

<b>Full Title</b>	Work Placement		
<b>Status</b>	Pending Approval by School	<b>Start Term</b>	2018
<b>NFQ Level</b>	07	<b>ECTS Credits</b>	30
<b>Module Code</b>	COMM07015	<b>Duration</b>	Semester - (13 Weeks)
<b>Grading Mode</b>		<b>Department</b>	Business
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### Module Description


The module is a work placement in Business Information Systems setting and will incorporate a technical learning component.

The module will develop the learner professionally and personally and equip them with the skills, knowledge and relevant business experience to give them insight to and enable them to plan for and achieve their career goals.

All aspects of work placement are covered through workshops and seminars in the previous semester (Semester 5). This will include CV preparation, seeking and applying for a placement, navigating the interview process including mock interviews. The work placement duration is for 15 weeks as a minimum. If the student and employer agree the student can remain on the work placement, ideally for a duration of 6 months.

Learners will gain knowledge, skills and experience in relation to the recruitment and selection process, and have the opportunity to apply their skills and knowledge in the Business Information Systems discipline. Learners will enhance their communication, teamwork, problem solving and basic work skills. Placements will incorporate technical learning and develop at least one technical skill on the course.

The module will be supported and delivered by an academic staff member with assistance from the careers office for the preparation workshops and other academic staff for work placement supervision. Each student will be assigned an academic supervisor and a workplace mentor at the place of work who will also support the student while on placement.

	<b>Learning Outcomes on completion of this module the learner will/should be able to;</b>
1.	Analyse personal skills and characteristics and develop a personal development plan related to career strategy.
2.	Develop a personal brand and apply marketing techniques to marketing themselves.
3.	Review current recruitment and selection processes used by organisations, and prepare relevant documents for same.
4.	Present and articulate their skills and experience professionally in an interview situation.
5.	Have insight into the Business Information Systems environment locally, nationally and globally.
6.	Reflect on and analyse the work placement learning experience and understand his/her own abilities in the work environment.
7.	Apply the knowledge and skills they have learnt on their degree course to a working environment.
8.	Participate and communicate in a professional manner as an individual or as member of a team in the workplace.
9.	Manage their learning in the workplace by reflecting on their skills development and performance and setting manageable short term goals using a log book.
10.	Develop at least one technical skill through work based learning.

## Indicative Syllabus

### Personal Development

Personality profile and analysis of aptitudes.

### Marketing for Recruitment

The recruitment and selection process, marketing yourself, CVs, cover letters, tailoring of application to specific job.

### Developing an Online Profile

Online professional profile development technologies e.g. Linked In, Twitter, Tumblr, blogging technologies, video.

### Professional Presentation

Interview skills, interpersonal skills, presenting, negotiating, pitching, competency based interview.

### Health and safety practices.

The student will produce a portfolio including CV, LinkedIn profile and a reflective essay on what they learned during the job seeking process as well as doing a formal mock interview.

Learners will assess their work place skills in a variety of areas including basic work practices, communication skills, teamwork skills, technical skills and problem solving.

Learners will take up placement in a Business Information Systems setting working at least 30 hours/week for a minimum of 20 weeks up to the ideal of 6 months. They will obtain mentoring from the host company and maintain an online reflective logbook.

Work placement workshops will be delivered collaboratively by the Careers Office and an academic supervisor and the placement will be supervised by an academic supervisor and a mentor at the place of work.

The student will be invited to find a suitable placement and obtain ratification from the academic supervisor. Assistance will also be given to students in securing an appropriate placement. Suitable placements are those which are obtained within the Business Information Systems discipline and which develop at least one technical skill relevant to the core qualification of the programme.

During the placement period the student will be visited by or conduct a telephone/Skype interview with the academic supervisor. During this visit/interview, assessment will be made of the student's progress, the technical content of the learning and any necessary alterations, modifications or adjustments will be made after consultation with the student and work place mentor.

Students will maintain an online reflective journal during the work placement to assess their progress and set short term learning goals.

On completion of the industrial placement the student will write a report and do a presentation detailing what the student has done and learned during their placement including their technical skills development.

## Teaching and Learning Strategy

To prepare themselves for placement and to secure a placement, students will undergo workshops, discussions and an iterative process to develop/review their approach to generating recruitment documentation. This will be co-ordinated by an academic staff member in co-operation with the careers office. All students will complete their CV and do a formal mock interview. These activities will take place as workshops and seminars in the Semester prior to work placement (Semester 5).

Learning in the workplace will be 'on the job learning/training' supported by the academic supervisor and mentor at the place of work. The student will use reflective learning to gain insight into skills developed in the workplace.

The student will develop one technical skill related to knowledge gained on the course for example in databases, web development, data analytics or any technical skill in the field of Business Information Systems.

## Assessment Strategy

### Placement Logbook (Learning Journal)

A detailed logbook will be used for the purpose of recording training and competency. The log book will form an accurate record of each learners training experience and will.

### Placement report

Students will submit a report at the end of their placement. Full details on what information to include in the report is available in the placement handbook.

### Host company assessment

Overall assessment of the learner's performance during placement will be recorded by an interview with the host company supervisor and an academic staff member. The questionnaire template used for the company evaluation is available in the placement handbook.

### Interview assessment

At the end of the placement, the student will present to academic staff and peer outlining the knowledge, skills and competence gained during their placement.

## Repeat Assessment Strategies

The student must pass each element of the assessment. Any failed element must be repeated.

Coursework & Continuous Assessment:			100 %		
Type	Form	Failed Element	Percent	Week (Indicative)	Learning Outcomes
Continuous Assessment	Performance Evaluation	No	50 %	OnGoing	5,6,7,8,10
Continuous Assessment	Written Report	No	30 %	Week 15	1,2,3,4,5,6,7,8,9,10
Continuous Assessment	Interview	No	10 %	Week 15	1,4,5,6,7,8
Continuous Assessment	Performance Evaluation	No	10 %	Week 1	1,2,3,4

Full Time Average Weekly Workload:			1.00 Hours		
Type	Location	Description	Hours	Frequency	Weekly Avg
Supervision	Not Specified	Placement Supervision	1	Weekly	1.00

#### Recommended Reading Book List

Bernstein, B., (2015). *How to Write a KILLER LinkedIn Profile... And 18 Mistakes to Avoid*. The Essay Expert LLC.  
ISBN 0996299602 ISBN-13 9780996299602

#### Online Resources

<http://www.ahecs.ie/sites/default/files/2017-04/Work-Placement-A-Best-Practice-Guide-for-Students-AHECS-Publication.pdf>

#### Programme Membership

GA\_KBUSI\_H08 201900 Bachelor of Science (Honours) in Business Information Systems  
GA\_KBUSI\_B07 201900 Bachelor of Science in Business Information Systems