



UNIVERSITY OF MAURITIUS
FACULTY OF SOCIAL STUDIES & HUMANITIES

Attention:

Re: Work Placement for BSc (Hons) Communication Studies

Dear Sir/Madam,

As you may know, the Faculty of Social Studies & Humanities runs a four-year degree in Communication Studies, with specialisation in Journalism or Business Communication.

As part of their training, students are required to carry out work placements in a field related to their specialisation.

At the end of their placement, students must submit a work placement report that counts in their overall evaluation.

I would be most grateful if you could accommodate student Mr/Ms. _____, specialising in Journalism, for a Work Placement of at least 6 weeks full-time or the equivalent on a part-time basis (i.e. around 180 hours).

In case you accept the above student in your organisation, you will find enclosed the following documents:

- Guidelines to supervisors (which you will keep for your reference).
- A work placement form (which you will fill in and return to us before the placement begins).
- An evaluation form (to be filled and returned after completion of the placement – the evaluation will count in the assessment of the student).

Should you require any further information, please do not hesitate to contact the undersigned.

Thanking you.

Yours sincerely,

Mrs C.Chan-Meetoo,
Programme Coordinator
Tel: 403-7938
E-mail: chanssc@uom.ac.mu
<http://comstudies.wordpress.com/>

University of Mauritius
Faculty of Social Studies & Humanities
BSc (Hons) Communication Studies Level III/IV

GUIDELINES FOR WORK PLACEMENT SUPERVISORS

Thank you for accommodating our student
in your organisation for a Work Placement

Please find hereunder a few guidelines for the organisation of the placement. Please use them in a flexible manner to accommodate the conditions of your firm/organisation.

About the Work Placement

The Work Placement is part of the training offered in the BSc in Communication Studies, which offers a specialisation in *Business Communication or Journalism*.

The aims of the Work Placement are to provide exposure to a work setting in line with the student's field of specialisation, and to allow the student to become more familiar with the realities of the job and work environment.

The roles of the Work Placement Supervisor

- prepares the firm / organisation / department for the student's arrival.
- helps the student integrate the department / firm.
- selects a work load for the student, taking into consideration the student's field of specialisation and interests, experience and capacity, needs and goals.
- provides the student with opportunities to observe and participate in the work of the department / organisation, thereby allowing the student to develop knowledge and practical skills related to her / his field of specialisation.
- monitors the student's placement: punctuality, time management, carrying out of tasks, integration within the firm / department, etc.
- communicates with the Programme Coordinator at the University, should any information / clarification be needed, or should the student encounter any difficulty or problem.
- helps the student with the collection of information or data required for the Work Placement Report, which students must write after completing the Work Placement.

About the Work Placement Report

The Work Placement Report must be written after completion of the Work Placement, and is the sole work of the student.

The report will include:

- Summary information about the firm / organisation, the nature of the activities, an organisation chart which the student has to draw if the firm cannot provide one.
- Description of the tasks carried out by the student
- Description of the knowledge, skills and overall experience gained

The student may wish to collect information/data for the written report during the placement, through interviews, or documents that can be put at his/her disposal. The student is required to respect the confidentiality of the organisation and may keep copies/ reproduced material belonging to the organisation of his/her report, only with the prior approval of the Work Placement Supervisor.

The work placement Report is a University Assignment and is consequently submitted only to the University of Mauritius. The Report is treated by the Programme Coordinator and Examiners as all other students' assignments i.e. with confidentiality.

For any further information, kindly contact the following:

Mrs C. Chan-Meetoo
Programme Coordinator
BSc (Hons) Communication Studies
Faculty of Social Studies & Humanities
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Réduit
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Faculty of Social Studies & Humanities
BSc (Hons) Communication Studies Level III/IV

WORK PLACEMENT II FORM

(to be filled in and returned to the Programme Coordinator*, **before** the Placement begins.)

Name of Organisation: _____

Activities of Organisation: _____

Address: _____

Phone No.: _____ Fax: _____ E-mail: _____

We shall be glad to accommodate Mr/Ms _____,
student of the BSc(Hons) Communication Studies, Year II for a placement of _____ week(s) on a full-
time/part-time basis, for the period starting ____/____/____ until the ____/____/____ (*either 6 weeks
full-time or the equivalent on part-time, i.e. around 180 hours - delete as appropriate*).

Department/Division where placement will be effected: _____

Main tasks to be assigned to the student:

Name and job title of placement supervisor

Signature

Date

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WORK PLACEMENT II – STUDENT EVALUATION FORM

(to be completed at the end of the student's work placement by the placement supervisor of the host organisation and returned to the Programme Coordinator)*

Placement's Supervisor (name and position):

Organisation:

Student's Name:

Description of main tasks completed by the student:

(Tick accordingly)

	Fair	Good	Very Good
Punctuality			
Regularity and follow up on assigned tasks			
Integration and Adaptability <i>(e.g. to work environment, ethics, standards, regulation, tasks and responsibilities)</i>			
Organisation Skills <i>(e.g. time management, problem solving capacity)</i>			
Ability to take initiative			

Additional Remarks or Comments by Placement Supervisor

Date:

Signature of Placement Supervisor:

*** Please mail or fax to:**
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Programme Coordinator
BSc(Hons) Communication Studies
Faculty of Social Studies & Humanities
University of Mauritius
Reduit

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GUIDELINES FOR STUDENTS ON WORK PLACEMENT & REPORT

The Work Placement is a compulsory component of the BSc in Communication Studies with specialisation in Business Communication or Journalism and counts for 5 credits in the overall weightage.

Aims of the work placement

- to provide students with exposure to a professional setting in the field chosen by the student.
- to integrate theoretical education into practice.
- to broaden students' knowledge-base and develop practical skills.

Nature and duration

- It should be chosen in line with your specialisation (Business Communication or Journalism).
- It should last for a minimum of 6 weeks full-time, or the equivalent in part-time (i.e. around 180 hours).

Important note: The Work Placement Form must be filled in by the “host firm” and approved by the Programme Coordinator **before** the Placement begins.

The Report

Within three weeks after completion of the placement, each student must submit a Work Placement Report which provides a written account of the work placement.

The length of the Report should be approximately 20-25 A4 typed pages, excluding annexed documents, title page, table of contents.

The Work Placement Report gives a written account of the work placement with: a description, a critical/analytical appreciation of the work placement, of the tasks carried out, and of the skills and knowledge acquired.

During the placement

You are advised to keep account of the responsibilities you are given, the tasks you carry out, the things/skills you learn as the Work Placement takes place. It may be useful to take brief notes from time to time. You may also want to save copies of the work you do for the firm, e.g. a press communiqué you may have written, articles you have written or

a document you have designed. These must strictly be your own work/production. You must in all cases respect the confidentiality of the host firm and include these or any other documents concerning the firm in the report only with prior approval of your Placement Supervisor in the firm.

Content of the report

The report should contain the following information/details which will constitute the criteria for marking of the Work Placement Report :

- A title page with your name, course, date and firm/organisation/ institution where placement has taken place.
- Practical information about when and where the placement took place, under whose supervision, etc.
- Summary information about the firm/organisation/institution, its history/the nature of its activities.
- A short description of the department/division where the placement took place.
- An organisation chart of the firm which exists or which you will draw yourself.
- The nature and description of your tasks and responsibilities during the placement as well as your comments on how far these tasks seem in line with the training you have had in class and/or with your field of specialisation.
- The difficulties you encountered during your work placement and how you tried/managed to solve them.
- Your appreciation of the placement : what you feel you have gained in terms of professional and human experience.
- Other comments.

The Work Placement Report should be written after you complete the Placement.

Three copies of the Placement Report must be prepared, of which **two** copies (which will not be returned) shall be submitted to your Programme Coordinator, the third one remaining in your possession.

Placement Reports are meant for your academic evaluation and do not have to be submitted to the host firms.



**University of Mauritius
Faculty of Social Studies & Humanities**

Attention:

Re: Release for Work Placement II

Dear Sir/Madam,

I would be most grateful if student Mr/Ms....., currently in the third year of the BSc (Hons) Communication Studies, could be released for a work placement of 6 weeks full-time or the equivalent on a part-time basis (i.e. around 180 hours).

As part of the requirements of the degree, students must, on completion of the work placement, write a report which counts in the overall evaluation of their performance. This placement is the second one as per the degree course structure and counts for five (5) credits.

Thanking you for your cooperation.

Yours sincerely,

Mrs C.CHAN-MEETOO,
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