

WORK PLACEMENT REPORT

The following objectives are set for work placement reports:

- Students are able to structure and summarise the competence acquired during the placement into a clear entity.
- The report demonstrates the student's active approach to work and reflects on their own efforts.
- The report provides information on how well the placement arrangements have been implemented.
- The students are able to reflect on the significance of the competence gained during the placement considering their own career development.

Work placement reports shall be written in fluent academic style, with complete sentences. The report shall not include confidential issues or inappropriate personal assessments. The text may contain lists, if necessary. All possible figures and tables shall be numbered and assigned headings. Furthermore, remember to cite the used sources properly.

The work placement report is a mandatory part of completing the work placement or getting previous work experience recognised.

Structure of the work placement report (an example)

Introduce the placement organisation:

- Give the name, location, history, size, organisation and field of the company.
- You can also describe the company's operating concept, strategy, etc.
- Use sources such as the company's annual report and website. However, do not repeat the source text as such, but summarise the information to suit your own objective.

Introduce your work placement period and tasks:

- State the time, length and working hours of your placement.
- State the goals you had set for the work placement.
- Briefly present your placement supervisors / the team you were working with.
- Describe the content and nature of your tasks.
- How did your tasks relate to other tasks in the organisation?
- Describe the orientation you received for the tasks, what methods were used and who participated in the orientation?

Evaluate your work placement experience:

- State whether the placement was successful or not, if there were any shortcomings, and if you have some suggestions for corrections.
- State the observations you made about cooperation at the workplace, functionality of the work community and atmosphere at the workplace.
- Assess the suitability of the placement: were you able to use the competence gained in your studies? Did the placement provide you with more professional knowledge and skills?

- Describe the impacts of the placement on your perception of the field and your possible orientation.

Appendices to the work placement report:

- A copy of the employment or placement certificate
- Summary of the record of working hours (part-time work or work in your own company)
- Other appendices supporting the work placement report