# Department of Computer and Information Sciences
## BSc Hons Software Engineering
## Industrial Placement Report Guidelines

## General

Students who have undertaken an industrial placement in Software Engineering have to produce a report on their industrial period. Two copies of the report should be submitted to the Departmental Office (and a receipt obtained) by the end of the first week of the first semester in the year in which they resume their studies.

**NOTE:** *It is your responsibility to ensure that the time and facilities are available during the placement to prepare and write the report. If, due to circumstances beyond your control, you are unable to meet the specified deadline then please contact Marc Roper before the start of semester.*

Industrial placement reports will be assessed by two examiners who will normally make use of the attached marking scheme. The mark received for the report will contribute towards the determination of final honours classification.

Reports must be written individually, even when two or more students are working on the same project.

## Structure

- ❏ Cover page containing:
  - o Student's name and registration number
  - o Organisation name and contact details
  - o Name and contact details of company member to whom student was responsible during placement period
  - o Date

- ❏ Contents page

- ❏ The main body of the report should be as follows

  - ❏ A description of the organisation in which the student has been employed. Its main lines of business and products produced, its business aims and objectives, quality policy, geographical influence etc.. In particular, the types of software it produces, the methods it uses, markets in which it competes, and types and numbers of employees working in the software area are of interest. A more detailed description of the aims and structure of the group to which the student was attached.

  - ❏ A description of the work performed by the student during the year. The project or projects (or other work) should be described at a level that does justice to the project but is accessible to the member of staff marking the report (take particular care when using company specific acronyms or project names). Specific technical details or a glossary of terms may be described in an Appendix. The purpose of the work, how it relates to other work undertaken by the organisation, and the methods used, should all be described. The specific role undertaken by the student should be clearly identified. You might find it useful to keep a project log or diary during your placement (nothing too detailed) to help you when it comes to writing this section.
    **Note:** When writing about a project you may find yourself describing technologies that your host organisation regards as confidential. Your report will not be publicly available but will be read by members of staff within the University. It is your responsibility to check with your line manager or other appropriate individual that you are not breaching company confidentiality. If this presents a real problem when writing your report, then please contact Marc Roper as soon as possible.

❑ A discussion of the benefits the student obtained from the work and the placement in general, including how these relate to their future development. You should also use this time on placement to read one of the general software engineering texts (Pressman or Sommerville) and include in this section comments on the state of the <u>practice</u> of software engineering as they appeared to you.

❑ References – any books or papers referred to within the text should be included here, ordered alphabetically, and referenced from the text.

❑ Appendices – These should contained detailed material referred to in the main text, such as design diagrams, user manuals etc.

## Presentation
The report should be around 25-30 pages (12,000 – 15,000 words) in length. Appendices do not count as part of the length but their content will be assessed. Both copies of the report should be bound.

## And Finally…
Industrial placements vary widely in character and opportunity, and organisations taking placement student differ markedly. The report structure described above is designed to accommodate these differences, allowing all students to be judged on an equal basis, irrespective of the actual placement experience.

Marc Roper
September 2008

# Department of Computer and Information Sciences
## BSc Hons Computer Science – Software Engineering Specialism
## BSc Hons Software Engineering
## Industrial Placement Report Assessment

Students's name:………………………………………………………………………………………….

Organisation:……………………………………………………………………………………………

Examiner:……………………………………………………………………………………………….

| Component | Mark Awarded | Comments (continue overleaf if necessary) |
|---|---|---|
| Overall description of organisation, details of students position, details of products / services provided by company. | /20 | |
| Explanation of project(s), background information, work performed by student. | /30 | |
| Discussion of benefits obtained, critique/evaluation of software engineering practice. | /30 | |
| Presentation of report including structure, organisation, clarity and readability. | /20 | |
| **Total** | **%** | |

Signature:………………………………………………….Date:………………………………