

TIEDOT HARJOITTELUSTA WORK PLACEMENT DETAILS

Opiskelija/Student

Nimi/Name	Opiskelijanumero/Student Number
Koulutus, suuntautumisvaihtoehto/ Degree Programme, Targeted Degree	
Opintojen aloitusvuosi/ Starting year of the Study	Ryhmätunnus/ Group Code
Puhelin/Telephone	Sähköpostiosoite/Email

Harjoittelupaikan tiedot/Work Placement Organisation

Harjoittelupaikka/Name of the Company	Toimiala/Branch of The Company	
Lähiosoite/Address	Postinumero ja postitoimipaikka/Postal Code and Town	
Yhteyshenkilö / esimies / Contact Person	Puhelin/Telephone	Sähköpostiosoite/Email

Harjoittelun tiedot/Work Placement

Harjoittelu-aika/ Time ____.____.20__ - _____.____.20__	Harjoittelun laatu/Category <input type="checkbox"/> Perusharjoittelu / Basic training <input type="checkbox"/> Ammattiharjoittelu / Professional training	Työaika h/vko Working Hours/week
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Harjoitteluraportti/Placement report

Harjoitteluraportti kirjoitetaan seuraavalta sivulta löytyvän ohjeen mukaan erilliselle paperille ja liitetään tähän lomakkeeseen työtodistuksen kopion kanssa.

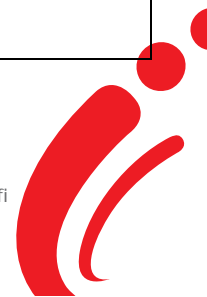
The instruction how to write a placement report can be found on the below of this form. The placement report is written on a separate piece on paper. The placement report and a copy of the testimonial of service will be submitted together with this form.

Allekirjoitus/Signature

Aika ja paikka/Time and place	Opiskelija/Student
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Koulutuksen merkinnät/ Notes by the UAS

Raportti palautettu/Report received	Tarkastettu/ Checked	Hyväksyjä/Accepted by
Harjoittelupäivät/Number of days	Opintopisteet/Number of credits PERUS AMMATTI	TKI-pisteet/RDI credits



INSTRUCTIONS FOR THE WORK PLACEMENT REPORT

The student shall write a report of at least four pages plus the cover and content pages. The cover page will be Work Placement Details form. The contents of the report will be following:

1. The place of employment
 - Details about the employer (location, address, field, main products, history and development of the net sales, facts about the customers and the market, organization structure, personnel, the student's training department)
 - Other things related to the workplace (industrial safety, staff training, leisure activities and trade union activities)
2. Work description
 - Your duties (the duration of the placement and the student's position in the work community, guidance to the work, main duties, did you work in a team or independently, working methods and equipment, the arrangements of work or production, quality assurance, a short introduction of your supervisor, discussion of whether your duties were demanding enough)
3. Your evaluation of the work placement (the most important part of the report)
 - Your evaluation of the contents and versatility of the placement, work comfort and suitability as placement within your field
 - Your evaluation of contribution, activity and initiative during placement
 - Your expectations/aims and discussion of whether they were realised or not (refer to the aims you set yourself in the work placement plan)
 - The attitude to you at the workplace
 - How useful your studies are for the work placement
 - Examples of positive and negative experiences
 - Things enhancing your work and learning
 - Conclusions (how did you cope with the placement period, did it correspond to the purpose, how the placement period affected your understanding of the field and did the placement period expand your professional skills)
 - Discussion of possible continuation to the placement (placement period in the same company/organisation also in the future workplace)
 - Suggestions to improve the work placement period, the guidance or the evaluation of it
 - A possible message from the employer to the university of applied sciences

Enclosure: A copy of the testimonial of service and plan of work placement with the goals that student has set to the placement

The language of the work placement report is supposed to be fluent, comprehensible and relevant. It may, however, be lively and personal. The report should be written in full sentences with as few lists ('bullets') as possible. Making notes during the placement period will make itself useful when writing the report.

When the work placement report is evaluated, the treatment of the subject, covering your own thoughts as well as text taken from different sources (e.g. the Internet or annual reports of the company) will be central. The information sources have to be listed at the end of the report. You mustn't, however, quote directly from your sources but summarize them according to your aims. The layout of the report will also be noted when evaluating.

The work placement report is submitted with enclosures in paper version or by e-mail to the supervisor at the end of the training period.

