This book must, along with the student’s Final Written Report & Reflective Log be submitted to his/her Academic Mentor by **12 noon Friday September 26th 2008**.

- **Final Written Report**
  Prepared by the student and submitted to Academic Mentor by **12 noon September 26th 2008**. See Section 8 for details on Report format.

- **Employer’s Assessment Report completed by the Industry Mentor (Supervisor).**
  This is at the back of the Learning Log.

- **Evaluation Form completed by Academic Mentor**
  For your information only, see Appendix 1 for sample form.

- **Oral Presentation (15 minutes)**
  Required from each student on return to College. Remember **POWERPOINT** format only.

**ALL QUERIES REGARDING ASSESSMENT SHOULD BE DIRECTED TO THE ACADEMIC MENTOR.**
Work Summary

Max 1 page (250 words). Avoid sensitive/confidential information.

Company Information
This section should contain details on the company such as: structure (co-operative, private, subsidiary, plc etc); main product group; source of raw materials; markets; number of employees.

Job Description.
Include here the department you are working in, the duties and responsibilities of the job, the title of the person you reported to eg Purchasing Manager, the shift pattern, how results were documented – hard copy or online, action taken when off spec results obtained, other job related activities.
Section 10.

**Final Written Report**

Avoid using sensitive information in this Report and if in doubt consult your Industry Mentor.

The Final Written Report is one of the key items in your placement assessment, which each student must submit for examination by his/her Academic Mentor.

Some students will conduct a project for the company, which will entail researching the subject, documenting the findings, writing a report for the company and making a presentation on your work to senior staff of the company.

Some students will undertake day-to-day operations such as covering in laboratories or the production department for personnel on sick leave, annual leave, on other assignments etc.

Some students will work in the retail sector and/or the financial services areas.

Whatever area you work in, the format of your Written Report should be along the following format:

Part 1. Company Information. (approx 250 words)

This Part 1 section should contain details on the company such as: structure (co-op, private, subsidiary, plc etc); main product group; source of raw materials; markets; number of employees. Provide a brief organisational chart showing the Chief Executive Officer position and key functional positions reporting to the CEO. Please use job titles rather than names of the holders of the positions (e.g. Quality Assurance Manager, Engineering Manager, etc).

Part 2. Duties and Activities (approx 1250 words).

This Part 2 section should give information on the area where you worked. Provide a brief organisational chart for the area where you are working and how it relates to the chart in Part 1. In this section provide a brief diagram of the operations in the area where you work. eg. in a QA/QC laboratory start with: preparing glassware, calibrating equipment, receiving samples, preparing samples, analysing samples, recording results, reporting results, cleaning glassware, securing equipment etc.

For students on project work, incorporate your project report to the company into this Part 2 section.

For students on day-to-day operations in QA/QC/R&D/NPD laboratories, describe the work you are doing – reporting systems; teamwork and the allocation of personnel to work stations; how the results you generate from the analyses you conduct are used to control the manufacturing operations and how the results are used to make commercial decisions on the release of work-in-progress and finished product; interpersonal relationships in the work area; communications in the work area etc.
For students on day-to-day operations on the manufacturing/production floor describe the following: reporting systems; teamwork and the allocation of personnel to work stations; the control of downtime; the control and use of raw materials; the analysis of yields and monitoring of waste/losses; the maintenance of good industrial relations and interpersonal relationships in the work area.

For students in the retail/financial areas, describe the operations in the store, bank, stockbroker company, including systems for control of incoming goods, the stock control systems, planograph activities, the merchandising/advertising activities, the customer care policies, cash control, the ethics of the financial sector, etc.

For all students describe briefly the Good Manufacturing Practices (GMP) of the company; the Good Laboratory Practices of the company; the Quality Systems of the company; the Environmental, Health & Safety policies and other systems employed in the company. Briefly describe the work involved in ensuring that all the policies and systems operated by the company are in compliance at all times with regulatory requirements and the many audits that manufacturing/retail/financial industry has to cope with today. If you participated in an audit at your company during your placement describe your experiences.

Description of methodologies and equipment used in the laboratories or the tabulation of results you generated is not required and should not be included.

Part 3. Skills Utilization. (document 3 cases, approx 250 words each)

This Part 3 section involves documenting real life work situations where you demonstrated your skills. These documentaries are called STAR reports.

What is a STAR report?
It involves telling a story at interview about a Situation or Task (problem/challenge) you faced. Describe the situation or task in 2-3 sentences. This will establish the background for your story so that it can be understood by the interviewer.

Then describe the Actions you took to resolve the problem. This is where you vividly describe the role you played and while not being boastful, take credit for the accomplishments and achievements (5-6 sentences).

Then conclude with articulating the Results you achieved. Discuss how this work helped the company, and if possible, its impact on the bottom line for the company. If this can be measured in quantifiable/money terms do so.

Now you have your story told and this will be remembered by the interviewer long after the interview is over rather than if you had talked in generalities. It is all about convincing the interviewer that you have the skills-set that the company is looking for and that you as a candidate will be remembered when decisions are being made.

This is where the acronym STAR comes from and it provides a format for the story.

A STAR report involves investing a significant amount of your time on reflecting and analysing the experiential learning that has taken place during the placement. To aid with this process, the weekly Reflection/Analysis sections in your Learning Log is reserved to document the key learning experiences and skills involved at the end of each week. Use these sections to complete your STAR Reports.
The top skills that graduate recruiters will be looking for in you and discussing with you at interviews as young graduates during the next 12 months and beyond are:

- interpersonal skills,
- problem solving skills,
- communication skills (oral and written),
- presentation skills,
- teamwork skills,
- self reliance skills,
- ability to work under pressure.

In addition, numeracy, enterprise and commercial awareness, leadership, cultural awareness, ICT skills and building relationships (networking) in today’s workplace with individuals of different backgrounds, cultures and values.

Nowadays interviews are competency (evidence) based, where skills claims made by candidates must be supported through the recall of situations where the skills were employed from student or work placement experiences. Behavioural interviews are based on the principle that past behaviour is a good predictor of future behaviour/performance and the interviewer will expect you to articulate specific examples of your accomplishments and achievements.

Example of a STAR report from a student in the NPD Dept.

Situation or Task.

As part of my work in the NPD dept, it was necessary for me to understand how factory trials were undertaken, so that I could organise and supervise trials in the future for the products I was developing.

Action.

So that I could follow the correct procedures for the factory trials, I discussed the procedures with other experienced technicians in the dept (Team-working/Interpersonal skills). I documented these procedures (Information Handling). Then when it was time to carry out factory trials, I calculated the amount of ingredients to be purchased (Numeracy/Planning), agreed a delivery date (Communications/Planning), and discussed the trial date with the Production and Engineering depts (Communications and Teamwork) During the trial I conducted several QC checks on the process and the product (Analytical skills) to ensure that the customer specifications for the product were being attained. I would have made some process adjustments during the trials to meet product quality specifications (Problem Solving skills). I calculated the %yield to ascertain the losses that were incurred during the trial as this would impact on the retail price of the product (Commercial awareness). I organised chemical and microbiological analyses for product certification and shelf testing to determine the safe shelf life of the product (Self reliance and Organisational skills). Finally I presented the trial results to my Supervisor and other senior factory personnel (Presentation skills)
Result.

The factory trial was very successful. The product specifications were met and there was a very acceptable shelf life for the product. The costings for the product were very favourable. The client has now launched the product on the market and sales to-date have exceeded targets. Personally, I have obtained tremendous experience in the operation of the NPD dept and learned of the importance of good planning, costs analysis, communications, teamwork and interpersonal skills in the successful operation of an NPD department.

Document 3 STAR report of 250 words each (1 page) from your placement experiences, where you have utilised your skills. Refer to the Learning Log for assistance with these reports and also the Personal Development section of the Log (pages 30 and 31). The format of these 1 page reports should be along the following format:

**SITUATION** or **TASK.**

**ACTION.**

**RESULT.**
Part 4. **Overall Assessment of my Personal Development from Work Placement.**  
(approx 500 words)

This is a very important part of your report as it **summarises** for you what your work placement module is all about - the development of a versatile young graduate with:

- **Self Reliance Skills**  
  *Self-awareness, Resourcefulness, Networking.*

- **People Skills**  
  *Leadership, Team working, Interpersonal.*

- **General Skills**  
  *Problem Solving, Commitment, Flexibility.*

- **Specialist Skills**  
  *I.C.T., Technical, Business Awareness.*

These are the personal attributes that will enhance your **employability** and make you **stand out from the crowd**.

This self-assessment is the first step to effectively **promoting yourself** in job applications and interviews.

In summary, the layout of your **Final Written Report** should be along the following format:

- **Part 1.**  
  Company Information (approx 250 words)

- **Part 2.**  
  Duties and Activities (approx 1250 words)

- **Part 3.**  
  Skills Utilization x 3 (approx 250 words each)

- **Part 4.**  
  Overall Assessment of Personal Development. (approx 500 words)

---

Signature  ............................................  Date  .......................  

*Industry Mentor (Supervisor)*

Signature  ............................................  Date  .......................  

*Student*

This page will be emailed in August to your UCC email address – to be copied and pasted into the start of your Written Final Report document.

Undergraduate Placement Programme
2008

Faculty of Food Science & Technology
(College of Science, Engineering & Food Science)

University College Cork.

STUDENT’S FINAL WRITTEN REPORT

Name: _______________________

Student ID Number: _______________________

Course: _______________________

Company: _______________________

Industry Mentor/Supervisor: _______________________

Academic Mentor: _______________________

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Student’s Name ...........................................  Course ..............................................

CONTACTS RECORD

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Placement Evaluation Form
(To be completed by the Academic Mentor)

Date of Visit ...........................................................................................................
Name of Company ......................................................................................................

Company Representatives met                                      Position in Company
..................................................................................................................
..................................................................................................................
..................................................................................................................
Based on your meeting with the student and the Industry Mentor (Supervisor), please give a rating under each heading according to this scale: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Satisfactory, 1 = Poor. Please elaborate if desired.

**WORK ENVIRONMENT**

Is the work challenging?  
……………………………………………………………………………………………………………………

Is the work of relevance to the student’s course of study?  
……………………………………………………………………………………………………………………

Are there well-defined work targets to be achieved and/or projects to be completed?  
……………………………………………………………………………………………………………………

Is there proper support/supervision?  
……………………………………………………………………………………………………………………

Are Health and Safety matters being addressed in the student’s workplace?  
……………………………………………………………………………………………………………………

Is the student’s Log Book being completed and up-to-date? YES  NO  
Please signature Log Book and Date.
INDUSTRY MENTOR’S EVALUATION OF THE STUDENT’S PERFORMANCE

Technical knowledge of student

Quality of work carried out by student

Ability of student to work with others

Timekeeping of student

Ability of student to meet deadlines

What are the student’s strengths and weaknesses?

OVERALL RATING OF THE PLACEMENT – Suitability etc

FURTHER COMMENTS/SUGGESTIONS