Student Guidelines

You are to submit **two reports** regarding your placement: an interim and a final report. You will need to e-mail your reports to the placement coordinator (Christophe Rhodes as from the academic year 2012-13), who will acknowledge receipt of the report.

The **interim report** should be approximately 1000 words long and should outline what you have learnt, your experience gained so far, and describe your plans for the rest of your work placement. This must reach the department by **31st December**.

The **final report** should describe your work placement as a whole. This must reach the department by the the end of your placement or **15th July**, whichever is earliest. It should be approximately 2000 words long and provide a summary of the work placement. It should include information such as:

- any specific aims or objectives of the placement;

- tasks completed and experience gained from those specific tasks;

- knowledge learnt and skills acquired (whether or not the knowledge or skills are directly related to Computing);

- self-assessment and future implications of your experience.

You should also remember that while on your placement you remain a student at Goldsmiths; official communications might be sent to you at your **Goldsmiths e-mail address**. You must make sure that you can read messages sent to your Goldsmiths e-mail address at least once a week while you are on your placement.

You will be assessed on **both** of your reports, and in addition on reports produced by your supervisor. You need to pass the work placement in order for you to qualify for a degree with work experience; in the event of failure in the work placement, you may still progress to the third year of study but will not be eligible for a degree with work experience.