

Placement and Visit Reports

PURPOSE

Writing a placement or visit report is an opportunity to draw together your observations and learning from a placement or visit. It provides a framework for making connections between what you have learned through relevant module(s) and real life experience, practice and contexts of ministry and mission.

CONTENT

In general placement or visit reports are a record and reflective analysis of what you observed, experienced, and, in some cases, practised, in your placement or visit. Placements are likely to be in churches or other institutions, such as hospitals or prisons, or in community contexts, such as a social enterprise or charity. Visits may be, for example, to a worship centre of another faith, a community or environmental project or a museum.

Although the exact details will vary according to the placement or visit, there are a number of aspects that you might consider including in your report, for example:

1. A brief background about relevant aspects of the context of the placement or visit. This may be, for example, the social, religious, institutional, economic, environmental or historical context, depending on the nature of the placement. Bear in mind the purpose of the placement or visit in relation to the learning outcomes of the module to help you to be selective in the information you provide.
2. A succinct account of your understanding of the purpose of the placement or visit in relation to the learning outcomes of the module and, in some cases, to the ministry and mission of the church more widely.
3. Observations that raised questions for you or caused you to reflect, and your reflective analysis of them, drawing on your independent study and the learning from the module. These may involve individuals, relationships, events or settings.
4. 'Thick descriptions' (that is, descriptions that include informed interpretation) of a person you met, worked with and/or observed, their role and interactions.
5. Write about key learning points in relation to your observations, the module learning outcomes and the purpose of the visit or placement, drawing on your learning from the module.

Placement and visit reports are generally not very long, so it is of utmost importance to be selective in your work, choosing observations, analysis or reflections that are significant and relate to your learning in relation to the learning outcomes of the module.

WHAT WE ARE LOOKING FOR

First and foremost, we are looking to see how your report demonstrates that you have met the relevant learning outcomes of the Module Outline. In particular we will be looking to answer the following questions (these may be adapted, depending on the nature of the placement or visit):

1. Did the report demonstrate a clear, focused and realistic understanding of the purpose of the placement or visit?
 2. Were you able to make astute and relevant observations and analyse their significance in the context of the purpose of the visit or placement?
 3. Were you able to make discerning observations and give 'thick descriptions' of them that demonstrate insight and the fruit of discerning reflection?
 4. Were you able to articulate persuasively key points of learning that relate to the module learning outcomes and that draw on your learning and independent study of the module?
 5. Was the report well written and clearly presented?
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TECHNICAL MATTERS

For the tutor:

- It is important to visit and evaluate the context of the placement or the focus of the visit to ensure that it offers an enriching learning environment related to the learning outcomes of the module.
- Ensure that students are prepared for a visit or placement so that its purpose and learning objectives are clear.
- Offer a debriefing of the placement or visit, including giving students an opportunity to offer feedback on their own perceptions about the effectiveness of the placement or visit.

For the student:

There is no standard template for a report, but it is likely to include a number of the following:

- A concise account of relevant detail about the context, purpose and content of the placement or visit in relation to the subject of the module.
- A succinct account of salient observations (see point 3 under Content) of, for example, people, relationships, the physical environment, the activities, culture and atmosphere and your reflective analysis of them.
- A summary of the key learning points that you gained through the placement or visit that also draw on your learning and independent study of the module.
- Some engagement with scholarly literature: these should be referenced and included in a bibliography using your TEI's conventions.
- A brief evaluation of the placement or visit as a learning activity.
- Information about the context of the placement or visit in an appendix. This could include photographs, statistics, maps, background documents, pamphlets, and so on.

Reports are often relatively short pieces and so it is important to be discerning and selective in what you include in it.

MARKING CRITERIA

The questions that your marker will be considering when assessing your work are as follows:

- How does your report demonstrate that you have acquired the knowledge, understanding and skills of the relevant learning outcomes of the module?
- To what standard have you fulfilled these? These standards – by which your work will be graded – are described in the **Assessment Criteria for Placement and Visit Reports** for the level of your module. The criteria against which your work will be marked fall into four categories:

Purpose of the placement or visit:

Did the report demonstrate a good grasp of the purpose and learning outcomes of the placement or visit?

Did the report demonstrate your ability to make, record, reflect upon and analyse astute, accurate and relevant observations?

Critical thinking:

Did your report link your observations to, and demonstrate understanding of, the subject matter of the module?

Have you evaluated the placement or visit as a learning activity and supported your evaluation with evidence?

Knowledge and understanding

Did the report draw on your knowledge and understanding of the learning in the module?

Language and style

Was your report clearly structured and well written?