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| **bham%20crest** | **LM Global Ethics Placement**  **LM Dissertation (Practice-Based)**    **Handbook** |

**Content**

1. **Quick overview for students and Placement Providers 2**
2. **Module information 4**
   1. Module summaries 4
   2. Module assessment 5
   3. Placement code of practice 6
3. **Placement guidelines for students 7**
   1. Before the placement 7
   2. During the placement 10
   3. After the placement 11

**4. Report guidelines 12**

1. General instructions 12
2. Structure of the report 14
3. Marks and feedback 15

**Appendix: Placement Organisations 16**

**1. Quick overview for students and Placement Providers**

This and the following page provide all essential information regarding the placements in the Department of Philosophy at a glance. More detailed information can be found in parts 2 and 3 of this handbook.

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|  | **LM Global Ethics Placement** | **LM Dissertation**  **(Practice-based)** |
| Credits | 20 | 60 |
| For whom | Msc Global Ethics and Justice (on-campus and distance learning) | Msc Global Ethics and Justice (on-campus and distance learning)  MA International Law, Ethics and Politics |
| Minimum hours on placement | 80 | 160 |
| When? | Deadline for securing placement organisation: Start of Spring Term (January)  Placements are carried out (consecutively or spread out) between January and August | |
| Formative assessment | 1. A group meeting with all interested students in October 2. At the start of the second half of the placement, the Academic Lead will meet with the Placement Provider and the student 3. An individual debriefing meeting after placement | |
| Additional formative assessment | Discussion of report outline | Ca. 5 hours of supervision |
| Summative assessment | 4,000-words report | 12,000-words dissertation |
| Report content | 1. Critical discussion of placement organisation 2. Critical self-reflection 3. Theoretical part | |
| Assessment deadline | Early September | |

**Suitable Placement Organisations:**

Most Placement Organisations are NGOs or civil-society organisations, but from an academic perspective, we are open to a wide range of possibilities, as long as the Organisation works on a topic relevant to your study. The student should seek approval from the Academic Lead before finalising and submitting the Placement Agreement.

**Securing a placement:**

This is probably the most difficult hurdle of these modules. We will give some tips and tricks further in this handbook and some examples of previous placements in Appendix A. If the student has not secured a placement (and submitted the placement agreement) before the start date of the second semester, you will have to:

* LM Global Ethics Placement: change to a regular taught module in the second term
* LM Dissertation (practice-based): change to the regular dissertation route

**Placement tasks and project:**

The student’s tasks during the placement can vary widely. The tasks should clearly serve the Placement Organisation as well as contribute to the student’s learning. Although it is not a formal requirement, students are strongly encouraged to develop a specific project to work on during their placement, in discussion with their Placement Provider. The project should be challenging (but realistic), contain learning opportunities for the student, but also be of practical use to the Placement Organisation.

**More information:**

* First meeting (for all interested students) in the first week of the First Semester
* Canvas
* Via email: please do not hesitate to email the Academic Lead if you have any questions

**Contact details**

Academic Lead: Wouter Peeters

Email: [w.peeters@bham.ac.uk](mailto:w.peeters@bham.ac.uk)

Office: ERI Building, room 148

Office hours: provided on Canvas (or appointment via email)

College of Arts and Law Placements Officer: Lesley Griffiths

Email: [l.griffiths@bham.ac.uk](mailto:l.griffiths@bham.ac.uk)

Appointments via email only

**2. Module information**

**2.1. Module summaries**

**a. For whom?**

The Global Ethics Placement module (20 credits) is an optional module for students on the MSc in Global Ethics and Justice exclusively, but both on-campus and distance learning students on this programme can take the module.

The Practice-Based Dissertation (60 credits) is an alternative to the more traditional dissertation route for students on the MA in International Law, Ethics and Politics as well as students on the MSc in Global Ethics and Justice (on-campus *and* distance learning).

Hence, students on the Msc in Global Ethics and Justice (on-campus) can take both the Global Ethics Placement module and the Practice-Based Dissertation. However, they should not carry out the placements at the same Placement Organisation.

Part-time students should take into account the following:

* LM Global Ethics Placement: Part-time students can take this module in their first *or* second year. Strategically speaking, it would be best to formally register this module in the *second* year though. This gives students more time to find a Placement Organisation (i.e., until the start of Spring Term in their second year). If they are able to do the placement in the Spring/Summer of their first year, they are encouraged to finalise the practical parts of the report (on the Placement Organisation and the student’s work experience) directly after the placement, and the theoretical part during their second year.
* LM Dissertation (practice-based): Part-time students can do their placement in the Spring/Summer of their first year, in their second year, or in their third year. They should secure the Placement Organisation before the start of the Spring Term in their final year at the latest. In each case, they are encouraged to finalise the practical parts of the report (on the Placement Organisation and the student’s work experience) directly after the placement, and the theoretical part during their final year.

**b. Module description and learning outcomes**

***LM Global Ethics Placement***

This module will consist of doing a placement (80 hours) at an NGO or a similar organisation relevant to the field of global ethics. The aim of a placement is to give students the opportunity to become familiar with the issues involved in activism for human rights and other issues in global ethics.

By the end of the module the student should be able to:

* Critically analyse the aims and objectives of the organisation and the dilemmas it faces in policy making and campaigns.
* Show links between the concepts and theories discussed on the programme and the work done or encountered in the placement.

***LM Dissertation (practice-based)***

This module will consist of doing a placement (160 hours) at an NGO or a similar organisation relevant to the field of global ethics. The aim of this module is to provide an alternative to the more traditional dissertation route. The module focuses on practical rather than academic skills, which will complement the academic courses on offer across the rest of the MA/MSc. The module is designed for students who have a clear idea of the areas in which they wish to work, and will therefore enable those students to develop and hone skills relevant to their career paths.

By the end of the module the student should be able to:

* Demonstrate the ability to relate theory to practice, showing how knowledge gained in other academic modules applies and influences their chosen area of practice
* Demonstrate a reflective and flexible understanding of how the needs of practice affect theorists and theory-construction
* Show how their professional and practical practice has been developed and enhanced both by the placement and by the MA/MSc as a whole

**2.2. Student assessment**

**a. Formative assessment**

Formative assessment consists of:

* Continuous feedback during the placement from the Placement Provider
* Three meetings with the Academic Lead:

1. One meeting with all the students will be held during the first month of the Autumn term. We will consider the aims of the modules, finding a Placement Organisation, and organising the placement.
2. At the start of the second half of the placement, the Academic Lead will meet with the Placement Provider and the student – either at the placement site (if within reasonable distance from the University) or by Zoom – to discuss the progress of the student. It is the student’s responsibility to set up this meeting.
3. An individual debriefing meeting will be held shortly after completion of the placement. We will discuss learning outcomes of the placement and the final report.

In addition, students can discuss their work with the Academic Lead in the following way:

* + LM Global Ethics Placement: conform other taught modules, students can come and discuss an outline of their report during office hours.
  + LM Dissertation (practice-based): conform the regular dissertation, students are entitled to five hours of supervision, mainly concerning the theoretical part of their dissertation.

**b.** **Summative assessment**

The placement work is not directly assessed in summative form, since this belongs to Placement Provider and the student.

For both LM Global Ethics Placement and LM Dissertation (practice-based), summative assessment amounts to a placement report. Briefly, this report should be in the style of an essay with references to both the relevant literature as well as the work experience. It should consist of:

1. Critical discussion of the placement organisation, its aims and practical functioning
2. Critical self-reflection of the student on their own functioning within the Placement Organisation
3. A theoretical part, linking the placement experience with the debate in the literature on a relevant aspect

For more guidelines on the placement report, please see part 4 of this handbook.

The submission deadline for both will coincide with the LM Dissertation deadline in early September.

**2.3. Placement code of practice**

The University’s Code of Practice on Placement Learning applies at each stage of your placement. It can be found here: https://tinyurl.com/yyfbz6t9. Please read through this and get in touch with the CAL Placements Officer if you have any questions.

An important issue worth mentioning here is that if your placement involves working with people, and especially with vulnerable people, the best interests of these people must be paramount at all times during the placement and the student must respect their confidentiality. Please make sure to discuss this issue with the Placement Provider if relevant.

You may require a DBS check – bear in mind that these can take a while to process and it’s best to apply well in advance. If the organisation requires you to arrange this through the University, please contact the Placements Officer as early as possible.

**3. Placement guidelines for students**

**3.1. Before the Placement**

**a. Securing a Placement Organisation**

You are responsible for securing a placement, which should be done before the start of Spring Term. We acknowledge that this is a significant hurdle to take. Some organisations are not interested in providing placements at all due to lack of staff or time, while others are keen on taking on students. Make sure to start searching as early as possible and allow for enough time to do this. You will likely be confronted with rejections and organisations that do not respond to your enquiries, but don’t give up! We have seen some truly interesting placements in the past, which provided a very rewarding experience.

Most often, you will find a Placement Organisation by so-called ‘speculative applications’ – directly approaching organisations and people. There is a wide range of small- and large-scale, local and (inter)national NGOs and charities that can be appropriate Placement Organisations. The main criterion is that the Placement Organisation should be working on a topic that you find interesting and that is relevant to your study in Global Ethics and Justice, or International Law, Ethics and Politics.

If you have an organisation in mind, please contact the Academic Lead to discuss whether it is appropriate for this module.

Students can rely on the following resources to support them in finding and securing a Placement Organisation:

* You can find more advice on where to find opportunities in the brochure *How to find a placement* provided on Canvas.
* The University’s Careers Network provides a wealth of resources to help you source and apply for work experience. Visit the [CAL Work Experience Canvas Hub](https://canvas.bham.ac.uk/courses/65773) and [Careers Network website](https://intranet.birmingham.ac.uk/as/employability/careers/index.aspx) and sign up to their internal portal [Careers Connect](https://bham.targetconnect.net/student/login.html?remote=true), which advertises opportunities.
* In 1:1 meetings, the CAL Placements Officer can provide suggestions to improve your application letter and CV.
* In Appendix A, you can find an indicative list of Organisations where previous students did their Placement.
* You can also contact the Academic Lead to discuss options when you are reflecting on the direction in which you want to take your Placement

In addition, these are some practical tips and tricks for securing a placement:

* Make a top-5 of the topics you are interested in. Initially, you can narrow your search to only include organisations that work on your number-1 topic. If this search remains unsuccessful for some time, you will have to go on to the other topics on your list.
* Make sure to put sufficient time and effort in composing an application email, letter, or phone/zoom conversation that contains (a) the necessary information in a very concise way, (b) shows your enthusiasm, and (c) makes clear why you are so keen on working for this particular organisation. It may also help to mention that you are prepared to speak to them in person.
* If you did not get a reply to an application email within a week, the email will likely remain unanswered. Send a polite reminder, make a phone call or drop in at the offices of the organisation.
* If possible, consider visiting the offices of Placement Organisations, instead of (only) emailing them. Even if you only manage to speak to a receptionist or volunteer, they may be able to mention it in a meeting or give you the specific contact details of a coordinator. It also demonstrates commitment and enthusiasm.
* If requested by the Placement Organisation, the Academic Lead is happy to get in touch with them or to provide a reference.
* Barring certain circumstances (e.g. child care), you should be prepared to work some evenings and/or weekends if requested by the Placement Organisation or interesting for your placement (for example, an event, a meeting, …). It would be good to mention early on that you are indeed flexible.
* Placement Organisations may find 80/160 hours too few, but please know that this is the minimum requirement for assessment. Consider whether you are prepared to volunteer for the organisation for a longer period of time.

Students are required to secure a placement and submit the placement agreement before the start of the second semester. If they are unable to do so:

* For LM Global Ethics Placement: they will have to transfer to a regular taught module in the second semester
* For LM Practice-Based Dissertation: they will have to go the regular dissertation route, but are encouraged to work on the same topic

**b. What if a placement arrangement falls through?**

***No fault of the student***:

In case a placement arrangement falls through through no fault of the student, including reasons related to student welfare (and supported by assessment by the PTR Wellbeing Tutor):

* Before the deadline for securing a placement: if the student cannot secure another placement organisation, they are required to transfer to another module
* After the deadline:
  + For the LM Global Ethics module: the student will be assisted to find an alternative placement organisation. If this is not feasible, assessment is based on the report alone. This alternative report will as much as possible resemble a regular report (equal time commitments for a 20-credit module, 4000 words). However, in the first part, the student should critically reflect on an organisation of their choosing on the basis of publicly accessible information. The second part will contain a theoretical reflecting on a topic related to the work of this organisation.
  + For the LM Practice-Based Dissertation: the student will be assisted to find an alternative placement organisation. If this is not feasible, the student will revert to a traditional dissertation

***Fault of the student:***

Students will be reminded that potential placement organisations should be treated with the utmost respect. In case a placement arrangement falls through through fault of the student:

* Before the deadline for securing a placement: the student is required to transfer to another module; they will not be given the opportunity to find another placement organisation.
* After the deadline: the student will automatically fail the module. Reassessment with a capped mark is possible, based on the report alone. This alternative report will as much as possible resemble a regular report (equal time commitments for a 20-credit module, 4000 words). However, in the first part, the student should critically reflect on an organisation of their choosing on the basis of publicly accessible information. The second part will contain a theoretical reflecting on a topic related to the work of this organisation.

**c. Placement tasks and project**

The practical activities you will engage in during your placement are to be determined in discussion with your Placement Provider before the start of the placement. You can decide to join in on the everyday activities of the Placement Organisation, to perform specific tasks, and/or to work on a project.

However, since the aim of the module is to gain practical experience with respect to issues of global ethics, there are some limitations to the tasks that you should carry out:

* The Placement Organisation should not *mainly* use you for copying or making coffee.
* Your work should not be limited to *only* practical tasks (e.g. planting trees or taking care of animals) during your placement – the majority of the placement should be aimed at more theoretical or policy-related work.
* You are not allowed to engage in fundraising activities during the placement.

Exceptions to these rules can be made if they serve your placement purposes in a clear way (for example, if you are critically reviewing how fundraising occurs, it might be good to have practical experience as well), in which case approval of the Academic Lead should be sought.

Although it is not a formal requirement, it can be a good idea to develop a project to work on during your placement. This can be something that the organisation needs, but for which they just have no time, or it can address a lacuna that you see, or … More specific examples are: critically evaluating how the aims and objectives of the Placement Organisation are put in practice, summarising current policies and legislation on X in a report for internal and/or external use, reviewing and revising the information on the placement’s website, investigating a moral or ethical dilemma with which the organisation finds itself confronted, and providing policy recommendations. The project will likely (but not necessarily) relate to the theoretical aspect of the placement report. However, it should be noted that any theoretical work done in the context of this project is *additional to* the theoretical element of the report, and cannot replace it.

**d. Preparing yourself for the placement**

Before the placement begins, you will want to be well-prepared. These are some tips:

* Undertake some relevant background reading. Discuss with your Placement Provider which material would be essential to digest before starting the placement.
* Acquaint yourself with the context of the Placement Organisation: what are the aims of and challenges faced by the organisation?
* Consider which issues you wish to improve your understanding of and make sure to have a clear idea of the tasks or project that you are expected to carry out.
* Create a profile on [LinkedIn](https://www.linkedin.com/feed/) (a social network for your career) – follow your Placement Provider’s account and be ready to connect with colleagues so you can stay in touch after your placement. Contact your Placements Officer if you would like some help using LinkedIn.

Being well-prepared for the placement may require one or more meetings and/or emails with your Placement Provider. Please be prepared to do so on their request, but also make sure to use their scarce time as efficiently as possible.

**d. Formal requirements**

The following requirements have to be fulfilled before the deadline for securing a placement (this is the end of the second week of Spring Term – the precise date will be announced on Canvas) in order to officialise your placement:

* **Academic Approval:** before going into the details of signing the paperwork, students need approval of the Placement Organisation from the Academic Lead. In most cases, this is a formality which can be done via email, especially if you have been discussing possible Organisations. In addition, please feel free to discuss tasks, projects, personal and professional goals with the Academic Lead.
* **Institutional requirements:** Students are required to complete the appropriate forms to officialise their Placement. The procedures will be announced on Canvas and the Placements Officer can provide more information and assistance.
* **Other requirements:** Students should be aware that the Placement Organisation might require an ethical review, which may include a DBS check. Please discuss this with the Placement Provider as soon as possible to allow for sufficient time to complete these procedures before the deadline. By signing the Placement Agreement, the Placement Provider confirms that all internal requirements are fulfilled.

**3.2. During the placement**

**a. Responsibilities during the placement**

Please remember that you will be regarded as a representative of the university and that you have responsibilities during the placement. In essence, please make sure to act responsibly and professionally at all times and undertake the placement to the best of your ability.

**b. Suggestions for making the most of your placement**

* Be pro-active and use initiative rather than waiting to be given tasks. If you feel under-utilised, suggest areas where you might be able to make a contribution.
* Be enthusiastic. If you are positive and helpful when asked to do a small project you are more likely to be asked to get involved in more interesting or important projects.
* Use the opportunity to network – find out about different roles within the organisation and learn from others.
* If you are unclear about what you are meant to do or how, ask questions.
* Keep a log, reflecting on your functioning and the experience that you have had. Update your reflective log regularly whilst activities are fresh in your mind. This will feed into the self-reflection section of the report/dissertation.
* Making the most of your placement will require a lot of time and energy from you. Make sure to be well-rested and do not plan too many evening or weekend activities outside the placement, especially if you do the placement in one chunk of time.

**c. Module requirements during the placement**

Halfway through the placement, the Academic Lead will meet with the Placement Provider and the student (Formative assessment – meeting 2). This meeting might take place either at the placement site (if within reasonable distance from the University) or (more often) via teleconferencing to informally discuss the experience and progress of the student.

It is the student’s responsibility to set up this meeting.

**3.3. After the placement**

**a. Keeping in touch with the placement**

Students may want to consider keeping in touch with the Placement Provider in function of the report, and are encouraged to consider further volunteering if possible and appropriate.

**b. Module requirements after the placement**

You are strongly encouraged to meet with the Academic Lead (Formative assessment – meeting 3) after your placement has finished for debriefing and to discuss your plans for the report/dissertation.

In addition, you are entitled to the following opportunities for formative assessment:

* LM Global Ethics Placement: students can come and discuss an outline of their report during office hours.
* LM Dissertation (practice-based): students are entitled to four hours of supervision, mainly concerning the theoretical part of their dissertation.

The report has to be submitted via the Canvas assignment page before the submission deadline. Guidance for writing the report can be found on the following pages.

**4. Report guidelines**

The report ought to carefully balance a nuanced description of the practical aspects of the placement (including critical reflection on the Placement Organisation and the student’s own functioning) with at least one aspect of the more theoretically informed work that the student has done on the course. The report is kept private and will not be released to the Placement Provider, as we encourage students to explore in depth what they have learnt about themselves as well as to be able to critically evaluate the organisation, its philosophy, aims, and policy. We do, however, encourage the student to discuss elements of the report (e.g. ethical frameworks, or reflection on projects undertaken) with the Placement Provider where relevant and appropriate.

**4.1. General instructions**

**a. Lateness penalties**

The deadline for submission of your report for both LM Global Ethics Placement as well as LM Dissertation (practice-based) will coincide with the deadline for the LM Dissertation (early September).

A penalty of 5 marks will be imposed for each working day the assignment is late, until a grade of 0% is reached.

**b. Submission**

The report must be submitted as an electronic version through the module’s Canvas page (Assignments tab on the left or at the bottom of the Home Page). It should not contain your name, but it should contain your student number and the word-count on the standard PTR cover sheet (provided on Canvas).

**c. Report length**

The word limits are:

* For LM Global Ethics Placement: 4,000 words
* For LM Dissertation (practice-based): 12,000 words

One mark will be deducted for every 100 words over the maximum word length. There is NO permitted leeway, e.g., if you are 5 words over the word limit, 1 mark will be deducted; if you are 105 words over, 2 marks will be deducted, and so on). The word limit includes in-text citations, but excludes the bibliography, cover sheet and any appendices. You must state the exact number of words used on the cover sheet. Please use the word-count tool on your word-processor.

The distribution of words over the different parts of the report/dissertation is less strict.

However, as a rule of thumb:

* For LM Global Ethics Placement: devote roughly a quarter of the report to the critical discussion of the organisation, a quarter to self-reflection and the second half of your report to the theoretical part.
* For LM Dissertation (practice-based): devote *at least* (and likely more than) half of your report to the theoretical part.

Cover sheet, references and appendices do not count towards the word limit.

**d. Presentation**

* Use 12-point Times New Roman or Arial font throughout.
* Do not use single line spacing. (Either double or 1½ is fine)
* When quoting in the body of a paragraph, use quotation marks; when quoting in a paragraph on its own, indent the paragraph by, e.g., 0.2 cm on both sides.

**e. Academic writing**

* Your essay should be accessible – reading it should not require prior knowledge about the organisation or the philosophical views you discuss. Using concrete examples as illustrations always helps.
* Your essay should be structured. Try to arrange the material into distinct sub-sections which each clearly deal with a separate issue.
* Note that you will need to make an argument for some interesting ethical/philosophical conclusion in your essay. This requires trying to convince your readers of your view. Whilst doing so, you will need to show two things: that you have understood the materials you are using and that you can do your own critical thinking.
* For the theoretical material, you can use the material you have come across in other Global Ethics modules. It is useful to do searches from philpapers.org, googlescholar, and findit@bham.

If you are new to writing philosophical essays, there are several good sets of instructions online such as:

* <http://www.jimpryor.net/teaching/guidelines/writing.html>
* <http://philosophy.fas.harvard.edu/files/phildept/files/brief_guide_to_writing_philosophy_paper.pdf>
* <http://www.american.edu/cas/philrel/pdf/upload/tips.pdf>
* <https://writing-speech.dartmouth.edu/learning/materials/materials-first-year-writers/what-academic-paper>
* <http://www.birmingham.ac.uk/Documents/students/guide-to-academic-writing.pdf>
* <http://www.openculture.com/2013/05/philosopher_daniel_dennett_presents_seven_tools_for_critical_thinking.html>
* The College of Arts and Law Academic Writing Advisory Service for Postgraduate students: <https://canvas.bham.ac.uk/courses/3145>

**f. Referencing and plagiarism**

In-text references and reference list should be formatted according to the Harvard system of referencing (see the PTR Guide to Referencing provided on Canvas). Failure to do so adequately may result in a Plagiarism procedure.

Plagiarism is not only verbatim copy-pasting others’ work without adequate quotation and referencing, but also inadequate or absent referencing, or trying to depict others’ ideas and concepts as your own. Copy-pasting your own material is also a form of plagiarism.

The following resources might help you in case you have questions or doubts:

* You can take a look at the interactive Canvas course on plagiarism: <https://canvas.bham.ac.uk/courses/5200>
* Please contact the plagiarism officer of the Department for more information

**4.2. Structure of the report**

**a. Cover sheet**

The first page of your submitted essay is the completed PTR Cover sheet provided on Canvas.

**b. Introduction**

Your report should begin with an introduction. This should contain a clear explanation of what the report is about, briefly introducing the organisation, your function within it and the theoretical aspect you will discuss.

The order of sections c, d and e as described below might be the most logical order. However, if another structure suits you better, then please change it as you see fit.

**c. The organisation**

In this part of your report, you will need to critically discuss the organisation where you did your placement. You will probably do your placement at an NGO or civil-society organisation. Many of these organisations have prominent (ethical) goals. What are these goals? How does the organisation aim to achieve these? Is the organisation effective in this? What is the structure of the organisation? How is it funded? How does it work? What is its philosophy?

**d. Your work experience**

In this part of the report, you will need to describe what you did during the placement and critically evaluate your work in the organisation. Here, you need to answer questions such as: Why did you choose this placement? How did you prepare for the placement? What were your tasks during the placement? Who were you working with and what were they doing? What did you learn? What were your objectives or goals for the placement and how did you meet them? What were your expectations of the placement and to what extent did the reality of working for this organisation meet these expectations? Which experiences or learning outcomes do you consider to be important for the future? Where do you see opportunities for further development of your own skills and functioning? Which areas related to the placement would you like to study more?

**e. Theoretical aspect**

This part of your report will need to be more theoretical. During your studies, you can have come across a variety of frameworks in ethical theory and political philosophy. In this part of the report, you should consider how the goals and functioning of the organisation fit these ethical frameworks. You could, for example, use the theoretical frameworks to evaluate how efficient and morally good the charity is. There are also many interesting philosophical debates about more specific questions in applied ethics (health care, homelessness, environment, global inequality) that you can draw from. You can also work the other way around and use your practical experiences during your placement to critically evaluate the more philosophical theorizing you have come across during your course.

It is important that you do reference the theoretical material you use and that you do some independent research for this purpose. The theoretical part should occupy roughly half of your report in case of LM Global Ethics Placement and likely more than half of your Practice-Based Dissertation

**f. Conclusion**

In your conclusion, you should briefly mention the main things that you have learned in the context of the organisation. You should also highlight the main insights of your theoretical discussion and how it relates to your practical experience.

**g. Reference list**

An alphabetical list of works cited. You should use the so-called Harvard system of referencing (see the PTR Guide to Referencing provided on Canvas). The reference list does not count towards the word limit.

**h. Appendices**

You are encouraged to include any work done during your placement (e.g. a blog post, a website blurb, a report for internal use, …). This remains at the discretion of your Placement Provider and yourself, so please make sure to discuss this with your Placement Provider. Written work can be easily included in an appendix. In case of non-written work, please contact the Academic Lead.

The appendices are to be used only for this specific purpose, and not to further elaborate one or more essential parts of the report. Appendices do not count towards the word limit.

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| **3. Marks and feedback** |

Opportunities for formative feedback are detailed in section 2.2 above. Summative feedback will be provided on and released to the student on the regular turnaround schedule.

The College of Arts and Law PGT marking criteria will be used to mark the report. Regarding the practical aspects (about the Placement Organisation and your own work experience), high marks will be attainable by providing a clear description of and a critical reflection on the placement (both the student’s own functioning and the organisation). The student should be drawing clear links with the theoretical part of the report and appropriate conclusions from this reflection.

**Appendix: Placement Organisations**

**Previous placement organisations**

This is an *indicative* list of some of the Placement Organisations where previous students did their placement. You are by no means limited to these organisations or the topics they are working on. If you have an organisation in mind, please feel free to contact the Academic Lead to discuss.

* Amnesty International – Birmingham Group: <http://amnestybrum.wordpress.com/about/>
* The National Grid: <https://www.nationalgrid.com/group> (Ethics Department)
* The Romanian Harm Reduction Network: <http://www.rhrn.ro/en/>
* Excellent Development: <http://www.excellentdevelopment.com/home>
* Barnardo’s: <http://www.barnardos.org.uk>
* Fairtrade Foundation: <https://www.fairtrade.org.uk>
* Habitat for Humanity: <https://www.habitat.org/emea>
* Dignity in Dying: <https://www.dignityindying.org.uk> \*
* People & Planet: <https://peopleandplanet.org>
* Equality Advisory and Support Service: <http://www.equalityadvisoryservice.com>
* Birmingham Central Foodbank: <https://birminghamcentral.foodbank.org.uk>
* Peace Direct: <https://www.peacedirect.org>
* HelpAge International: <http://www.helpage.org>
* Birmingham Museums Trust: <http://www.birminghammuseums.org.uk>
* Amnesty International UK School Speaker Programme: <https://www.amnesty.org.uk/invite-amnesty-speaker-your-school>
* Not Dead Yet UK: <http://notdeadyetuk.org>
* Mondo Foundation: <https://www.mondofoundation.org>
* Object: <https://www.objectnow.org>
* Acorns Children’s Hospice: <https://www.acorns.org.uk>
* DAI: <https://www.dai.com>
* Animal Charity Evaluators: <https://animalcharityevaluators.org>
* Surrey Wildlife Trust: <https://www.surreywildlifetrust.org> \*,\*\*

\* Organisations with an Asterisk have explicitly indicated to welcome students in the future

\*\* According to the Surrey Wildlife Trust, other Wildlife Trusts would be keen on taking on students as well.