

Haaga-Helia University of Applied Sciences

Guidelines for work-based learning report

This document gives guidelines for writing the individual work-based learning report for the course Leadership Communication.

Information in this document is confidential and not to be shared with 3rd parties but only used by the student, employer representative(s) and Haaga-Helia advisor(s) for the purpose of work-based learning

Format of the report

Use the Haaga-Helia template Writing_reports_and_theses_at_Haaga-Helia at <https://my.net.haaga-helia.fi/english/studies/guidelines-for-writing-reports/Pages/default.aspx>

Guidelines for writing

The Haaga-Helia template includes all the essential instructions regarding in-text references and academic writing. Those need to be applied to the final report.

The length of the report depends of the type and details of learning and its' documentation. Therefore the length can vary between e.g 5 and 15 pages.

Attachments (such as test results, testimonials, learning diary/memo or work-plan based learning plan) may be added as appropriate but not extensively. All the relevant information must be in the report itself.

The report must be written in full sentences, with proper descriptions and enough details. It should include all relevant information, and be structured in a logical way. Avoid acronyms, lists and internal or project terminology.

The language of the report in English, but possible attachments and other supporting material may be in Finnish.

Content of the report

The report is descriptive and analytical by nature. This means that the author writes in a way that allows reader to understand HOW the learning has taken place and WHAT the acquired competences are. Give enough details and evidence for the reader to enable appropriate evaluation.

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Structure of the report

In terms of layout, follow the Haaga-Helia template. The report should be based on the work-based learning plan. Therefore the more accurate and detailed the plan is, the easier it is to report the learning outcomes in a way that enable truthful and transparent evaluation.

The report should include at least (but not be limited to)

1. An introduction to the learning context in which the learning has taken place
2. Competence areas and the actions taken to achieve the learning goals
3. Evaluation and evidence of learning outcomes related to the above mentioned competences and learning goals

Evaluation of the report

By default the work-based learning will be evaluated according to general course assessment criteria. The evaluation will be made jointly by the student, teacher(s) and workplace representative(s).

In addition to the report, the evaluation will be based on the evaluation day. If however, the student is unable to attend, the teacher evaluation will be based on the report only. If the workplace representative is unable to attend, his/her assessment must be delivered to the teachers before the evaluation day.