



## Placements 2010-11

Alison Marshall, Placements Tutor

Maria Thompson, Placements Secretary

[www.engineering.leeds.ac.uk/computing/placements](http://www.engineering.leeds.ac.uk/computing/placements)



- What is a placement?
- Why do a placement?
- Status once on placement
- Where to go on placement?
- Does a placement count towards your degree?
- Placement assessment
- General Procedure
- Questions/Answers

# What is a Placement?



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- A Placement (also called an Industrial Placement) is one academic year spent working for a company and not studying in the University.
- Students who do placements take four years to complete their degree
  - they take the normal modules during three years
  - the placement takes an extra year.

# Why do a Placement?



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- The experience should help you get a job after graduation.
- You may find that the company where you do the placement will offer you a job.
- The assessed work in the module will help you to think about what you have gained from the placement.
- The skills you acquire during the placement will enable you to perform better in your final year of study.

# What Kind of Work will I Do?



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- Because a placement is part of the degree, the work will need to have an agreed content.
  - Single honours: computing content
  - Joint honours: some relation to your other degree subject (eg. management, accounting etc)

# Once on Placement ...



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- Duration of placement is 9-14 months
- Students will work under the direct supervision of a manager at the company
- Students
  - are employed by the company for the period of the placement
  - get paid for their work (actual amount of pay will depend on the company)
- Student will be allocated a mentor from the School of Computing
  - at least one visit to the company to be arranged

# Where are Placements Based?



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- Anywhere in the world
- Most placements are in the U.K
  - some are in Leeds
- Others are further away from here
  - a few students go overseas.

# Still a Student?



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- Once on placement, placement students are still associated with the University
  - can still (for example) get a student card
  - Can be exempt from Council Tax
- University requires the payment of half the usual fees

# How does a placement count towards your degree?



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- The placement year is effectively one module, which you pass or fail
- no numerical grade is awarded for the module as a whole.
- If you pass the placement and the rest of your degree you get a degree with a title like 'Computing (with Industry)'.
  - If you fail the placement
    - You can transfer back to a three year degree programme and get a degree without the '(with Industry)' in the title.
- Whether you pass or fail the placement has no effect whatsoever on the class of degree you get
  - it only affects the title of the degree.

# How is the Placement Assessed?



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- To pass the placement students are normally required to
  - participate in pre-placement preparation during their 2nd year
  - keep a log of their activities during the placement
  - submit a portfolio, which reflects on the placement
- The portfolio will be assessed against the criteria described in the handbook on the website.

# Change of your Degree Programme?



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- You need to confirm before 3rd December 2010 that you are on a “with industry” programme.
- To change
  - fill in a form from the Computing Student Office
  - Let the placement tutor know (send an email to [placemnt@comp.leeds.ac.uk](mailto:placemnt@comp.leeds.ac.uk) )
  - It is easy to change back if you don’t get a placement.
- You may have applied for a “with industry” degree originally
  - unfortunately you still need to fill in a change form now.

# How to Find a Placement?



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- Finding a placement is very much like finding yourself a job
- The School will do all it can to find companies which are interested in taking placement students.
- The School will advertise these placements to students (via Blackboard and/or notice boards) - on Blackboard this is in the Placements discussion forum.
- Careers Centre Web site:  
<http://careerweb.leeds.ac.uk/students/>
- It is up to you to apply to companies.
- You are not required to choose placements from those advertised within the school
  - If you see adverts elsewhere you are free to apply
  - BUT all placements have to be agreed with the placement tutor before you formally accept an offer from an employer.

# How to Apply



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- Prepare a good CV
- Prepare a covering letter
- Send your application with any other documents required
- Get help at the Careers Centre
  - daily drop-in CV and Applications Workshop (Monday - Friday 10.00 - 4.00)
  - an adviser will be on hand to help any students prepare targeted applications and CVs



- The Placements notice board in the Long Room
- The website

[www.engineering.leeds.ac.uk/undergraduate/placements](http://www.engineering.leeds.ac.uk/undergraduate/placements)

- Blackboard – select ‘Discussion’ and find the Placements Forum.

- Placements Tutor: [a.marshall@leeds.ac.uk](mailto:a.marshall@leeds.ac.uk)

# A word of warning...



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You don't just sign up for the programme and get 'allocated' to a company.

YOU drive the process.

Finding a placement will take up some time, but the rewards will justify it!



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Any questions?