**Instructions for the Composition of the written Work Placement Report**

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**Format of the report**

Work placement involves 5 months of continuous training, i.e. 100 full working days. Students are to prepare a written report about their work placement experience. It is recommended that you jot down your thoughts regularly throughout the work placement period, as this will make it easier to write the final report. The report should be about 6 or 7 pages long, inclusive of a table of contents and bibliography. The report should follow the guidelines set for writing reports at Haaga-Helia.

**Submitting the report to your work placement coordinator (Catherine Métivier)**

You should submit by email the report to the work placement coordinator within one month after your work placement has ended. You should also attach a copy of your job certificate with your report. You will be considered to have completed your work placement only after your report has been approved. Three weeks have been reserved for the work coordinator's review of the report. The work coordinator will register your work placement completion in Peppi as pass/fail.

**Contents of the report**

Your report should describe the operations of your work placement organization and your tasks relating to these operations. The aim is that you make development proposals concerning the tasks you were responsible for, as well as concerning the tasks completed by other workers/colleagues. In addition, you should assess how well your studies corresponded to the tasks you were responsible for.

Your work placement report should answer the following questions:

**A Description and evaluation of your work placement experience**

1. Description of the organization (structure, profitability, competition, the field’s outlook for the future)
2. Description of your tasks (position, duties and how they related to the organization’s practices)
3. Description of any project or task related to your specialization studies and of any development assignment that you may consider in your thesis topic.
4. Any special points that arose especially if you completed your work placement abroad.

**B Your own learning during work placement**

1. What learning objectives did you set for yourself, and how well did you achieve them?
2. What kinds of learning experiences did you have when you put your studies into practice? How did these experiences contribute to your professional development? In these kinds of situations, what did you learn the most?
3. What do you think were the most important characteristics needed for accomplishing your tasks? Consider this from the points of view of an office worker/team member, the manager and the entire working community.
4. What matters during work placement had an impact on your professional identity?
5. Describe what kind of orientation you received for your tasks.
6. Which courses were the most beneficial to you during the work placement? Is there any knowledge or skills you would have needed beforehand in order to be sufficiently proficient during the work placement? What studies will you focus on during your last year of studies?