

# OFF-CAMPUS PROGRAMME GUIDELINES FOR WORK PLACEMENT PROVIDERS



BRIATHAR DE HO LÓCHRANN



MARY IMMACULATE COLLEGE  
UNIVERSITY OF LIMERICK

COLÁISTE MUIRE GAN SMÁL  
OLLSCOIL LUIMNIGH

# The Off-Campus Programme

The Off-Campus Programme is a distinctive feature of the BA Degree in Liberal Arts at Mary Immaculate College, University of Limerick. It complements the academic programme by providing for student work placements in a wide variety of sectors, including media and communications, local government, education, arts, culture, heritage, tourism and information technology.

Participating students are in their third year of the BA degree. They are studying two main subjects selected from the following:

Media and Communication Studies; English Literature; History; Geography; Theology and Religious Studies; Psychology; Music; Mathematics, Philosophy; Gaeilge; French Studies; German Studies.

Additional courses taken by students include: Teaching of English as a Foreign Language; Education; Information Technology; Irish Heritage Studies; Gender Studies.

Placements are normally arranged for 4-5 months or 9 months. The usual periods are:

- September to December
- January to May
- September to May



# Benefits to Employers

Students on work placement bring to their work placement providers the knowledge, skills and understanding they have gained from university studies to date, together with their own personal attributes.

They are typically highly motivated, flexible and capable of learning quickly.

They may be assigned to special projects requiring specific skills or time commitment and / or they may perform regular day-to-day duties, thereby freeing staff for other duties.

Placements provide an opportunity to assess a student as a potential future employee.

Employers are welcome to advertise job vacancies to final year students and graduates via the College's [Careers Service](#) .



# The Employer's Role

- To agree the placement duties, period and terms of placement in advance with the College and the student;
- To provide remuneration (the national minimum wage or higher is recommended); if this is not possible, then provision of a stipend / allowance to cover costs incurred by student whilst on placement;
- To insure students on placement against accidents in the workplace in accordance with national law (usually arranged at no additional cost);
- To explain relevant organisational policies and procedures to the student at the start of the placement, e.g. regarding working hours, break times, leave-taking, supervision, and health and safety;
- To assign a supervisor / mentor to the student to provide instruction, guidance and assistance as required, to monitor placement progress and provide feedback to both the student and the College;
- To facilitate the student in fulfilling his / her placement learning objectives;
- To notify the College's Placement Office of any problems relating to the student placement, including any absences from work occurring on a regular basis or for a period of more than one week;
- To inform the College's Placement Office of any changes to the placement programme or period;
- To complete an end-of-placement evaluation form based on the student's work performance and on the Off-Campus Programme.

# What is expected of the student?

- Professional conduct;
- Satisfactory performance of placement duties;
- Compliance with the organisation's regulations, policies and procedures;
- Full and punctual attendance at work;
- Provision of a medical certificate to both work placement provider and the College's Placement Office for any sick leave in excess of two consecutive days;
- Achievement of personal learning objectives which are likely to include:
  - developing personal and professional skills, e.g. communication, teamwork, problem solving, decision-making and initiative,
  - applying relevant aspects of prior academic learning ,
  - acquiring new knowledge and skills of relevance to the BA degree,
  - clarifying career plans;
- Completion and submission to the College of a placement report endorsed by work placement supervisor / mentor.



# The College's Role

- To assign a placement tutor to each student on placement;
- To monitor the student's performance during placement through liaison with both the student and the work placement provider;
- To conduct a placement visit and / or to obtain feedback by other means;
- To assist as appropriate in resolving any placement difficulties;
- To provide a placement information and advisory service to work placement providers and students;
- To assess the student's placement (Pass / Fail) based on the work placement provider's evaluation and the student's placement report;
- To facilitate ongoing recruitment of placement students;

To advertise employment opportunities to final year students and graduates via the College's [Careers Service](#) .



# Liaison with the College

Thank you to all organisations that participate in the Off-Campus Programme. The work experience you provide to students is greatly valued and appreciated.

Prospective work placement providers - we would like to discuss possible collaboration with you, especially in terms of accommodating your particular requirements.

Please contact the College's Placement Office for further information or to discuss any aspect of the Off-Campus Programme.

All comments and suggestions for programme improvements are welcome.

## Contact Details

The Placement Office  
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