

Work Placements

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Work Experience Programmes

- ▶ Work programme (nine to twelve months) after second year
- ▶ Grants different degree title
- ▶ Requires:
 - ▶ successful completion of second year
 - ▶ relevance
 - ▶ substantial independence
 - ▶ contact willing to supervise and act as reference
 - ▶ satisfactory employment terms
 - ▶ placement terms
 - ▶ willingness to share information
 - ▶ sign-off from Work Placements coordinator (*i.e.* me)
- ▶ Assessment:
 - ▶ satisfactory reference
 - ▶ interim report (due end December)
 - ▶ final report (due mid-July)

Accredited Vacation Project

- ▶ 15 credits
- ▶ Replaces one third-year option
- ▶ Work programme (six to eight weeks) over the summer
- ▶ Requires:
 - ▶ relevance
 - ▶ some independence
 - ▶ contact willing to act as reference
 - ▶ sign-off from AVP course convenor (*i.e.* me)
- ▶ Assessment:
 - ▶ satisfactory reference
 - ▶ detailed report
 - ▶ presentation and viva

Procedures

Work Experience Programmes:

- ▶ Apply for placements
 - ▶ best chances by January
 - ▶ (as soon as possible)
 - ▶ contacts, visits, CVs, cover letters
- ▶ Submit post description, offer letter to me as soon as possible
 - ▶ (hard copies to Departmental Office)
- ▶ Receive Departmental sign-off (change of degree programme)
- ▶ Start Placement
- ▶ Provide reports:
 - ▶ interim report: 31st December
 - ▶ final report: 15th July

Procedures

Accredited Vacation Projects:

- ▶ Apply for placements
 - ▶ best chances by January
 - ▶ (as soon as possible)
 - ▶ contacts, visits, CVs, cover letters
- ▶ Submit post description, offer letter to me as soon as possible
 - ▶ (hard copies to Departmental Office)
- ▶ Receive provisional Departmental agreement
- ▶ Start Placement
- ▶ Provide reports:
 - ▶ report: 15th October
- ▶ Register for AVP module as third-year option

Resources

- ▶ Employment coordinator (currently me)
 - ▶ office hours
 - ▶ e-mail c.rhodes@gold.ac.uk
- ▶ Goldsmiths Careers Service: <http://www.gold.ac.uk/careers/>
- ▶ Careers Group, UoL: <http://www.careers.lon.ac.uk/>
- ▶ <http://www.doc.gold.ac.uk/~mas01cr/teaching/placements/>