Guidance for writing up your placement report

You are required to produce a placement report **and** a poster at the end of your placement.

We recommend that you speak to your supervisor early on in your placement, as they may be able to answer any questions you have and provide you with useful information and back ground reading.

Placement Report

Format

How you present your report is up to you. You may want to present your report in **one** of the following formats:

- Written report
- Power point presentation
- Written diary
- Video diary
- Blog

Report Length

As a guide, written reports should be 3 – 5 pages long and PowerPoint presentations should be 5 – 10 slides.

Title

Give your placement report a title that reflects either the role(s) you observed or the host organisation. Please include your full name and the name of you school below your title.

Introduction

Introductions are important, especially for formal writing or oral presentations. We suggest you introduce your placement by talking about:

- The company hosting your placement (e.g. their name, what they do and their location)
- Does the organisation have operations in other locations throughout the UK or abroad?

Main Body

You can lay this section out in a number of ways; however, you may find it easiest to divide your report into sections using sub headings, such as:

- The departments you worked in
- The career(s) or role(s) that you experienced
- Each day or week
- Each experiment/technique learnt

Below are some questions to help you decide what to include in the main body of your report:

- What did you do during your placement?
- What department(s) did you work in? And what do they do within the organisation as a whole?
- What role(s) did you perform and why is/are these roles important to the company? How does this role help them to deliver their aims?
- What experiments did you do? What techniques did you learn?

If you did any experiments, analysed data or produced any images, diagrams or graphs during your placement, you may wish to include them. If you plan to include any experimental work, please try to discuss the following (where possible).

- The method used to obtain the data.
- What the data shows.
- Conclusions you can draw from the data.

Personal reflections

To conclude your report, let us know how you found your placement and what skills and knowledge you think you have gained:

- Did you find your placement interesting and enjoyable?
- Do you think you would want to work for the company or a similar company in the future (and why)?
- What skills do you think you have gained from the placement? For example, team working, communication skills, and any practical or technical skills you may have gained.
- Has the placement helped you gain a better understanding of careers and study options that you may want to pursue when you leave school?

Poster

In addition to the placement report, you are required to produce a poster that will be displayed at the celebration event. The poster should be a summary of your placement report.

You can lay out your poster in a number of ways:

- You may wish to simply focus on one week, area or department that you worked in during your placement or one technique that you learnt.
- Alternatively, you could give a brief summary covering every week and every department you worked in.
- Or you may wish to tell us the key things you learn and gained from the placement.

Photographs

Where possible, we would like you to include photographs and diagrams in your placement report and poster. However, please check with your placement supervisor and obtain permission before taking any photographs or videos. Some organisation will be performing confidential work and may not wish for images of this work to appear in your report.

Questions

If you have any questions regarding the write up, please contact Katie Yates at Science Oxford on 01865 810006 or **StemWOW@scienceoxford.com**

How to submit your placement report

The deadline for submitting your completed placement is: **Monday 11ᵗʰ September 2017**

To submit your placement report, please go to the website We Transfer - https://www.wetransfer.com/. On the site, you will see the box shown in the image below:
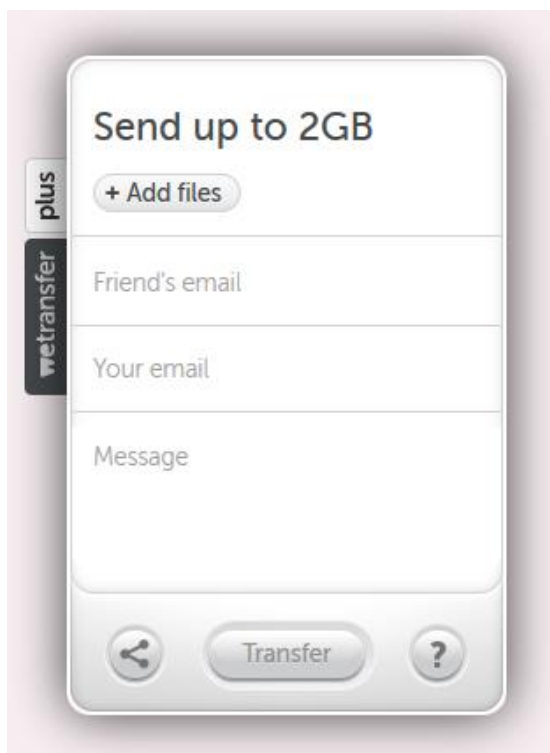
- Use the *Add files* button to attach your placement report
- In the section titled *Friends Email*, please enter stemwow@scienceoxford.com
- Enter *Your email* address and put your name and project title in the *Message* section
- Once you have entered all the details and attached your report, please press the transfer button

Science Oxford will receive an email from We Transfer and we will be able to download your work directly. You will receive an automated email from We Transfer once your work has been downloaded by Science Oxford.