School of Electronics and Computer Science

ELEC3200
Industrial Studies module

A handbook for students interested in an accredited one year industrial placement
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1. Your eligibility and the placement process

The MEng/MComp programmes listed below offer the opportunity for a yearlong placement starting at the end of the second or third year (normally start at some point between July and August).

MEng Electronic Engineering
MEng Electrical Engineering
MEng Electromechanical Engineering
MEng Electrical & Electronic Engineering
MEng Computer Sciences
MEng Software Engineering
MComp in Information Technology in Organisations

There are some academic standards that you must meet before being allowed to take up a placement position.

| Year One: You must have passed all core modules, achieved 58% or more, averaged across ALL your courses taking during year one. |
| Year Two: You must have passed all core modules, achieved 58% or more, averaged across ALL your courses taking during year two. |
| Year Three (if taken): You must have passed all core modules, achieved 58% or more, averaged across ALL your courses taking during year three. |

Staff in the Electronics and Computer Science (ECS) department will work to ensure that placements offered are with reputable companies and pay a reasonable salary but cannot guarantee that every student who is eligible will gain a placement.

ECS is keen that placements are a successful and beneficial experience for students, employers and the university. As a result, an additional selection process has been put in place prior to interviews by the company.

Students are asked to complete a CV and application form and email them to ECS Industrial Placement Team, PlacementsFPSE@soton.ac.uk no later than 05th November 2018. These CVs will them be quality assured, scored and ranked for suitability against the available placements.

You will be emailed to your University email account on 19th November 2018 to inform you of the outcome of this initial stage and you will be asked to reconfirm that you wish to continue with the process. It is critical that you respond to this email as soon as possible. Without your confirmation that you wish to continue in the process, your CV will not be passed to employers. If you know you are not going to have access to your emails on 19th November, please let us know as soon as possible to enable alternative arrangements to be made.

We will be suggesting to potential host companies that they should ideally complete their interviews with you no later than 15th April 2019 to ensure attendance at interviews does not interfere with your revision or exams. The date of the interviews is however at the discretion of the potential host company. The interview will most likely be off campus at the office of the potential host company. The University does not cover the cost of travel to the interview. The host company may offer this at their discretion.
We are requesting that the potential host companies confirm the outcomes of the interviews first to the Placements lead Prof. Harold Chong, then to you as the candidate as soon as possible after the interview. Again though, this will be at the discretion of the potential host company.

To assist in the smooth running of the placement process for both ECS and the potential host companies, please made your decision on whether to accept the offer from the company promptly if one is made and ensure that you notify PlacementsFPSE@soton.ac.uk to confirm you are accepting the post (subject to successful passing of all core modules).

As passing all core modules with a score of 58% or more averages across all your courses is a pre-requisite of commencing the placement, you will only receive final confirmation that you are going on the placement after you have received your end of year scores and it is confirmed that you have achieved 58% or more. It is anticipated that this will be confirmed on 28th June 2019 or the nearest date for the marks release.

It would only be at this point that your student record would be updated to reflect that you were undertaking module ELEC3200.

The exact start and end date of the placement are a matter of negotiation between yourself and the host company, but you should ensure that:

- You start your placement sufficiently early in the summer that if, for any reason, you or the host company decide early in the placement that it is not working out and the matter cannot be resolved, then you stand the best chance of getting back onto your course in that academic year. The latest opportunity to do this would require you to return to study in week 3 of the new academic year.

- You complete your placement in good time to return to University by the start of term at the end of September or early October (depending on academic year)

2. Your responsibilities

ECS believes that the success of a placement depends on the willingness of the student to play a full and active role undertaking the placement and giving full consideration to it as a learning opportunity. As part of this, you should be conscious that both during selection and the placement itself, you are representing not just yourself but ECS and the University of Southampton. Some of the key responsibilities are:

- To play an active role in applying for a placement without losing focus on your studies;
- To prepare a CV and complete the application form in sufficient time for the deadline of 05th November 2018;
- To communicate effectively with Southampton and external staff, through timely, clear and professional responses to any requests made of you;
- To behave professionally in all contacts with placement providers, during the selection process and while on placement;
- To be adaptable to the placement opportunities that become available;
- To remain committed to a placement once you have accepted an offer – it will not be acceptable for you to withdraw from a placement once a decision has been made unless there are exceptional extenuating circumstances;
- Complete and return all self-assessment forms and reports in line with the deadlines that are communicated to you.
Ensure you keep your on-site and academic supervisors and the Faculty Student Office
(ecs-studentoffice@soton.ac.uk) and PlacementsFPSE@soton.ac.uk informed of any change of contact details
or other changes of circumstance that you would normally inform the University about. When contacting the
ECS Industrial Liaison Tutor, academic tutor or academic supervisor concerning module administration, you
should include the Placements Team (PlacementsFPSE@soton.ac.uk) and Faculty Student Office
(ecs-studentoffice@soton.ac.uk) in your email correspondence.

We require that you complete a short disclaimer during the process indicating that there has been no change in
circumstance with regard to special learning needs or criminal convictions since your UCAS application. With
your permission this information is passed onto the placement provider, if appropriate to do so (i.e. if your
performance will be compromised by the placement provider not being informed). This is in recognition of the
duty of care that we have to our placement providers as well as to you.

3. Staff roles and responsibilities

ELEC3200 is coordinated by ECS Industrial Liaison Tutor, Professor Harold Chong (hmhc@ecs.soton.ac.uk).
Your day-to-day supervisor will be your ‘On-site supervisor’ at your host institution. In addition, you will be
assigned an ‘Academic Supervisor’ who will act as a contact with the department should you require any
assistance from the Faculty during your placement. These are in addition to your existing Personal Academic
Tutor.
You can also contact the Faculty Student Office (ecs-studentoffice@soton.ac.uk) and Placements Team
(PlacementsFPSE@soton.ac.uk) who will be able to signpost potential assistance for queries as required.

4. Your placement options

As students only transfer to the ELEC3200 module if they are successful at interview. If you are not successful,
you would stay on your original academic pathway and enter your next year of academic study (assuming you
had achieved the required marks).

5. Financial aspects

The placement is a fully integrated academic part of the MEng/MComp degree programme. However, given
that you are away from the University for an academic year the University only charges 20% of the tuition fee.
The provision of loans and grants for your placement year is likely to be influenced by the fact that you will be
paid a wage. You will need to check on this with your local education provider and the student loan
organisations. In particular, you will need to find whether you will still be eligible for any maintenance grant
that you have been awarded during the previous two/three years. You should expect to need to pay for your
accommodation while you are on placement and the travel to and from your host organisation.

Placements will be subject to financial remuneration that is dependent on company policy. ECS has no
influence on this - it is a matter for agreement between the student and the company – but we will ensure it is
above an appropriate agreed minimum. Once you have been satisfied that the placement is of interest to you
and the company is willing to offer you a position you should ensure that you understand the details of the
financial package.

It is most likely that you will be covered for public and personal liability while in the workplace by your host
organisation but ensuring that you and your personal belongings are adequately insured both in the workplace
and during your leisure activities will be very important.
6. The structure of the yearlong placement programme

The placement will start in either July or August by agreement with your host employer. Within the first three weeks of you starting, either an initial visit or phone/Skype call will take place. This will be between yourself, your on-site supervisor and the academic supervisor to ensure that:

- You are settling in effectively to your placement;
- The expectations you and the host organisation have for the placement still align with the core learning outcomes of the module;
- You have had the appropriate health & safety induction.

You will complete and email in brief self-evaluation forms bi-monthly to your academic supervisor, the Placements team and the ECS Industrial Liaison Tutor (Prof. Harold Chong). These forms will not be marked, they are intended to assist you in reflecting on the progress of your placement and communicating how you feel it is progressing to the University.

Your academic supervisor will visit you on-site at your host employers at least twice during the placement – during January immediately prior to the submission of your mid-term report and in May prior to the submission of your final report. The level and means of contact throughout the rest of your placement will be agreed between yourself, your on-site supervisor and your academic supervisor and will be regularly reviewed to ensure you are receiving sufficient support. Additionally, you can contact your personal tutor and/or the Placements team as required.

Assessment dates of your placement are as below:
[For students doing placement period from June/July 2018 – June/July 2019]

- 1,500 word mid-term report – 18th February 2019 - 15% of the overall assessment
- 10,000 word placement final report – 28th June 2019 - 60% of the overall assessment.
- Oral examination and presentation – 02nd September 2019 - 25% of the overall assessment

You will complete your placement and return to ECS in time for the 2019/20 academic year which commences at the end of September 2019. To ensure we can continue to refine and improve the placement process, both you and your host employer will be asked to provide feedback on the process and your experiences. You may also be asked to provide a short presentation at an information session for prospective placement students in the future.

Important dates for students intending to do placement 2019 to 2020:
05th November 2018: Email CV and application form to Industrial Placements Team
19th November 2018: Initial notification of application outcome
(Before) 15th April 2019: Completed interview

ELEC3200 module contacts:
ECS Industrial Liaison Tutor: Professor Harold Chong (hmhc@ecs.soton.ac.uk)
FEPS ECS Industrial Placements Team: PlacementsFPSE@soton.ac.uk
FEPS Faculty Student Office: ecs-studentoffice@soton.ac.uk
Your Personal Academic Tutor / Academic supervisor
Appendix – Outline comments on CV and interview preparation

Curriculum Vitae

You should aim to prepare yourself and your CV as early as you can in the process and be prepared to refine your CV as you progress. You should also make use of the excellent resources available through our own Careers Destinations group at www.southampton.ac.uk/careers.

Remember that your CV is your passport to an interview. It must represent your skills in a way that positively differentiates you from the other applicants. Ensure that it:

- Is accurate in terms of content (the CV will often form the agenda for any subsequent interview).
- Associates your skills base with the job on offer (if possible) and your aspirations with those of the company.
- Is professional looking (error free, tidily formatted, free from trivialising graphics, maximum of 2 sides of A4).

You will also be asked to complete an application form. This form contains three mandatory questions which should enable you to clearly articulate why you want the placement. The word limit for each of these questions has been set at 200 words. Do not exceed this limit.

The Interview

Selection for interview is a reward in itself but not the end of the process! Your performance in the interview will be what will decide whether you are offered a job or not. It is much harder to give guidelines on interview technique because it is a much more ‘personal’ process than preparing a CV. You might want to try www.businessballs.com/interviews.htm which is a mine of useful information about selection processes and many other things besides.

Some guidelines that might be useful are:

- Be professional in your presentation of yourself and your knowledge.
- Take along examples of your work that might be pertinent to the interview. You won’t always use them but they can be useful in giving you more control over the situation.
- Make sure that you can defend/ elaborate upon any claims made in your CV.
- Be willing to try and work out an answer to a problem – interviewers will be looking for an ability to solve problems as well as factual knowledge. Also remember they are looking to see whether you will fit into their team.

Quite often companies ask you to complete answers to a series of questions evaluating your response to (and development after) past experiences. Sometimes they will ask you these sorts of questions during the interview process – be prepared for them. They are used as opportunities to evaluate your experience as a team player or as a leader and innovator, either at work, at play, on holiday; in fact, wherever and whenever. Whilst the actual answers are important the real reason for these questions is to establish that you have the ability to critical evaluate your performance in every aspect of your life. Having done so, an interviewer will want to see what you have learnt about yourself during these activities and acted to improve both strengths and weaknesses. Giving a tangible impression that you have never evaluated your abilities and never sought to improve yourself is one of the worst things that you can do at an interview.
**ECS Industrial Placement Additional Information Form**

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**Have you completed CV and Interview Training? (please check box)**

- Yes ☐
- No ☐

Please rank the placements below in order of preference - with 1 being the company you would most like to undertake your placement with and 3 being the place you would least like to undertake.

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Is there a specific company not listed who you would like to undertake a placement with? If so, which company and why? Please answer in the box provided.

Please answer the following 3 questions overleaf as fully as possible. The answer to these questions, in conjunction with your CV, will be used as the basis for the University assessment of your suitability for the Industrial Placement and will determine whether your application is passed to employers for consideration. Please limit all your answers to a maximum of 200 words per question.

**Deadline of Submission: 05th November 2018**

**Email submission to: PlacementsFPSE@soton.ac.uk**
1. What do you hope to gain from the Industrial Placement?

2. Why have you ranked the companies in the order you have?

3. What relevant skills, experience and other attributes will you bring to the company if you undertake the placement?