**Education Placement Report**

1. **Placement Report**

* **The placement reports will be marked using the standard placement marking scheme, and the marks attributes as follows: 70% report (incl. resources), 30% viva**
* **Your two teachers resource packs will count as 25% of the project report mark.**
* **Your project resources will be marked using the mark scheme in Appendix 2.**

**General**

You need to write up your two projects in detail. Your project write up must be no more than 30 pages long, excluding the observation and reflective logs and other appendices.

**Abstract**

The abstract (< 1 side) should summarise the content of the report, including the nature and setting of the work experience. The abstract should be self-explanatory, without the need to refer to the main report. It should not contain references.

**Introduction**

The context and setting(s) for the professional experience must be described in full, including the organisational structure of the workplace (age, class size, and particular aims of the school if applicable to the project). Reference to published literature should be made where appropriate. The background and development rationale relevant to the individual work project should be reported.

What is known about your topic(s)? You should provide a critical analysis of the background literature, including that published in journals, in books and on the web. Ensure accurate citing of all references. You should end with the aim(s) of your projects, if possible converted into one or more hypotheses that you tested.

**Methods**

Discuss your projects in depth.

What did you do? Describe succinctly how you conducted your projects. How did you design and evaluate your resources/activities? For example, did you use structured interviews, open focus groups, questionnaires? What were you trying to evaluate, e.g. improved understanding, change in attitude? Your methods may be closer to those approaches use in educational, sociological or economic research than in biological research. Make reference to the factors that you considered when planning your projects e.g. audience, relevance to curriculum, health and safety, etc.

**Results**

What did your find? What observations and/or data do you have? Are they qualitative or quantitative? Provide data and statistical analysis wherever applicable.

**Discussion**

What do your results mean? Explain critically your observations and/or data. Was your ”experiment” uncontrolled and there were so many variables that you cannot be sure that any change was due to your activities? The uncontrolled nature of your project may not be your fault and pointing it out will gain, not lose you, marks. Critically compare your observations with published literature, with accurate citations and avoiding opinion unsubstantiated due to lack of evidence. What further innovations/improvements can you suggest? How could they be evaluated?

**Appendices should include**

**Teachers Resource Packs**

You should include a resource pack for both of the projects that you write up in details in your report. The resource packs should allow a teacher to pick up your resource and run the activity again without any input from you. It might include:

* Some introductory information on the background science.
* A list of all the equipment required to run the activity, including where to buy it if it is unusual equipment.
* A protocol i.e. step by step instructions of how to run the activity.
* A worksheet for pupils to fill in.

Even if you don’t include the resource pack in your appendices it should still be written up and left as a resource for the school.

**Reflection of professional experience (approx. 2 sides A4)**

Details of personal achievements, critical incidents and successes, including any feedback &/or evidence received should be reported. A personal reflection of the skills developed is expected: what went well? What could be improved? Use your reflective log as a tool to provide examples for this section.

**References**

Throughout your report you will need to refer to the work of others and must understand how to avoid plagiarism.

The Harvard or Numbering system may be used for the citation references. You should be familiar with Endnote, but it is possible that you may already have or will be given access to it or an alternative computer database program for storing, retrieving and sorting references - if so, this an ideal opportunity to learn how to use a new system.

**Harvard system:**

Papers should be cited in the text by the surnames of authors and year of publication: e.g. “…Bottle and Wyatt (1966) have written an extensive guide to the published literature….advice on writing scientific reports is also readily available (O’Connor and Woodford, 1971).” For three or more authors you should name only the first author followed by *et al..* Where more than one paper by the same author(s) is published in the same year they should be referred to as 1990a,1990b etc. In the final list of references, articles should be in alphabetical order, except for those by three or more authors (given in the text as “*et al.*”) which should be grouped chronologically after any other papers by the first author.

**For a paper:**

Author(s) surname(s) and initials

Year of publication (including a, b, c if appropriate)

The full title of the paper

The journal title in italics

The volume number in bold

The first and last page numbers

e.g. Sanger, F. (1981) Determination of nucleotide sequences in DNA. *Science* **214**, 1205-1210.

**For an article in a book the following details are required:**

Author(s) surname(s) and initials

Year of publication

The article title

The title of the book, including volume number in italics

The editor(s) names

The first and last page numbers

The publisher’s name and place of publication

e.g. Farr, L.A., Gasper, T.M. & Munn, D.F. (1984) Desynchronixation with surgery. In Chronobiology. Eds. E. Hans & H.F. Kabat. Pp. 544-547. Karzer, New York.

If the complete book is referred to the total number of pages should be stated:

e.g. O’Connor, M. & Woodford, F.P (1976) Writing Scientific Papers in English. Elsevier, Amsterdam. 108pp.

**Information derived from the internet:**

Author(s) surname(s) and initials (use “anon” if not cited)

Year of publication

Organisation name

The article title

Date retrieved

Website URL

e.g. Hollands, T. & Munroe, S. (1997). COAT. Occupational Therapy and Ergonomics. Retrieved 14th June 2004 from <http://www.coat.ca/default/cfm>

**A publication, produced by a key organisation, which you have only referred to via the internet you must include:**

Organisation name

Year of publication (where known)

The article title

Date retrieved

Website URL

e.g. Canadian Association of Occupational Therapists (1998). Occupational Therapy and Ergonomics. Retrieved 14th June 2004 from <http://www.coat.ca/default.cfm>

When citing information from the internet, it is important to state the date the information was retrieved, because the documents and site addresses frequently change. Think carefully about the validity of internet sources which are not peer reviewed.

**Failure to plan ahead is not an acceptable reason for late submission and will be penalised by deduction of 10 marks for every late day.**