# Industrial Year Supervision – Academic Supervisor Guidelines

The following provides brief guidelines for Academic Supervisors supervising industrial year students. Please see <http://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/>for additional information covering the industrial year. Contact the IY coordinator if any issues arise.

## Establish Contact at the start of the academic year.

As soon as supervisors have been allocated and circulated to staff (normally during August/Sept) and the students have started their job, supervisors should establish contact with the student. We ask students to provide contact information and start dates, however sometimes it is necessary to be a little creative. Contact cs-iy-admin@aber.ac.uk if there is difficulty contacting the student and we will deal with it. Remind students about the final report at the end of the year and suggest a work diary as a good way of collecting material to feed into that. Also ensure that the employer is aware of their responsibilities (see the 'Employer Information' document on the IY website)

Maintain contact with the student throughout the year.

This is typically through email. I would expect at least a monthly contact. This only need be a brief "everything is OK" email message, although some students send more detailed reports. Supervisors should look out for any signs that anything is amiss and report difficulties to the IY Coordinator. Skype/blogs and social media etc can all help maintain contact as appropriate. The students are well aware of the fees they pay for the year and the Academic Supervisor is an important (and the most visible) part of the justification for this charge.

## Visit the employer site

Supervisors should visit the employer site *twice* during the year for students in the UK. Ideally the visits should be near the start of the placement and near the end. An early visit is essential for employers we do not know. Please ask the IY Administrator for any background information you may require. We only visit students abroad if it is convenient (typically the trip can be combined with some other meeting). For overseas student's regular email contact and Skype or phone meetings should be arranged.

Usually the visits can be arranged via the student, asking them to ensure their line manager is available and knows we will be visiting.

Each visit tends to be slightly different, but generally 1-2 hours is sufficient. I usually ask the student to show me what they have been working on, preferably at their normal desk/office. Afterwards I ask to meet with the line manager responsible for the student. Some pointers for discussion points for first and second meetings are in Appendix A and B. If possible I also try and talk to the student privately at some point to give them a chance to say what they really think of the company (perhaps in a meeting room, or go for a coffee if necessary etc.)

Please formally record your visits on the *IY Visit* *form* and return it to the IY Administrator. If you receive feedback we should act on or encounter problems with the student or employer please discuss with the IY Coordinator. The IY Visit form is available from <http://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/>

## Obtain the employer Assessment

Remind the employer that it is very report form is completed and returned to cs-iy-admin@aber.ac.uk as soon as possible after the student finishes. The form is available at: <http://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/>

The employer grade accounts for 50% of the credits the student obtains for the year and this is based on the "overall rating" given. Any additional comments also provided are useful for the students file. Academic Supervisors should ensure the Employer is aware of their responsibility regarding the employer assessment. Please discuss what is required and why at the first visit. At the second visit discuss the proposed overall rating with the employer and provide moderation in the rare cases where the employer expectations do not conform to our expectations (in either direction). Employers may submit their own internal appraisal in place of the form, however it is extremely helpful if some indication of the achievement in the terms described on our form. The IY Administrator will chase employer forms directly with employers if necessary or if they are not returned by the start of term following the placement. Please pass on any forms that come back directly to you!

## General

Try to combine visits if there is more than one student in the same area.

Use the most economic travel arrangements. Ask the general office to book rental cars etc.

The IY Administrator will ask Academic Supervisors to chase Employer Assessment Forms in August/September. Please make every effort to obtain the employer marks, it is essential for the exam board.

Find out about placement opportunities for the following year. Ask employers to email cs-iy-admin@aber.ac.uk if they have opportunities and we will advertise on the internal website.

# Appendix A – IY First Visit meeting

## Progress so far:

Discuss with student:

* What done so far
* Organizational structure and how the student fits in
* Is the placement appropriate for the degree scheme?
* Fitting in with the work environment
* Outside of work: accommodation, commute, keeping in touch with friends, practice for life after university.
* Remind student they're not forgotten by dept.
* Student report, keep notes throughout year, use case studies

## Aspirations for the year:

* What would like to get out of the year?
* Plan for making the most of the year.
* Suggestions from supervisor for areas where the student needs to develop.

## Discuss with employer:

Is the employer happy with the students progress so far?

Are the employers expectations reasonable?

Students skills sufficient for placement?

Employer report - outline what we expect the employer to do (fill in the form).

Ensure the employer is aware of their responsibilities contained in the 'guide for employers' document at: <https://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/>

Thank supervisor for taking care of student during placement

# Appendix B – Second visit/ IY Final review meeting

## Reflection on the year:

* Progress
* Major achievements / highlights
* What have you gained the most from the year?
* Things you wish you'd done differently?
* Confirm end date
* Advice for next year's IYs ?

Would you be willing to talk to students / give a presentation about your IY?

Ensure will finish any remaining tasks before end of placement

Maintaining professionalism and work ethos during final year

## Reports:

Student report:

* Offer to review drafts, check with Employer re any confidential information
* Submitted through TurnItIn on Blackboard. Students use module CSS0060 on Blackboard.
* Can mark report as confidential if necessary.

Employer report:

* Either fill in the Employer Assessment form or provide company assessment.
* We really do need this by August. Please discuss the final outcome with employer.
* Any final remarks or comments for student from the supervisor?

## Future discussion:

* Possible collaboration for final year project?
* Module selection and pre-registration
* Accommodation
* Continuing /future employment with employer?
* Maintain contact and remember to thank them, remember as potential referee.
* Employer willing to take on future students?
* Anything to feed back about students knowledge/experience?

Thank supervisor for taking care of student during the year.

ais version 1.2 20191101

**IY VISIT FORM**

**This form should be completed as soon as you return from visiting the IY student you are supervising.**

**We would like each student to be visited twice during their IY.**

**Please return the form to the Industrial Year Administrator (**cs-iy-admin@aber.ac.uk**) who will record the visit.**

|  |  |
| --- | --- |
| **Name of student** |  |
| **Company** |  |
| **Line-Manager** |  |
| **e-mail address of line-manager** |  |
| **Date of Visit** |  |
| **Outcome of visit** |  |
| **Date** |  |
| **Supervisor’s Name** |  |