Cooperative Education

UNIVERSITY *of* LIMERICK

OLLSCOIL LUIMNIGH

Cooperative Education & Careers Division

Contents

About Cooperative Education

The Cooperative Education & Careers Division (CECD) at the University of Limerick (UL) has responsibility for the Cooperative Education programme (undergraduate placement). We work with over 1,500 employers, both in Ireland and internationally, to secure placements for some 1600 undergraduates every year. Cooperative Education (CoOp) is an essential part of the overall academic programme.

CoOp gives you the chance to experience a real work environment before you graduate. For many students the opportunity to do CoOp is the reason they choose to come to UL over other universities. Your CoOp should help you to develop the skills you will need throughout your career, e.g., communication, problem-solving, teamwork, organisational awareness and ICT skills. Your placement should also help you to make decisions about your future career.

Employers agree that graduates who have undertaken a work placement during their degree have many of the skills essential for success at work. Such graduates are more mature with sound professional and interpersonal skills and with a good awareness of the workplace culture. Taking a student on placement also allows them to see you at work and to assess you as a potential employee.
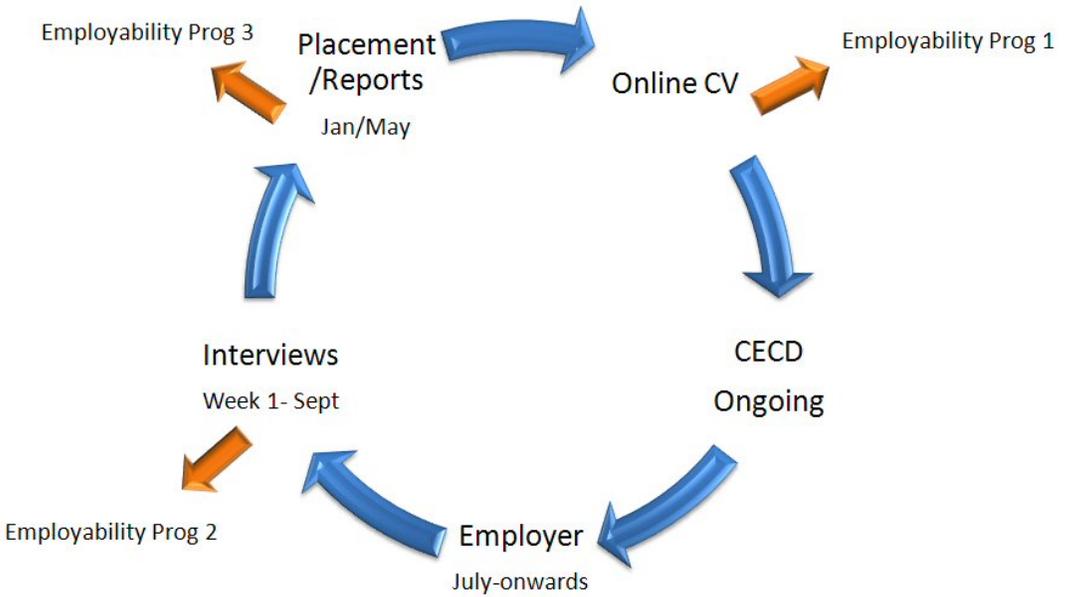
CoOp is a compulsory and academically accredited element of your degree programme. You must successfully complete CoOp in order to be considered for graduation. Your CoOp grade is decided by a faculty member on a pass/fail basis. This grade is based on your performance in the placement as assessed by your employer Supervisor and your Academic visitor, as well as as the satisfactory completion of your Cooperative Education Report. The Report must be submitted by the date specified for your course of study.

http://www.ul.ie/coop/coop/students/deadlines.shtml

Before your CoOp, you should regularly visit the CoOp & Careers Office. You may go to the Office to submit your CV, speak to your Placement Officer, collect interview details, view CoOp Reports. The Office is located in Block E, Level 0, Office Number 007. For information on your Placement Officer and Student Drop in-hours, please check the CoOp website: www.ul.ie/coop

Section 1
How CoOp is organised

Employability Prog 3

Placement /Reports

Jan/May

Online CV

Employability Prog 1

CECD

Ongoing

Interviews

Week 1- Sept

Employability Prog 2

Employer

July-onwards

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The Flowchart, as outlined opposite, shows you how Cooperative Education is organised. The Cooperative Education & Careers Division will work towards finding you a Cooperative Education placement. In return we need you to do the following:

Pre Placement:

- Attend Employability Programmes. It is mandatory to attend these meetings as they provide essential information and give you the opportunity to meet those involved in arranging your placement and to ask any questions you may have.

- If you are interested in an international placement, you will need to attend further meetings.

- Students who require support on positive disclosure of disability are encouraged to contact their Placement Officer.

- Familiarise yourself with the contents of both the handbook and website.

- Submit your Coop Education CV along with your Pre Coop Assessment form (http://www.ul.ie/coop/coop/ students/learning_during_coop.shtml) before the deadline. Be aware that you can make updates to your work experience or skills.

- Read commit and sign the Code of Practice.

- If you are organising your own placement, make your Placement Officer/Manager aware of this and they will confirm what needs to be done.

- Log on daily to your student Email for communications from CECD regarding interviews, interview results or urgent messages.

- In addition, you should consult the Careers website (Destinations).

EMPLOYMENT >COMMITMENT >PROFESSIONALISM

See Section 4 for advice on what to expect. Research the company and read any information provided, as well as the CoOp Reports of former students, when available.

- Attend all interviews arranged.
- Accept your first job offer for the full period of placement.

Post Job Offer:

- If you receive an offer letter from your employer, you must sign and return it to your employer immediately.
- You must adhere to any requirements of the employer regarding medicals.
- For international placements, there are insurance requirements and, for some countries, visa requirements with which you must comply.
- Obtain the relevant tax details (P45) prior to commencement of your placement.

"Remember that your employer expects your 100% commitment and that this may impact extra curricular activities."

At Work:

- Remember that your employer expects your 100% commitment and that this may impact extra curricular activities.
- Conduct yourself professionally in the organisation.
- Comply with reasonable requests from your employer and carry out the programme of work you have been given.
- If, in the case of illness, you are absent from work you must notify your employer as soon as possible. Be aware that, if your absences are excessive or unreasonable, your employer is entitled to address the issue.
- Familiarise yourself with the rules and regulations of your employer, including restrictions on the use of email, internet and telephone. You must observe these.
- Seek advice from your Cooperative Education Manager if you get into difficulty.
- Obtain guidelines on your Cooperative Education Report from the website. (http://www.ul.ie/coop/coop/students/reportguidelines.shtml). You will need to submit the Report on your return to UL.

- Complete your Post CoOp Assessment Form (http://www.ul.ie/coop/coop/students/learning_during_coop.shtml)

Section 3
International Placements

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Every year, some 20% of UL students opt to undertake an international placement. The main destinations are Continental Europe, the UK, Spain and Argentina.

An international CoOp offers you all the advantages of a regular CoOp as well as giving you the opportunity to "see the world" and experience other cultures and work environments. It is also the best way of becoming fluent in a language. If you are studying a course which involves studying two foreign languages, you will be required to do an international CoOp. Many Business Studies, Engineering, Science and IT students also undertake international placements every year.

International employers have different application requirements to those of many Irish employers. If you are applying for an international CoOp, you must complete the standard on-line student CV. However, for non-English speaking countries, you must also submit a CV and a cover letter in the relevant language. Foreign language CV templates are available on the CoOp website.
(http://www.ul.ie/coop/coop/students/intapply.shtml#intapply)

For more detailed information on applying for international CoOp, please refer to the CoOp website (http://www.ul.ie/coop/coop/students/internationalcoop.shtml)

Section 4
How to write a good CV

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Employers expect students to offer a range of skills commonly required in the workplace. These include, not only the academic skills normally developed through your degree studies, but also the interpersonal skills that are increasingly important in today's work environment. To help you identify and develop many of these skills prior to your Cooperative Education placement, we have sourced special resource material designed to introduce students to the key concepts relating to career choice and development and to prepare for Cooperative Education. This material is presented in the Destinations website which is accessible through the UL careers website. The website is divided into 12 topics which can be accessed in any order, depending on your particular interest. These topics are clustered under three main headings:

1. Assessing yourself:

• Interests: Identifying and selling your interests

• Personality: Understanding your personality type
  and the implications for a career

• Skills: Recognising the importance of skills to employers

• Values: Understanding what your values are and how these
  influence your career choice

2. Researching career opportunities:

• Careers and employers: Helping you to explore the world of work
  • Postgraduate directions: Investigating the options for further study
  after your degree

• Work Experience: Understanding the value of work experience and
  how to learn from the experience

ASSESS > RESEARCH > DECIDE

"The Destination website has been customized for UL students and will be a very helpful resource for you as you prepare for CoOp interviews."

3. Applications:

- Application forms: Making the best impression on your application form

- Assessment centres: Insight into different types of selection procedures used by employers

- Cover letters: Advice on how to prepare a persuasive and personal cover letter

- CVs: Presenting your CV in the most effective manner

- Interviews: Understand what employers want from interviews

Each topic includes information, reflection exercises, activities, downloads and video clips with comments from employers, students, graduates and careers advisors. The website has been customized for UL students and will be a very helpful resource for you as you prepare for CoOp interviews. We encourage you to use this resource regularly and select the sections of interest. You can access the Destinations website from the UL careers website at: www.ul.ie/careers. As this is a restricted site, you will need to log in using your UL ID and Password.

In addition to this website, there are a number of other resources which will help you prepare for your CoOp interview and also for the placement experience. Details are provided in Appendix I.

Note; For information on Support services for students with Disabilities, see Appendix IV.

Advice on assistive technology required to access the web is available from the Disability Office, GL0014.
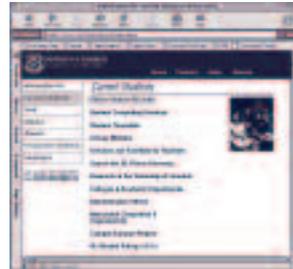
For other useful on-line resources on interview preparation, check: www.ul.ie/careers/inclusion

Section 5
How to complete your online CV

To Access the Student CV on the Web

Please note it is important to save
your changes after each step.

STEP 1
Open Internet Explorer. In the Address bar, enter the following: http://www.ul.ie/portal/students. Select My Student Record.

↓

STEP 2

Enter the following details in the format outlined.

USER NAME	NUMERIC ID NO.
PIN/PASSWORD	PASSWORD

Enter your date of birth (DDMMYY). Then select Go.

↓

STEP 3
On the left hand side of the screen select Student Records. On the right hand side, select Student CV. A list of personal details automatically appears e.g. name, address, and telephone number. (If any of these details are incorrect please log on to the Student Administration Portal. Under Student Portal Options you will find "Edit your personal details").

↓

STEP 4

Select Work Experience and list your work experience, starting with your most recent experience. Please note that this section is limited to 5 sets of work experience and that the information entered here should be brief. You will be able to elaborate on the information given here at interview. **You will find that if you enter too much information inhc˙h\ Y˝>cV˙H]h̄Y˙˙Z]YX, your page will not save and you may `cgY˙i bgUj YX˙]bⱫfa U̶]cb˙which you have already input˙]bhc˙ch\ Yf˙gY`̄]cbg.**

ORGANISATION	FROM / TO (SELECT FROM MENU)	JOB TITLE
DELL COMPUTERS	JUNE 2013 TO AUGUST 2013	ADMINISTRATION

STEP 5

Select Skills at the top or bottom of the screen. Select the down arrow
in the skill column.

– Select a skill from the list.
– From the level column, select the level of skill, e.g. Basic, Proficient
  or Very Proficient.
– The right hand column (notes) allows you to give further details, e.g. where driving
  licence is selected the note could be that you have your own car. Keep text to a
  minimum here as this sentence is restricted in length. Use the additional information
  field for anything extra you may need to say.
– Use the Add button to add additional skills to the CV.
– Similarly, use the Delete button to remove skills. When all skills are added,
  remember to save.

STEP 6 (Do not copy/paste infor into the sections below)

Select Communication Skills: Refer to presentations delivered to class groups/
experience in customer service/ Hons English or evidence of good written skills/
evidence of good listening skills.

STEP 7

Select Teamwork: Detail your membership of Clubs and Societies, any activities or
assignments you have undertaken as a part of a group.

STEP 8

Select Problem Solving & Analytics: Make informed, effective and timely decisions.
Outline how you organise your time with regard to work and study, Technical projects
etc.

STEP 9

Select Using Initiative: What do employers look for when assessing initiative?
Demonstrate how you approached research for particular essay/project/summer
jobs/fund raising etc.

STEP 10

Select Project/Portfolio/Volunteering: Provide information on your UL course projects,
(if you have an e-portfolio add the link here), UL/home clubs and memberships/forums,
any positions of responsibility you have held. Give details of your local organisations.
Mention any volunteer work you have undertaken.

STEP 11

Select Additional Information: Include additional information not covered in above

sections, for example, hobbies, interests, certificates and achievements. Click SAVE!

You can view your Education details by selecting the Education link.

– On the left hand side of the screen select Student CV.
  You will return to the main screen.
– Scroll to the bottom of the page and click on "Print Preview".
  This may take a few minutes depending on network traffic.
  – Select File, Print. Select ok. (Alternatively, CTRL + P, or
    right click, and select print.)

When printing, please ensure that the "Page Setup" of your web browser
is set to "A4".

Please note that during exam grading you will be unable to access your CV.

For administration purposes only you are required to print a copy of your CV from the
 web to be submitted to the CoOp office along with your Pre Coop Assessment form
and signed Code of Practice. Your printed CV will be used by the CoOp office to
determine who has, or has not, completed their CV. It is therefore important that it is
completed and submitted by the due date.

If you have any difficulties completing the online cv, please email coop.info@ul.ie

SELECT FILE > PRINT > SELECT OK

Section 6
The Interview Process

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Once you have been selected for an interview, you need to collect your interview details from the CoOp office. These include confirmation of the employer, venue, date and time of your interview. These will also guide you towards reference materials such as the company website address and where available CoOp reports of former students.

It is important to remember that once you have been called for interview you must attend; not showing up for an interview will result in your being withdrawn from the entire placement process and this will have consequences for your graduation.

It is your responsibility to prepare for the interview. Remember you will only be given one chance to make a good impression. Some practical tips on Preparation for Interview are available here:
http://www.ul.ie/careers/careers/applications/

On the day of your interview you should bring along a copy of your CoOp CV, a list of key points you would like to make and any questions you would like to ask. Be prepared to discuss anything that you have included in your CV so make sure you read it through several times to refresh your memory.

> "Always try and ask some questions. The opportunity to ask such questions usually happens towards the end of the interview. This shows genuine interest in the employer organisation and can demonstrate effectively the research you have undertaken."

Consider the competencies the employer is looking for and prepare evidence that you have these competencies. Company literature, Websites, Employee Profiles and Job Descriptions usually indicate the competencies valued within the organisation. The earlier section on Preparing for CoOp directs you towards the Careers website. In particular, the series 'Using your UL Degree' provides details of the skills developed within each degree course.

Make sure you are up to date with developments in the sector for which you are being interviewed. You should also know what is going on in the external environment and what is current in the media.

Always try and ask some questions. The opportunity to ask such questions usually happens towards the end of the interview. This shows genuine interest in the employer organisation and can demonstrate effectively the research you have undertaken. Consider asking how your performance will be measured, what training will be provided, etc.

After your Interview

Allow yourself some time to reflect on your interview performance. You may be offered the job but even still most people can improve upon their interview performance. Try to recall any questions you found particularly difficult and why. Make notes and refer to these for future interviews. It is not unusual for students to have a number of interviews before securing a placement.

Section 7
Skills Assessment in CoOp Placements

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CoOp is a unique opportunity to get valuable experience in the world of work. It also gives you the chance to develop some of the core skills that employers look for in graduates. As a compulsory element of your CoOp placement, you will be asked to assess your skills development during your placement. By the end of your placement you should be able to:

• Recognise the skills and knowledge you have developed during your CoOp placement.

• Identify gaps in your skills/knowledge.

• Reflect on your skills development and provide a record of this in your CoOp Report.

"As a compulsory element of your CoOp placement, you will be asked to assess your skills development during your placement."

Assessing your Skills

For the purpose of evaluating your skills development, you will be asked to complete a skills assessment form. This will allow you to assess your skills prior to and post your CoOp placement. You can do this on-line. In the case of your Pre-CoOp Assessment Form (http://www.ul.ie/coop/coop/students/pre_coop_skills.php), your skills levels will very much depend on your previous work experience, your academic studies and your extracurricular activities and interests. For some skills you may struggle to find evidence prior to your CoOp placement. When rating yourself, be honest and critical. This will give you a more realistic indication of your skills development and of CoOp's role in helping you to develop this skill. Please submit a printed copy of your Pre-Coop assessment form with your CV. At the end of your placement, you are required to complete a Post CoOp Assessment Form. http://www.ul.ie/coop/coop/students/post_coop_skills.php In this case you have the benefit of hindsight and work experience to draw on. Here you have the opportunity to reflect on any skills improvement you experienced or to detail any new skill you have acquired during your placement. By comparing your Pre and Post CoOp Skills Assessment Forms, you will be able to track your progress.

Skills Assessment as part of your CoOp Evaluation

Your Skills Assessment is a compulsory element of your CoOp Evaluation. You must submit your completed Pre CoOp Skills Assessment Form and your Post CoOp Assessment Form as appendices to your CoOp Report. Please note that your CoOp Report will not be accepted without this. You will also be asked to reflect in a detailed way on some of your skills development in your CoOp Report.

"When rating yourself, be honest and critical. This will give you a more realistic indication of your skills development and of CoOp's role in helping you to develop this skill."

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The First Week

In the early days many of you should receive a formal induction to your work environment. However, if you don't, then the following are suggestions to help you get established.

- Get to know who you will be working with.
- Understand the culture of the business environment and the goals of the department in which you will be working.
- Gain an understanding of the business of the department so you will know where your role fits in.
- Become familiar with the office procedures and workplace practices for your department:
  - Office Hours and Policies: what are the normal office hours and what hours outside of these might you be expected to work? How does the system of breaks work and are you expected to record your time and, if so, how? How you report illness?
  - Administration: Find out how to use the office equipment and understand any security procedures.
  - Office Dress: Find out what is considered appropriate.
  - Company Procedure: What is the protocol in the company regarding, for example, confidentiality, limitations with respect to use of email, internet.
- Be aware of the Health & Safety provisions; seek clarification if you are unsure.
- Find out how you can start contributing:
  - What is your role description?
  - What are your objectives?
  - What are the expected outcomes for you both during and on completion of your placement?
  - How will your performance be measured?

REVIEW > FEEDBACK > DEVELOP

In the first instance you should contact your immediate supervisor and then your Placement Officer or Cooperative Education Manager who will talk things through with you and advise on how best to proceed. If warranted, an early Cooperative Education Visit will be scheduled. The emphasis of this will be to resolve the situation. It is not acceptable to leave your placement without engaging in this process.

Evaluation of your Placement

During your placement your Supervisor will assess your performance on an ongoing basis. This may be done informally and not always communicated to you. You should seek feedback on how you are doing. One way of doing this would be to review, at intervals, with your Supervisor the Employer Feedback Form (Ref Appendix III). The advantage of doing this is that there will be no surprises. You will be clear on how your supervisor views your performance and you will develop a picture over the placement of how you are building your skills.

Your placement is graded on a Pass/Fail basis. The grade awarded takes into account your performance in the placement as assessed by your Supervisor and your Academic visitor, as well as the satisfactory completion of your Cooperative Education Report. You can check your overall CoOp result by logging in to the Student Administration Portal and clicking on "Student Records". Within the Cooperative Education & Careers Options box, click on "View your Placement Evaluation Here".If your placement is terminated by your employer as a result of your conduct, or if you leave the placement early, then you will be deemed to have failed your placement and must clear this fail in order to graduate.

The Cooperative Education Awards:

Each year Cooperative Education Employers and Academics are asked to nominate students who have completed an outstanding placement. Nominations are reviewed on a Faculty basis and awards are presented at the summer conferring ceremonies.

The Academic Visit

During your placement you can expect to be visited by a member of UL academic staff. For students on international placement this may not be possible, in which case, you receive a phone call from the relevant academic. Your academic visitor will contact both you and your Supervisor directly to finalise details of the visit. To find out the name of your academic visitor, log into the SAA portal and click on Student Records. Within the Cooperative Education & Careers Division Options box, click on "View our Student Placement Details".

The Cooperative Education Report

During your placement you should be working on your Cooperative Education Report. You can access an outline of what is required on the CoOp website. http://www.ul.ie/coop/coop/students/reportguidelines.shtml

Your Report must be submitted within the first week back on campus after your placement. You should establish the exact deadline for your course http://www.ul.ie/coop/coop/students/deadlines.php. You must have your employer sign off on the content of your Report before submission.

If you have to repeat exams during your placement

Be aware that you are not entitled to study or exam leave. You can, by agreement with your employer, take annual leave but you will have to schedule study time for yourself outside of working hours. You will be expected to complete your full placement returning to work after any such exams until your original contractual finish date.

Minimum period of placement

AREA OF STUDY	MINIMUM PLACEMENT PERIOD
Business, Engineering, AHSS*, Science, Technology and Informatics * MAY TO JANUARY PLACEMENTS	8 months, January to September or May to January
AHSS	6 months, January to Summer

"During your placement you should be working on your Cooperative Education Report. You can access an outline of what is required on the CoOp website."

Appendix I
Additional Careers Resources
useful when preparing for CoOp

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The Careers Service is located in E0019, close to the main CoOp office, and contains a wealth of information to help you prepare for interviews and placement. Drop in at any time and pick up free copies of booklets, handouts and employer directories. You can also view Interview DVDs and practice online aptitude tests on the PCs available for student use.

In addition, there are also a number of web-based resources which you can use as part of your preparation for CoOp. Ideally, you should check out these resources early as they provide lots of helpful advice on how to prepare for your CoOp interview and for the placement experience.

1. UL Careers Website: www.ul.ie/careers

The careers website is intended to be the primary source of careers information for students throughout their time in UL. The website is updated regularly with details of job vacancies and information on career events taking place on campus. Much of the content is very relevant to CoOp, in particular, the sections below:

• Applications and Interviews: Advice on how to complete application forms, CVs and cover letters and tips on how to prepare for interviews. This also includes links to some of the best external sites with useful information.

• What UL graduates do? Information on the employment record of UL graduates, covering all degree courses, as well as typical career profiles of graduates.

• Using your UL degree: A feature on the website with information on the career options for any degree in UL. See below for more details.

• Online aptitude and personality tests: Test your own verbal, numerical or abstract reasoning ability or personality style online and get immediate feedback by email.

- Links to employer websites: Links to the websites of some of the key employers in Ireland and overseas.

- Links to other careers resources: Access to some of the best careers websites worldwide.

- Destinations website: Check out the latest and most advanced careers website which is accessible through the UL careers website. See details below.

2.   Destinations website

Destinations is a career planning resource designed by the University of Reading and customized for Irish use by UL. The website covers a wide range of topics which will help you prepare for CoOp and plan your career. Topics include: Application forms, Interviews, Assessing your interests, skills, personality and values. There is an excellent section on Work Experience which is particularly relevant to CoOp. It explains how you can use work experience to develop the kind of skills employers look for in graduates, as well as advising you on how best to prepare for the experience. Use this resource as part of your own preparation.

3.   Using Your UL Degree

This is a special facility on the careers website which allows you to explore the career and postgraduate options related to your own degree course. It is a very useful resource for preparing for interviews as it covers the following areas:

- What skills you will gain from your degree

- Where previous graduates from your course have gone

- Jobs related to your degree

- Postgraduate options related to your degree

- Related links and other information.

You can access this online resource from the Student page of the careers website at: www.ul.ie/careers. A summary of this information is also available in handout format from the Careers Service, E0019.

4.Careers Report

This is a simple to use computer-based careers questionnaire designed to help you at all stages of the career planning process. It allows you to generate a profile of yourself, based on your interests, skills and motivation and it compares this profile with a database of typical graduate careers. It also provides some very useful advice on applications and interviews.

Appendix II
Useful Sources of Information

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The internet provides valuable information for students preparing for Cooperative Education. There are many very useful careers and work
experience related sites, which will help you to prepare for the selection process. The following list is a small sample of those we consider most beneficial.

www.gradireland.com

Gradireland is the official website for higher education careers information in Ireland. The student strand of the site supports students and graduates with career planning.

www.work-experience.org.uk

This site provides information on a whole range of work experience issues, useful links to other relevant sites, employer contacts and notified opportunities.

www.usit.ie

Consult the Work and Travel Section. This site provides details of the Internship Visa programme for the US and has links to other useful sites.

Specialist sites for students with a disability

www.ul.ie/careers/inclusion
www.ahead.ie
www.nda.ie
www.skill.org.uk
www.employers-forum.co.uk
www.abilitynet.co.uk

"The World Wide Web provides valuable information for students preparing for Cooperative Education."

Appendix III
Employer Evaluation Form

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_____
STUDENT'S SURNAME

_____
FORENAME(S)

_____
STUDY AREA

_____
STUDENT I.D. NO.

_____
EMPLOYING FIRM

_____
SUPERVISOR

Please confirm the dates of employment: FROM _____/_____/_____ TO _____/_____/_____

The above student is completing a Cooperative Education placement. We would appreciate your candid feedback on the student's performance using the rating scale below and marking clearly the appropriate rating for each skill and associated behaviour. Please return the completed form to:
Cooperative Education & Careers Division, University of Limerick, Limerick.

5 = Excellent
Always demonstrates this ability/consistently exceeds expectations

4 = Good
Usually demonstrates this ability/sometimes exceeds expectations

3 = Fair
Sometimes demonstrates this ability/meets expectations

2 = Poor
Seldom demonstrates this ability/rarely meets expectations

1 = Unsatisfactory
Never demonstrates this ability/does not meet expectations

If any are not applicable to this Cooperative Education experience, please leave this response blank.

"We would appreciate your candid feedback on the student's performance using the rating scale"

A – ABILITY TO LEARN					
a. Asks pertinent and purposeful questions	5	4	3	2	1
b. Seeks out opportunities and utilises appropriate resources	5	4	3	2	1
c. Accepts responsibility for mistakes and learns from experiences	5	4	3	2	1
d. Seeks feedback on personal development from colleagues	5	4	3	2	1

B – READING/WRITING/COMMUNICATION SKILLS					
a. Reads/Comprehends/Follows written materials	5	4	3	2	1
b. Communicates ideas and concepts clearly in writing	5	4	3	2	1
c. Works within procedures appropriate to the job	5	4	3	2	1

C – LISTENING AND ORAL COMMUNICATION SKILLS					
a. Listens to others in an effective and attentive manner	5	4	3	2	1
b. Effectively participates in meetings and/or group settings	5	4	3	2	1
c. Demonstrates effective verbal communication skills	5	4	3	2	1

D – CREATIVE THINKING AND PROBLEM SOLVING SKILLS					
a. Breaks down complex tasks/problems into manageable pieces	5	4	3	2	1
b. Brainstorms/develops options and ideas	5	4	3	2	1
c. Demonstrates an analytical capacity	5	4	3	2	1

E – PROFESSIONAL AND CAREER DEVELOPMENT SKILLS					
a. Exhibits a self motivated approach to work	5	4	3	2	1
b. Demonstrates ability to set appropriate priorities/goals	5	4	3	2	1
c. Exhibits professional behaviour and attitude	5	4	3	2	1

F – INTERPERSONAL AND TEAMWORK SKILLS					
a. Manages and resolves conflict in an effective manner	5	4	3	2	1
b. Supports and contributes to a team atmosphere	5	4	3	2	1
c. Demonstrates assertive but appropriate behaviour	5	4	3	2	1

G – ORGANISATIONAL EFFECTIVENESS SKILLS					
1 Seeks to understand and support the organisation's mission/goals	5	4	3	2	1
2 Fits in with the norms and expectations in the organisation	5	4	3	2	1
3 Works within appropriate authority and decision-making channels	5	4	3	2	1
4 Is sensitive to organisational politics	5	4	3	2	1

H – BASIC WORK HABITS					
a. Reports to work as scheduled and on time	5	4	3	2	1
b. Exhibits a positive and constructive attitude	5	4	3	2	1
c. Dress and appearance are appropriate for this organisation	5	4	3	2	1
d. Ensures that he/she is clear about what the organisation expects	5	4	3	2	1

I – CULTURAL ADAPTATION (INTERNATIONAL PLACEMENTS ONLY)					
a. Is conscious of different cultural values	5	4	3	2	1
b. Is sensitive to others with different cultural backgrounds	5	4	3	2	1
c. Uses the working environment to extend level of cultural awareness	5	4	3	2	1

J – PROFESSIONAL SKILLS					
Are there any skills or attributes that you feel are important to the profession or career field that have not been previously listed in this evaluation? If so, please list these skills below and assess the student accordingly.					
1	5	4	3	2	1
2	5	4	3	2	1
3	5	4	3	2	1

K – OVERALL PERFORMANCE (If I were to rate the student at the present time)				
Excellent ☐	Good ☐	Average ☐	Poor ☐	Unsatisfactory ☐

Did the student make any contribution to research activities during placement?
Yes ☐   No ☐ . If yes, please elaborate:

EVALUATOR'S SIGNATURE: DATE:

TITLE/POSITION: TELEPHONE:

Appendix IV
Support services for students
with Disabilities

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UL's access policy is designed to promote and facilitate entry to and participation in its academic programmes and student life of the University by people with disabilities. The Cooperative Education & Careers Division embraces a model of service that is both accessible and inclusive.

The Careers Support Service

The Careers Support Service is an integral part of the Cooperative Education & Careers Division. The Service works with students to address access provision at the preparation, application and placement stages of the Cooperative Education programme.

Individual guidance and support is available at each stage from application to interview preparation and selection.

Supports include:

• Individual Advisory Sessions.

• Individual CV Clinics.

• Individual Interview Workshops.

• Employer Mentoring Programmes.

• Disclosure and Disability Awareness.

The Careers Support Service works closely with the Disability Liaison Officer to ensure that an inclusive and confidential service is provided. The Service also works to support employers in developing good recruitment practice.

"The Careers Support Service is an integral part of the Cooperative Education & Careers Division. The Service works with students to address access provision at the preparation, application and placement stages."

The Employer Mentoring Programme

This is specially designed for students with disabilities, including specific learning difficulties. The Mentoring Programme involves students in one-to-one meetings with established professionals in their field of study. It provides an opportunity to meet employers, build professional networks and gain invaluable career advice. Many students have found this to be a useful exercise in preparing for Cooperative Education. Interested students should contact: Disability Support, CECD (E0019).

The Careers Support Service has produced a website dedicated to career planning for students with disabilities. For more information log on to: www.ul.ie/careers/inclusion

PREPARE > APPLY > PLACEMENT

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