



Work Placement Guide

Science & Engineering

Te Mātauranga Pōtaiao me te Pūkaha



2010

Placement Coordinators



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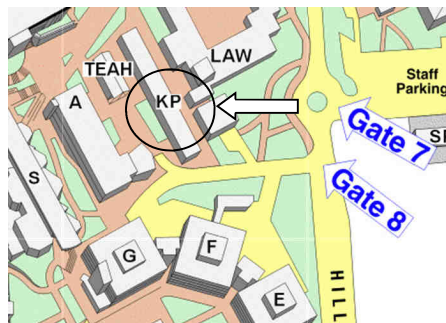
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Cover

Melaina Grant examining an SDS Page Gel as part of her BSc(Tech) work placement in Biology.

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Welcome to Cooperative Education

Cooperative education develops your professional skills through work placements in industry and research institutes. Work placements allow you to observe industry practice and workplace cultures and decide your future career. You get to apply knowledge and skills learnt at university and develop technical knowledge and skills, interpersonal skills and a professional work ethic.

Paper Outline

The work placement papers are compulsory for students doing a BSc(Tech) or BE degree. Each paper involves placement preparation including career advice, CV preparation and interview practice, job applications, work placement, and placement assessment through employer evaluations and formal placement reports.

- **Placement Papers**

You need to enrol in the following at the beginning of the year:

BSc(Tech)

1st placement: 3 months at end of 2nd year
 SCIE279-10C(HAM)(10 pts)
 XXXX371-10C(HAM)(10 pts)

2nd placement: 3 months at end of 3rd year
 XXXX370-10C(HAM)
 XXXX372-11C(HAM)
 (20 pts each)

BE degree

1st placement: 3 months at end of 2nd year
 ENGG279-10C(HAM)(0 pts)
 ENGG371-10C(HAM)(0 pts)

2nd placement: 3 months at end of 3rd year
 ENGG372-10C(HAM)(0 pts)

where XXXX is BIOL for biology majors, EARTH for Earth and Ocean Sciences, CHEM for Chemistry, COMP for Computer Sciences

and ENGG for Engineering (including Materials and Process, Biochemical, Mechanical, Electronics and Software Engineering).

SCIE279 and ENGG279 is compulsory for second year BSc(Tech) and Engineering students doing their first placement. This course will include placement preparation, CV workshops, interview technique, health and safety and reflective practice. This course will run in B semester and passing is a prerequisite for the work placement paper XXXX371.

Students who have not been placed or did not pass SCIE279 or ENGG279 can withdraw from XXXX370, 371 or 372 before the end of November and receive a full fees refund.

- **Entry into XXXX370, 371 and 372**

Acceptance into the work placement programme depends on good performance in previous years papers and passing SCIE279 or ENGG279. A driver's licence, email and cell phone are strongly recommended.

- **Health Issues and Medical Certificates**

Report health issues affecting your ability to do a placement to your placement coordinator. Medical certificates for late reports should be handed to your departmental secretary.

- **Assessment**

Assessment for 370, 371 and 372 consists of a formal report and an employer evaluation. BE and BSc(Tech) students doing a 3-month placement submit one report. BSc(Tech) students doing a 9-month placement hand in two reports, an interim report after three months and a final report after the placement is completed.

The report is usually 30-40 pages in length including appendices. Due dates are given below and can be changed in some circumstances. Late reports may incur penalties and IC grades are awarded if reports are not submitted.

- **Regulations and Policies**

Refer to the University Calendar and <http://www.sci.waikato.ac.nz/outlines.shtml> for policies regarding assessment, student discipline, computer systems, Māori language in assessment, human research ethics, student research, plagiarism, monitoring and review, links between teaching and research, health and safety, class representation and complaints procedures.

- **Timetable**

See Appendix 5 for the timetable of placement events.

Preparation for Your Placement

- **Meeting with your Placement Coordinator**

In addition to the course, several times a year placement coordinators arrange to meet with you individually or in groups. These meetings allow placement coordinators to:

- Get to know you.
- Help with CV and cover letter preparation.
- Discuss work placement and location preferences.
- Talk about placement progress.

Group meeting times and dates will be advertised in SCIE279, ENGG279, ENMP282 or ENMP283 (Science and Technology Management) or ENMP381 (Technology and Innovation Management), department lectures, Moodle, and on the school notice board in Kopuoroa.

- **Preparing your CV**

A CV is a 2-3 page summary of your academic and employment history, relevant skills, attributes and experiences, and your career ambitions and direction. This is used to promote you to potential employers, so think carefully about content, style and what areas you would like to emphasize. List

papers you are currently undertaking even if grades are unavailable.

Include work experience even if it seems irrelevant or insignificant. Many skills gained are transferable between work environments. For example, a petrol station forecourt attendant has money handling, interpersonal communication, management, teamwork, and safety skills.

Include sporting and academic achievements, club memberships, responsibilities (e.g. club secretary or treasurer), hobbies and interests, and activities outside the university. These provide your prospective employer something to talk about during interviews and lets them assess how well you will fit in to their team.

Membership in professional organisations (e.g. IPENZ, NZ Institute of Chemistry, NZ Society of Soil Science, etc.) will demonstrate commitment to your career path and help your CV stand out from others.

Remove any jargon and keep your CV simple and easy to read. See Appendix 1 for a CV template. Your placement coordinator can help identify relevant skills and tailor your CV and cover letter for specific placements.

For more help, check out these websites:

www2.careers.govt.nz/cv_4_me.html
www.alec.co.uk
www.jobweb.com
www.cvservices.net
www.resumania.com

CV writing is also covered in ENMP282, SCIE279 and ENGG279.

- **Writing a Cover Letter**

Initially a cover letter should be generic. It can then be tailored to suit specific position or employer. The cover letter should tell an employer who you are, why you are seeking the position advertised, and skills and experience you have suitable for the position. Ideally, the cover letter should be one page,

Times New Roman 12 point font size and 1.5 spacing, so that it is easy to read. See Appendix 2 for a sample cover letter layout.

Finding Placements

- **Approaching Employers**

Your coordinator will contact employers early in B semester for potential placements. You will be notified of any possibilities. Your coordinator will then match interested students to employers and send two or more CV for each position.

Many placements are found with employers who have long-term relationships with the University. However, to increase your chances of getting a placement, be pro-active in finding work opportunities during A and B Semester, especially if you wish to be placed in a specific region (e.g. Nelson or Hawkes Bay) or have useful personal contacts. Keep your placement coordinator advised when approaching employers as they may already know the employer.

Your placement coordinator will attempt to find a placement in the region of your choice, but you may miss out on a placement if you are not flexible. Be prepared to go wherever a suitable placement can be found.

Usually positions are filled quickly after they are found. To assist the placement process respond to your placement coordinator queries as soon as possible and keep them up-to-date with your contact details.

- **Placement Interviews**

You will usually be interviewed by an employer before obtaining a placement. Treat the placement interview like a job interview. Normally your placement coordinator will take you to the interview. A telephone interview is usually arranged for jobs outside the Waikato/Auckland region (e.g. Northland, Wellington, South Island, or overseas).

Prior to and during your interview:

- Study up about the organisation, the position you are applying for, and the skills required. Your placement coordinator will brief you, but also check the company website because employers often ask if you know anything about their organisation.
- Dress appropriately. Clothes do not have to be expensive, just clean and tidy.
- Be enthusiastic during the interview.
- Ask intelligent questions about the work, the organisation, possible future prospects with them, etc.
- Body language speaks loudly, so try not to fiddle or look uncomfortable.
- Maintain good eye contact, speak clearly and honestly, illustrate your replies with relevant examples, and do not waffle. Do not worry if you do not know the answer to a question – asking for clarification about the question will help provide an answer.
- Smile – it leaves a lasting impression.

Speak to your placement coordinators if you are unsure about interview technique or nervous. SCIE279 or ENGG279 provide opportunities to practice interview techniques. Often the trial interview is harder than the actual interview, but it will provide helpful tips and help you understand what questions you may encounter in your interview.

- **Placement Confirmation**

Within a week or two after an interview, you will be notified if you have been successful in obtaining a placement. However, in some cases a placement depends on obtaining external or internal funding, in which case placements may not be confirmed until October or November.

During the Placement

- **Make it a Learning Experience!**

You will learn many skills that cannot be taught at university such as interpersonal skills, teamwork, and specific technical skills. To get the most from your placement:

- Consider what you would like to learn.
- Make a list of achievable learning objectives. Learning objectives can cover technical knowledge and skills, professional development, and personal development.
- Discuss with your placement coordinator and your work supervisor how these objectives can be met.
- Revise your learning objectives throughout your placement.
- Include your learning objectives in your placement report and reflect upon how they were achieved.

Investigate the following during your placement:

- Company or institute aims, vision and mission statement, history, products, the markets it caters for, position in the market place, business structure or hierarchy, what accreditation it has (e.g. ISO 9001, ISO 12000, IANZ, or IPENZ.) and what quality controls, safety measures and auditing systems it has in place.
- Your position in the organisation and why that position is important.
- What your work and results will be used for, why it is important, how it will effect your organisation and businesses it interacts with.

Think about how the organisation could be improved. A fresh perspective can be valuable for an employer.

- **Work Ethic during the Placement**

Be enthusiastic, positive, professional, honest and appropriately dressed. Employers have been impressed with previous students, often

offering them part-time work throughout the year and a full-time position at the end of the placement. Placements are often offered to subsequent students because of previous students' success.

- **Report any Problems**

Notify your placement coordinator of any problems that cannot be resolved between you and your employer. Your coordinator can help mediate or resolve any problems.

- **Record Keeping**

Keep records in a diary of your workplace activities such as any particular tasks carried out, process methods and anything learnt. These records will help you remember details when writing your report. You may also be required to keep a lab book that is retained by the company at the end of the placement (e.g. for patent applications).

- **University Supervision**

You will be assigned a university supervisor who is responsible for editing and marking your report. Contact your university supervisor for assistance when you start writing your report.

- **Moodle**

Moodle provides support for students on placement (off-campus). Moodle operates like email but allows you to communicate via the internet with other placement students and your work placement coordinators.

To use Moodle, access the University of Waikato student page (<http://www.waikato.ac.nz/student/>), and click on "Moodle" under Quick Links.

- **Site Visits**

Your placement coordinator will visit you in January/February. Students on 9-month placements will also be visited in May/June. If your placement is a long way from Hamilton (e.g. Wellington, Gisborne or Northland), then you may be visited by

another coordinator or be contacted by phone instead.

Site visits allow us to check on your welfare, employment, record keeping, confidentiality and supervision and to discuss any issues such as learning objectives, work problems and report writing. We also discuss your progress with your employer.

- **Confidentiality**

Often placement work is confidential or commercially sensitive. You may be asked to sign a confidentiality agreement, in which case do not report or discuss methods and results outside the company without permission from your employer. Breaching this agreement may result in legal proceedings.

Discuss any confidentiality issues with your work supervisor, university supervisor, and placement coordinator - particularly regarding your report.

- **Health, Safety, and Harassment**

New Zealand has a strong focus on occupational health and safety (OSH) and harassment. Read and follow any documentation or policies your employer has. Some employers have OSH regulations that include travel to and from work.

Be responsible for your safety, and notify your employer or placement coordinator if you have any concerns.

After the Work Placement

- **Assessment**

Close to finishing your placement an employer evaluation form (Appendix 3) is sent to your employer. The evaluation, your report, and feedback placement coordinators receive during your placement are used to determine your placement grade.

Grades for 3-month placements and interim reports may be displayed on your coordinator's office door in May or on iWaikato, or you may be notified by post or email. Grades for the last part of the 9-month placement are available in September.

Discuss any concerns with assessment with your placement coordinator first. Otherwise consult the University Calendar for procedures for resolving disputes.

- **Student Feedback**

You will be asked to complete a student survey during the first departmental BSc (Tech)/BE meeting after the summer placement to gain feedback regarding placement process, supervision, and support. This helps us identify any areas that need improving.

- **Reflection**

Reflection is a valuable part of the learning process, allowing you to think about what skills you have gained, and what you have learnt about yourself and about your organisation during the placement. Tips on what to reflect on are included on page 10 under "Reflection and Review". We will help you reflect on your learning during the placement on the second placement visit.

Reflective practice is introduced in SCIE279 and ENGG279 and covered in detail in SCIE379 and ENGG379

Placement Reports

All students doing work placements submit reports on their placements. The report is a formal document, about 30-40 pages, in which you give an organisation overview, describe work done and findings, and discuss what you have gained from the placement. You, the employer, and department retain a copy, and this is used by the employer for future work.

- 3-Month Placement Report

BE and BSc(Tech) students doing a 3-month placement submit a “3-month report” for assessment after they have completed their work experience. The report is graded on the following:

Introduction	10%
Organisation overview	10%
Description of work	30%
Discussion	20%
Reflection and review	20%
Presentation	10%

- BSc(Tech) 6-9 Month Placement Reports

BSc(Tech) students doing a 6 to 9-month placement submit an “interim” after three months into their placement and a “final” report after they have completed their placement. The reports are graded as follows:

• Interim Report	
Introduction	40%
Organisation overview	20%
Description of work	30%
Presentation	10%
• Final Report	
Introduction	5%
Organisation overview	5%
Description of work	40%
Discussion	20%
Reflection and review	20%
Presentation	10%

Report Contents and Formatting

Your report should be 30-40 pages in length including appendices. Allow a 3-cm margin on the left hand side of the page for binding and the body text should be 12-pt Times New Roman font and 1.5 line spacing. You should include the following:

- Title Page

The text on the title page should fit in a rectangular area 12.5 cm wide by 7.5 cm deep, positioned 8 cm from the top of the page and 3 cm from the right margin (Appendix 4). Include the report title, course number, your name, the organisation, your work supervisor, and your university supervisor.

- Executive Summary

Give a brief one page summary, i.e. type of placement, name of organisation, your position in the organisation, general description of the tasks and outcomes, and a quick overview of skills learned.

- Acknowledgments

Acknowledge everyone who helped with the placement (i.e. supervisors, colleagues, etc) and thank the company for employing you.

- Table of Contents

Include major and minor headings and page numbers.

- List of Figures and List of Tables

Include descriptive captions under each figure and above each table. List all figure and table captions and page numbers after the contents.

- Introduction

The introduction sets the scene. Include the company you worked for, your supervisor, a brief description about the organisation you worked for, purpose of the work placement, any objectives, work/projects/research carried out, learning objectives and a brief outline of your report.

This is a major section (40% of the grade) in a BSc(Tech) 6-9 month placement interim report and should include a literature review and any theory related to your work.

For the BSc(Tech) 6-9 month placement final report, this section only needs to be a 1-page summary of what was in your interim report.

- **Organisation Overview**

Describe the organisation you worked for, history, location, objectives, management structure, products, funding, markets, and your position in the organisation. If possible, discuss controlling factors on the industry such as economics, politics, policies, market forces, etc. Avoid repeating company jargon and rewrite it in your own words.

This is worth 20% in the BSc(Tech) 6-9 month placement interim report, so it should be a comprehensive review of the company.

For the BSc(Tech) 6-9 month placement final report, this section should be a 1-page summary of what was done for the interim report.

- **Description of Work**

For project work you might like to break this section into the following subheadings: Overview; Background Information; Methods; and Results.

For routine work you could break down the section into: Overview; Duties; and Equipment Used.

Include any background information and theory, relevance of your work to the company, methods and equipment used, and present any findings. Provide sufficient detail so your work can be understood and repeated by other people new to the job.

For a BSc(Tech) 6-9 month placement interim report, this should be a detailed coverage of the methods you are using, expected results, and any methods used to interpret data. If you have any initial results you should report these as well.

For the BSc(Tech) 6-9 month placement final report, this section should include a summary of methods used from your interim report, any new methods, and comprehensive coverage of all your results and interpretations.

- **Discussion**

Discuss any findings, why they occurred and any theory supporting it, importance of work done, and effect of the work on the company.

The academic supervisor is looking to see if you have a good understanding of what you have done, the results you obtained and what consequences there are for the company. Make some conclusions if applicable and recommendations.

If you did several projects during the placement you may prefer to report each project in a separate section with its own description of work and discussion.

This section is not required in the BSc(Tech) 6-9 month placement interim report.

- **Reflection and Review**

Reflect on your experiences and achievements and discuss the following aspects:

- Did you meet your learning objectives?
- Are there any technical or soft (e.g. communication) skills that you have gained or improved?
- How did you gain these skills?
- Has your attitude, work ethic or confidence changed?
- Were there any difficult situations that you had to overcome?
- Could you have done things differently?
- Did you learn anything about yourself?
- Did you learn anything about working with other people, the organisation and your discipline?
- Has the placement influenced your career path?

Your diary will be useful for recalling events. Be positive and give constructive comments for the organisation.

This section is not required in the BSc(Tech) 6-9 month placement interim report.

- References

Any papers or books referenced in the report are listed in the references section. Each department has a preferred method of referencing. Check with your university supervisor for a suitable referencing style.

- Appendices

Appendices contains information or data that are useful, but not necessary to include in the report such as detailed results, large examples, templates, maps, etc. Reference appendices in the report.

Report Tips

A good report is concise, formal, intelligent, specific, well structured, easy to read, well presented, with relevant areas discussed in detail. It should show you have understood the work and its relevance to the organisation.

Avoid 'we' and 'I' except in the introduction and reflection sections of the report. Try to be as specific as possible when describing methods and results so there is no ambiguity and others can repeat your work. For example, do not say:

"I added some NaOH to the beaker." Rather:

"5 mL - 1M NaOH solution was added to a 50-mL beaker."

Also, write in past-tense. For example:

"Move the spanner 10 degrees clockwise." should be written as:

"The spanner was rotated 10 degrees clockwise."

Be analytical and thoughtful when discussing results. Think laterally when interpreting results and consider if your explanation is plausible and accounts for all the facts. Explain why the results are important and their impact on the business.

Take time to present your report well. Be consistent in formatting, headings, fonts, paragraph spacing and page numbering. Include descriptive captions below figures and above tables. Use styles available in Microsoft Word to help your formatting. Check for grammar, spelling and orphan headings and captions.

Report Submission

We follow a similar model to Masters or PhD dissertations where you submit an unbound "complete" draft to the Co-op Administrator, who will send it to your university supervisor for comments and corrections. Your university supervisor will need a week to edit your report and provide comments. Once these have been addressed you then submit a finished report to the Co-op Administrator for copying, binding and assessment.

Make sure your employer has seen your draft before you submit it so any areas that are commercially sensitive can be omitted or changed.

Submit a final hard copy and an electronic copy as a doc, docx or pdf file of your report to the Coop Administrator. Your employer, university supervisor or placement coordinator may also like an electronic copy of your report to keep on record.

- Submission Dates

3-month and BSc(Tech) interim report draft submission is 11 March 2011 to the Co-op Administrator. Finished report submission is 25 March 2011 to the Co-op Administrator.

BSc(Tech) final report draft submission is 15 July 2011 to the Co-op Administrator. Finished report submission is 19 August 2011 to the Co-op Administrator.

- Late Submission and Non-Submission

Contact your placement coordinator if you have any difficulties handing in reports. For example, your employer or university supervisor may need more time to review the draft report, or unforeseen difficulties may arise. We can grant extensions if needed. Marks may be lost if you hand in late and extensions are not granted. IC grades are awarded when reports are not submitted.

Fast-Track to Masters?

BSc(Tech) students can fast-track into an MSc(Tech) by completing the requirements of a BSc degree (*360 points – of which 35 points should be in management*) and completing two 3-month placements by the end of the third year. You can then start MSc (Tech) in your fourth year at university.

Discuss post-graduate options with your placement coordinator early in the third year.

Changing to a BSc and Withdrawing from Placement Papers

You can transfer out of the BSc(Tech) and BE into a BSc at any time. You can obtain a full refund of fees from the placement paper(s) you are currently enrolled in provided you withdraw by November before commencing your placement. If you do not withdraw and do not complete a placement you will be awarded an IC grade and will not be refunded.

After-Word

We hope you have found this guide to be helpful for preparing for your placement and for writing your report.

Work placements are enriching and rewarding and present opportunities for further work in your career. We hope you will make the most of the opportunities that arise and wish you the very best for your placement.

Appendix 1: CV Template

Curriculum Vitae

Name

PERSONAL DETAILS

Name: Name

Address: Street Address
City
Email
Phone
Mobile

Driver's licence: Class B Private Motorcar Licence

CURRENT SITUATION

Say what you are doing at University, and what you hope to do. You may like to mention some of your personal qualities.

EDUCATION

Include all papers

2010: Degree, Major, and University. Papers include: Paper Grade

2009: Degree, Major, and University. Papers include: Paper Grade

2005-2008: Secondary Education, School, City. List qualifications.

SKILLS

List any skills you think might be relevant for the job. Here are some examples of skills

Practical engineering or technical skills:

- Welding (TIG, MIG etc)
- Milling machine
- Lathe
- Fabrication of parts

Software:

- Microsoft Office: Word, Excel, Publisher
- Matlab
- Solidworks
- CorelDraw
- Adobe Photoshop
- Programming languages (C++, perl, html, php, visual basic)

Laboratory:

- UV spectrophotometer, pH and conductivity probes, etc
- Instron tensile tester
- Other systems used

INTERESTS AND HOBBIES

List any interests or hobbies that you have.

REFEREES

Name
Department
Company
Address
Phone, Fax, Email

Name
Department
Company
Address
Phone, Fax, Email

Name
Department
Company
Address
Phone, Fax, Email

Appendix 2: Cover Letter Layout

Your name
Your address
Your town/city
Phone
Cell phone
Email

Date

Employer name
Position
Department
Company
Address
City

Dear [employer name],

First paragraph: Identify the job you are applying for and where and when you saw the advertisement.

I wish to apply for the position of _____ as
advertised in the _____
on _____ 2010.

Second paragraph: Outline your relevant skills, experience, qualifications and strengths. Say how these make you suited to the position.

I have _____

Third paragraph: Say why you want to work in this job or company.

I wish to work in your company because _____

Please find enclosed my curriculum vitae. I look forward to hearing from you.

Yours sincerely (faithfully if using Sir/Madam)

Your signature

Your name

Appendix 3: Employer Evaluation

**BSc(Tech) and BE Degree
Employer Work Placement Evaluation**



Student:

Date:

Work Supervisor:

Supervisor Signature:

To assist us in evaluating the student's overall performance and attitude during the work placement, could you please fill in the following:

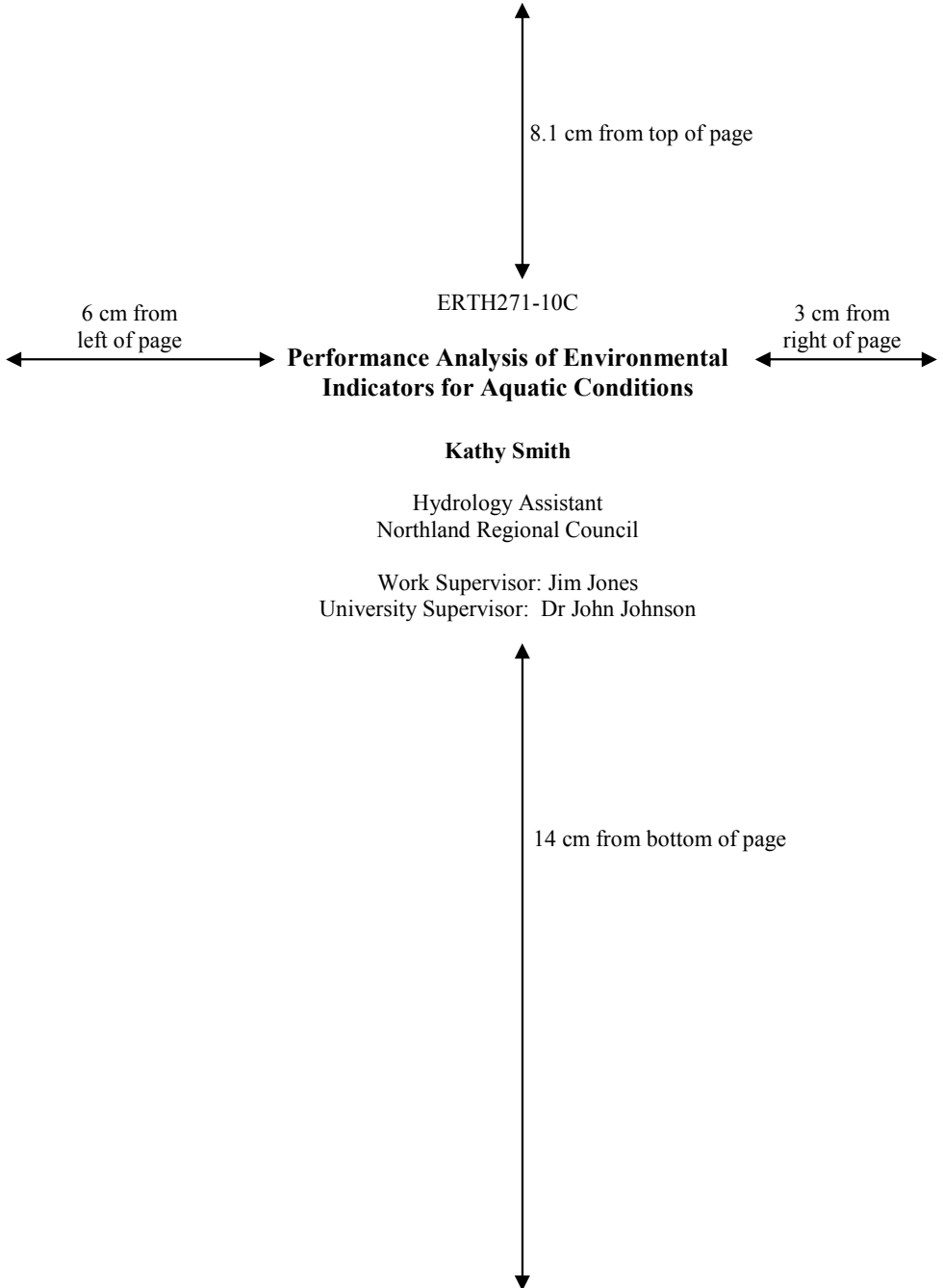
Attribute	Excellent	Very Good	Good	Fair	Poor
Quality of work					
Ability to solve problems					
Ability to learn					
Speed of work					
Initiative					
Attitude to work					
Judgement					
Dependability					
Sense of responsibility					
Relations with others					
Speaking skills					
Attendance					
Punctuality					
Safety Procedures					
Record keeping					

EXAMPLE ONLY

General rating:									
10	9	8	7	6	5	4	3	2	1
Excellent		Very Good		Good		Fair		Poor	

Please comment further on any aspect of the student's performance:

Appendix 4: Layout for Title Page



Appendix 5: Timetable

<ul style="list-style-type: none"> • 2nd Year Students

<i>April / May</i>	2 nd year student meetings with coordinators. CV and cover letter writing
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<i>May to October</i>	Coordinator visits placement employers CV sent to employers Student placement interviews
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<i>November</i>	Exams Placements begin
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<i>December</i>	Coordinator may visit prior to Christmas
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<ul style="list-style-type: none"> • 3rd Year Students

<i>January / February</i>	Begin writing first placement reports Coordinator visit / University Supervisor contact Enrol in BIOL, CHEM, EARTH, or MAPE370 (BSc(Tech)) or ENGG372 (BE)
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<i>March</i>	Semester A starts 3-month report draft due 11 March 2011 3-month finished report due 25 March 2011
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<i>May</i>	Grades posted for placements Reports available Student meetings
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<i>May to October</i>	Coordinator visits placement employers CV sent to employers Student placement interviews
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<i>November</i>	Exams Placements begin
-----------------	---------------------------

<i>December</i>	Coordinator may visit prior to Christmas
-----------------	------------------------------------------

<ul style="list-style-type: none"> • 4th Year Students

<i>January / February</i>	Begin writing 9-month interim and second placement reports Coordinator visit / University Supervisor contact Enrol in 372-11C (<i>BSc(Tech) students only</i>)
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<i>March</i>	3-month or 9-month interim report draft due 11 March 2011 3-month or 9-month interim finished report due 25 March 2011
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<i>May</i>	Reports returned and grades posted
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<i>May / June</i>	Coordinator visit for 9-month placement students
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<i>July</i>	9-month final report draft due 15 July 2011
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<i>August</i>	9-month finished final report due 19 August 2011
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<i>September</i>	Reports returned and grades posted
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THE UNIVERSITY OF
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