Guidance for writing up your placement report

We would like you to produce a report **and** a poster at the end of your placement.

It's a good idea to talk 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 background reading.

Placement Report

How you present your report is up to you; you can use **one** of the following formats:

- written report
- PowerPoint presentation
- written diary
- video diary
- blog

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

Report

Introduce your placement by talking about the company hosting your placement, e.g. their name, what they do and their location. You can also mention their other operations in the UK or abroad.

Think about:

- What you did during your placement.
- Which department(s) you worked in and how it/they related to the organisation as a whole.
- What role(s) you performed and why.

Don't forget to include information about experiments, techniques and skills learnt. If you plan to do any experimental work, don't forget to include details of the method used, what the results showed and any conclusions you could draw. If you have them, include diagrams, graphs, results tables and photos (with permission).

Personal reflections

At the end of your report, let us know how you found your placement and what skills and knowledge you think you learned:

- 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 learned? For example, team working, communication skills, and any practical or technical skills.
- 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 report, we would like you to produce a poster that we will display at the celebration event. The poster should be a visual representation of your placement with plenty of images and a limited amount of text.

- You could focus on one week, area or department
- You could focus on one technique or skill that you learnt
- You could focus on the product/process at the business
- You could give a brief overview of the whole placement

Photographs

Where possible, we would like you to include photographs and diagrams in your 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.
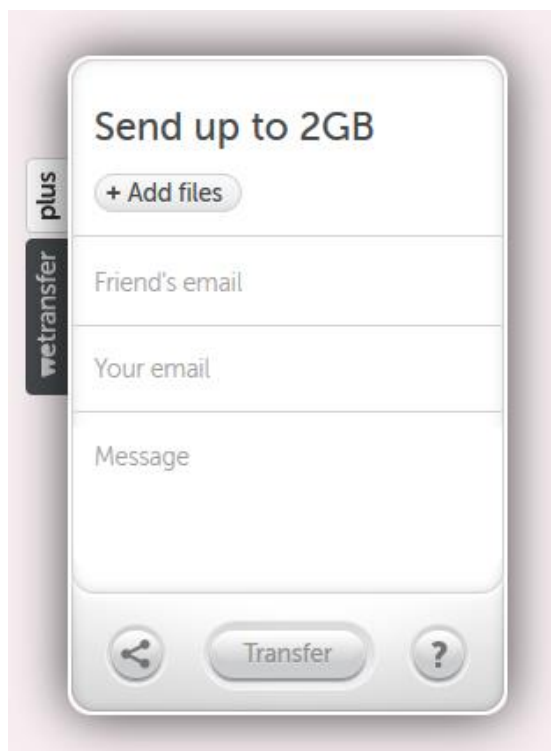
Questions

If you have any questions about the report or poster, please contact Katie Yates at Science Oxford on 01865 810014 or **StemWOW@scienceoxford.com**

How to submit your placement report

The deadline for submitting your completed placement report is **Friday 15 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 this image:

- 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.