



Student Transitions: Example of transitions practice

Title: Dundee Business School Undergraduate Business & Management Placement

Transition(s) the practice supports: Transition from study to employment

Abstract: This module has been offered as a 15 credit optional module to year 3 students on a range of Dundee Business School programmes since session 2011/12 with approximately 30-35 students. The purpose of the placement is to enable students to gain valuable practical experience of working within a 21st century organisation and to develop their employability skills and behaviours in the areas of: business and customer awareness; problem solving; effective professional communication; positive attitude; leadership and collaborative working.

Description:

This module is offered as a 15 credit optional module to year 3 students on the following programmes: BA (Hons) Business Studies; Human Resource Management; Management and has been in operation since session 2011/12. The alternative options for these students are an employer set group project and a traditionally delivered module. During its operation the numbers have been maintained at between 30 and 35, making up just over a third of students who could take the module.

It is delivered 2nd semester and is offered as 1 day/week for 10 weeks (preferred delivery) or a 10 day block during university Easter vacation (with agreement of all parties) and is unpaid.

The purpose of the placement is to enable students to gain valuable practical experience of working within a 21st century organisation and to develop their employability skills (see below)

Business and customer awareness

Basic understanding of the key drivers for Business success.

- importance of innovation & taking calculated risks
- need to provide customer satisfaction
- build customer loyalty
- ability to manage work to meet set timelines

Problem solving

- analysing facts and situations and applying creative thinking to develop appropriate solutions

Effective professional communication

Application of literacy.

- ability to produce clear, structured accurate written work at a suitable level for the audience
- oral literacy, including listening & questioning
- manipulation of numeric data
- general mathematical awareness and its application in practical contexts

Use of IT skills.

- word processing
- file management
- use of spreadsheets for analysis of data
- Use of the internet for business research

Positive attitude

Shows an active interest in the internal and external environment with a 'can-do' approach.

- acts in a professional manner at all times
- readiness to take part and contribute
- openness to new ideas
- drive to make things happen

Leadership

Demonstrates leadership skills.

- takes ownership of tasks
- ability to negotiate and influence
- assertive in approach to secure positive outcome

Collaborative

- works effectively and inclusively with colleagues, clients, customers, teams both within and out with the organisation

The module is assessed through:

- 500 word reflective essay on placement experience and employer report on student performance (20%)
- 2500 word business report based on a current business issue identified within the placement organisation. (60%)
- a poster presentation outlining the employability skills developed during the placement (20%). These are presented during an event where employers are invited to attend to see student work. Attendance is usually very good from employers with an obvious pride taken in the work students have undertaken.

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