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Work Based Learning Module

LAW

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**MENTOR GUIDE**

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2. **Introduction**

Thank you for providing a placement opportunity for the University of Stirling Law School Work Placement Module. We are very grateful

to you, and we hope that you will find it a positive experience. We have put together this short Mentor Guide with information we hope you will find helpful, but if you have questions at any point, please e-mail staff named, contact details are at the end of the Guide.

This module is an elective option for third and fourth year LLB and BA Law students. The application process is competitive, and applicants are required to submit a Personal Statement as to why they wish to participate in this module and are required to give an indication of their placement preferences. The Module Coordinator makes the final allocation of placements after consideration of all applications.

The module is an Honours (SCQF level 10) module with a range of academic outcomes the student must achieve. All assessed elements of the module will be undertaken by the module Teaching Team. The assessment consists of a 2500-word Reflective Report based on the students’ placement experience and a 15-minute Presentation. Please keep these in mind when preparing to take on your student(s) as they should have some goals they are keen to set while on placement to assist them to complete the assignments and may require your help to provide opportunities to enable them to achieve these. Some common goals for our students are to improve time management, organisation, communication, and researching aspects of law.

The focus of the module is centered on Reflective Practice, gaining experience of the workplace and learning how day-to-day business is conducted and delivered while learning more about the law and its application in the ‘real world.’ Taking part in a specific project can be rewarding for the student but need not be the only way to approach the design of the placement. Many legal firms allow the student to shadow colleagues at meetings, work with their trainees, accompany a colleague to court or offer some document drafting experience. Others prefer to have the student complete some research. It is up to you to shape the experience to meet your resources and time, you should discuss and agree on your proposals with the student at the outset. This gives you both an opportunity to shape the experience to everyone’s advantage.

1. **Frequently Asked Questions**

***Q. How many hours will the student spend on placement?***

A. 30 hours minimum. Any extra time spent on placement will be agreed between the student and host organisation.

***Q. Will the placement be done in a ‘block’?***

A. Ideally the 30 hours should be divided up over the 10-week term according to what best suits the organisation and in consultation with the students’ academic timetable. The attendance pattern is negotiable between placement and student according to the preferred needs of each.

***Q. What can I ask the student to do?***

A. The student should be assigned work or project that will be of real practical benefit to the organisation. This is not an observational placement. Students will be required to perform a range of tasks that help them to achieve the learning outcomes of the module.

***Q. Is there any cost to hosting a student?***

A. No, this is a voluntary placement, and no cost will be incurred. Students will be expected to fund their own travel expenses, but organisations can assist if preferred.

***Q. Will I be asked to assess the student in any way?***

A. No, the student will be assessed by University Tutor(s). The placement organisation will be asked to verify that the minimum number of hours have been completed but can provide feedback comments to the University regarding a student’s progress at any point.

***Q. Who will be responsible for the student while on placement?***

A. The placement organisation will be asked to provide a Mentor for the student. The Mentor should be contactable by e-mail or telephone or by virtual means. The Mentor will be required to ‘meet’ with the student a minimum of 3 times during the placement, at the beginning, middle and end to discuss progress.

Students will be covered by Employers Insurance while out on placement.

***Q. Who can I contact to discuss any aspect of the programme?***

A. The main contact details are listed below.

1. Dates for your diary

|  |  |
| --- | --- |
| Semester begins | 15 September |
| Mid-Semester Reading Week | 27-31 October |
| Teaching ends | 5 December |

1. **A Successful Placement**

**Mentor**

Please arrange for a member of staff to be appointed as a Mentor to act as the point of contact for the students and to generally oversee and monitor the Work Placement. This person should also the main point of contact with staff at the University.

**Timing**

* The student will be with you for a **minimum of 30 hours** during the teaching semester at times that are mutually agreeable. Please note that the University operates a Mid-Semester Reading Week during which no teaching takes place, and students are not timetabled to attend classes. During this time there is no requirement for the student to attend placement unless by mutual agreement.
* Students will be advised of their placement provider no later than early -September. We will confirm the student details to you by then, but the onus is on the student to contact you to arrange the start date of the placement.
* If possible, ideally, all placement hours should be completed by the end of November to allow the student to prepare for submission of the Final Report and Presentation Assessments.

The first class for the module takes place week beginning 15th September. This will be delivered by the module Teaching Team and during this induction, your allocated student(s) will:

* Receive **Information**, outlining what is expected of them over the course/placement
* Be asked to confirm that a **Preliminary Briefing Meeting** has taken place with you.

**Student/Mentor Preliminary Briefing Meeting**

This should be arranged by the student ideally, ahead of the beginning of the semester. It can be in person at your office or by telephone or Skype / MS Teams/ Zoom. This meeting aims to discuss and agree the details of the placement project, which will then be recorded on the Work Based Placement Agreement Form. The student will provide a copy of this form. Once fully completed and signed by all relevant parties, the **student** should return the form to the Module Coordinator.

Please make clear the lines of communication between the Mentor and student and how the placement hours will be monitored. Ensure the student is aware of your organisation’s structure, employees and volunteers, contacts for their project and relevant resources and that you have made the student aware of your Health and Safety Polices and routines. e.g. Weekly fire alarm practice test etc.

**Arrangements regarding mode of Placement**

Placements may be remote, blended or face- to- face. This may require additional planning to enable the student to participate and engage with your organisation. If fully remote, working in this way as we all now know, can be isolating and for a placement student unused to working with your organisation, this may be especially challenging.

The module Teaching Team will ensure that this aspect of the placement is addressed in the teaching sessions that prepare the student for placement, but it will also be helpful if the organisation considers any guidance or protocol that will be required specific to the organisation regarding working remotely. This may include digital policy and remote working guidelines. Please ensure that your student is made fully aware of all requirements you may have in place to ensure efficient and effective remote working practices.

If remote or blended, there will be a requirement for the student to access and use technology. While most students will have their own laptop / computer – If a student does not have appropriate IT equipment and the organisation is unable to provide this – then please let the Module Co-ordinator know and this will be addressed by the University. However, if you have any specific software packages that require to be utilised by the student to undertake the project/ placement activities, it will be the responsibility of the organisation to provide these for the student.

Please note that University of Stirling do not permit Zoom calls to be initiated by university students or staff. However, participation in Zoom calls is permitted if initiated by those external to the University. The preferred communication platform of the University is MS TEAMS.

You should also check the student knows about:

* **Digital / E-mail policy**
* **Any Health and Safety requirements including any specific (s) to remote working.**
* **Dress code** (if applicable**)**
* **Absence requirements** (if applicable)
* **Breaks/ lunch** (if applicable)
* **Expenses** (if available)
* **Does the student have all the equipment they require?**
* **Does the student know whom they will be working with?**
* **When is the student starting?**
* **Do colleagues know to expect the student and what he/she will be doing?**

**Mid-Semester Review**

Mid- way through the course, the course tutors will speak individually with each student and their Mentor to find out how the placement is progressing and to identify any difficulties and potential solutions. The **Placement Tracker** document will be used for this (see **Appendix**). However, if there are any issues arising at any time, then please contact us.

**Final Student De-Briefing Discussion**

At the end of the placement, we ask that you evaluate the experience of the placement with the student in a final de-briefing discussion, using the **Placement Tracker** (see **Appendix**). Please sign to verify that the 30 hours of volunteering has been completed and the placement aims have been met.

**Placement Provider Evaluation**

To enable us to continue improving the quality of this module, we would also appreciate if you would complete the evaluation form which will be sent out to you at the end of the module.

**Student Assignments**

Students will complete three mandatory activities for this module:

1. **Report on their placement** (**80%**)
2. **Presentation (10 minutes) and Q&A (5 minutes) session lasting 20 minutes in total covering the placement experience, reflection upon the placement and the learning gained**. (**20%**)
3. **Completion of two Reflective Journals (formative)** which will ensure that students experience reflective practice during their placement.

**You may wish for a separate report to be completed for your organisation. This should be stated at the Student/Mentor Preliminary Briefing Meeting. Please discuss and agree the format, and the date that you would expect it to be completed by with the student.**

1. **Contact Details:**

**Module Coordinator:**

**Dr Jayne Holliday**

**Lecture in Private International Law**

**Director of LLB Programmes and Adviser of Programmes**

[j.holliday@stir.ac.uk](mailto:j.holliday@stir.ac.uk)

**Work Placement Support:**

**Sharron Jack**

**Work-Based Learning and Skills Manager**

**Student Skills and Employability**

[**s.l.jack@stir.ac.uk**](mailto:s.l.jack@stir.ac.uk)

**Module Administration**:

[Lawandphilosophy@stir.ac.uk](mailto:Lawandphilosophy@stir.ac.uk)

The Module Teaching Team are happy to be contacted at any point during the module by e-mail and can arrange a MS Teams call if this would be helpful to discuss any aspects of the module or student progress, please do not hesitate to get in touch.

**We look forward to working with you this semester.**

**Placement Tracker**

|  |  |
| --- | --- |
| Placement Provider |  |
| Placement Mentor |  |
| Student |  |

Please complete the table below to indicate whether the student has performed satisfactorily on placement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 15 hours | Tutor | 30 hours | Tutor |
| On task/completed aims as defined in Briefing? |  |  |  |  |
| Demonstrates confidence and commitment to the tasks given? |  |  |  |  |
| Follows instructions where appropriate? |  |  |  |  |
| Effective time management skills? |  |  |  |  |
| Shown initiative and/or ability to work independently? |  |  |  |  |
| Liaised and worked with others as appropriate? |  |  |  |  |
| Effective mentor support? |  |  |  |  |
| Communicated effectively and appropriately? |  |  |  |  |
| Adhered to the rules, regulations and codes of conduct of the organisation? |  |  |  |  |
| Evidence of reflective practice? |  |  |  |  |
| Overall student integration and contribution to organisation? | | | | |
| Any other comments? | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | student | mentor | tutor |
| 30- hour placement completed |  |  |  |