

Module 18

6.18.1. Work Experience

Module title						Work Experience				
Module NFQ level (only if an NFQ level can be demonstrated)						7				
Module number/reference						BS18				
Parent programme(s) the plural arises if there are embedded programmes to be validated.						Bachelor of Arts (Honours) in Business Studies				
Stage of parent programme						Stage Three				
Semester (semester1/semester2 if applicable)						Semesters 1 & 2				
Module credit units (FET/HET/ECTS)						ECTS				
Module credit number of units						50				
Duration of the module						Two Academic Semesters, 26 Weeks Placement (Flexible).				
Average (over the duration of the module) of the contact hours per week (see * below)						Between three and five days per week, negotiable with employer, several hours – spread across both semesters – of attendance on seminars.				
Module-specific physical resources and support required per centre (or instance of the module)						Several guest lectures and reflective learning seminars will be held throughout the duration of placement, and will require appropriate classroom spaces.				
Analysis of required learning effort										
*Effort while in contact with staff										
Classroom and demonstrations		Mentoring and small-group tutoring		Other (specify)		Self-directed learning.	Work-based learning hours of learning effort			Total effort (hours)
Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner					
12		12				436	1,040			1,500

Allocation of marks (within the module)					
	Continuous assessment	Supervised project	Proctored practical examination	Proctored written examination	Total
Percentage contribution	100%				100%

Minimum intended module learning outcomes

On the successful completion of this module, students should be able to:

- MIMLO 18.1** Describe the purpose of their role within the placement employer's organisation, reflect on their experiences, and articulate what they have learned over the course of their placement.
- MIMLO 18.2** Monitor and document their own learning and reflect critically on their experiential learning and skills development in work-based settings.
- MIMLO 18.3** Demonstrate that they can work effectively within their assigned job role and as part of a team.
- MIMLO 18.4** Show that they can take direction, accept criticism, self-evaluate and use employer feedback to reflect on and enhance their own performance as employees.
- MIMLO 18.5** Undertake a personal skills audit and articulate the value and utility of any skills that they have developed while in placement.
- MIMLO 18.6** Relate their work-based experiential learning to the knowledge, skills, and competencies they have developed as learners on the BA in Business Studies.

MIMLO 18.7 Reflect on their own values and motivations and their fit within the culture of their placement employer’s organisation.

MIMLO 18.8 Demonstrate that they can acquit themselves responsibly, professionally, and ethically to act as ambassadors of ICD Business School in a placement setting.

Module content, organisation and structure

During placement, learners will receive at least two site visits per semester from ICD’s academic and administrative staff for the purpose of monitoring. Further to this, one-to-one discussions will take place between employers and learners in the context of an interim, mid-placement feedback dialogue, and an exit interview. These discussions will be documented in the learner’s logbook, and shared with the module coordinator. Several mandatory seminars will be held each semester, with students also required to complete a number of low-stakes formative online learning activities as part of their assessment.

Timeline of Placement (26 weeks*)	
Semester 1	During the first 13 weeks* of placement, learners will complete a journal entry each week. During this time, they will also be required to attend at least two seminars at ICD business School and to complete a number of formative assessments (‘learning activities’) on Moodle.
Week 12-13*	Students will participate in an interim review with their employer/supervisor, the results of which will be shared with the module coordinator.
Week 14*	On returning to placement, students will receive feedback on their interim review and asked to develop an action plan with personal goals for semester two.
Semester 2	During the next 13 weeks* of placement, students will continue with their learning journal, will attend at least two seminars at ICD and will complete several more online learning activities. Students will also complete an essay, informed by key syllabus readings, based on their experience in placement.
Week 25-26*	In the penultimate week of placement, students will schedule an ‘exit interview’ with their employer/supervisors, the results of which will be shared with the
Week 26-27*	Lastly, students will complete a self-evaluation and submit this – alongside their journal - via Moodle.
placement lengths - and the weeks in which key milestones take place – may vary depending on the requirements of individual employers	

Reading lists and other information resources

Recommended Reading

Fanthome, C., 2005. *Work Placements - A Survival Guide for Students (Palgrave Study Skills)*, London: Palgrave Macmillan. *

Helyer, Dr. R., 2015. *The Work-Based Learning Student Handbook (Palgrave Study Skills)*, 2nd ed., London: Palgrave, MacMillan Education. *

Hill, S. & Hughes, R. *et al*, 2000. *How to Analyse and Promote Your Skills for Work*, London: University of London Careers Service.

Rook, S., 2016. *Work Experience, Placements and Internships (Palgrave Career Skills)*, London: Palgrave, MacMillan Education. *

* Students will be provided with excerpts from these texts on Moodle, key chapters of which will be used in conjunction with their reflective log.