



Guidelines for the Supervised Work Experience Semester

Criteria for a pass grade

- Full class attendance, i.e., attending classes is mandatory
- Submitting the term paper (work experience report) by the stipulated deadline
- Work experience presentation (approx. 20 min + 10 min discussion)
- Presentation documentation (handout, slides on paper, agenda, overview, etc)
- Reference letter from the company

Work Experience Report and Presentation Design

- Outline
- Length: 10 – 15 pages
- You may also include references and bibliography and Appendices (business report, material...) as appropriate
The report should not be purely descriptive, i.e., a sensible approach would be to discuss the placement from the perspective of a particular question or issue.
Minimum content requirements for the report / presentation:
 - Presenting the company e.g., *structure, products/services, corporate culture, regulations*
 - Job description *Department, tasks and responsibilities, function in the department*
 - Outcome *Purpose of your work; what contribution did you make to the company?*
 - Dovetailing of theory and practice *Analysis and appraisal (using materials learnt on Part One/Two of your programme): What could you apply directly, what was an indirect help, (in retrospect) what would you have needed to learn*
 - Personal evaluation of your work experience *see the Reflection Guidelines*

You can fail the seminar for any ONE of the following reasons

- A poor presentation, too short and unprofessional. (The presentation should narrate a "story", with slides supporting the points and development, the right amount of time spent on the different elements, and with evidence of audience awareness.)
- The term paper does not meet the requirements for a term paper or is insufficient in terms of substance (cf. § 11 PrakO).
- Not attending every seminar (seminars are mandatory).

Starting Your Work Experience (Or initial situations say a lot about the overall picture)

- How did you get the place at the company? Coincidental, intentional, supported by others...?
- The placement interview and what you noticed at the time...

General (The gap between anticipation and reality benchmarks happiness)

What did I want, hope for, expect – in terms of

- Job area or tasks
- Colleagues and superiors
- Supervision?

What was the reality? Were your expectations met? Were there (pleasant or unpleasant) surprises?

- Does the company have a motto or guiding principle? If it does, how does that motto or vision square with your impression while working there?
- Your overall impression

Tasks and supervision (Motivation comes from a job you like and that suits you)

- Were you over- or under-challenged by your tasks, or were they just right?
- Were you only challenged by the substance of the work or did you also have to contribute in other areas (negotiations, meetings, discussions, presentations)?
- Did you enjoy the work?
- What did you learn from it?
- How were you supervised?
- Did your supervisor give you sufficient information? Were your tasks properly explained?
- Did you get feedback about your performance? Was there something like a staff appraisal meeting?

Contribution to the wider picture (Can I see a wider picture?)

- Within the limits of your remit, was your work useful for the company (or was it just giving you "something to do")?
- What connection can you see between your own performance and the department / company?
- Could you contribute towards the company / department goals? Did you know what the company or department goals were?

Work climate, colleagues, superiors (Help or hindrance)?

- How was the cooperation with your colleagues?
- Were there any points of conflict? If yes, how was it treated in the organisation?
- What was the relationship between staff and supervisors like in general and how was your own relationship to your superiors?
- What was your impression of the corporate and work climate? Was it a pleasant working atmosphere?

Self Assessment (Criticism is all very well, but how brilliant am I really?)

How involved were you with your work?

Did you meet the company's demands? (Did you know the standards you had to meet?)

Can you truthfully say "I gave my best"? Or was it more just a job you had to get through somehow?

How would you evaluate your own key qualifications, if you had to put them to the test?

Social competences: Communication and discussion skills, ability to handle conflict

situations, team skills, good manners (punctual, polite, respectful, considerate, etc.) ...

Methods: Presenting, facilitating discussions, moving discussion forwards, asking pertinent questions, bringing ideas into debate ...

How do you know that you have /do not have these skills?

Taking on a leadership role? (Would I trust myself to do it?)

Would you trust yourself to take on your superior's job?

No, I wouldn't trust myself to because I'm lacking

Sure, s/he does and I can do that too!

Imagine you are the boss there. What would you change? What would you leave the same?

How work experience relates to your future career (Was I following my own agenda or only doing what the University programme prescribed?)

- Why did you take this particular work placement?
- Has the experience improved your chances of a future career?
- What are those new chances concretely?
- What impetus have they given to your perspective on your career?