Department of Psychology - Placement, Outreach and Engagement Module

Placement, Outreach, and Engagement

Info Pack for Host Organisations: What you may want to know and other useful information

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Introduction

Thank you for your interest in hosting a volunteer Psychology student from the University of Warwick who is undertaking the module 'Placement, Outreach and Engagement'. This module connects talented final year Psychology undergraduate students with a range of host organisations, including charities, NGOs, government departments, community centres and groups, private companies, and other clients. The module is typically ten weeks in length, from October to December, and involves between 50 and 60 hours of work experience and around 100 hours of academic seminars. The placement hours can be undertaken on-site, remotely, or as a combination of on-site and remote work. This brief info pack will give you an overview of the module, including the benefits of providing one (or more) of our students to volunteer with your organisation.

Aims

'Placement, Outreach and Engagement' is a unique module that includes both a placement (provided by organisations like yours) and academic seminars (delivered by us!). This module offers Psychology students an opportunity to work with an organisation to support, design, develop and deliver resources and materials for outreach and public engagement. Resources can include:

- marketing material
- social media communications
- community events
- presentations and workshops
- research and impact reports
- teaching resources etc.

The resources and activities that the student helps with should be linked to an aspect of Psychology (in the broader sense), apply the research methods used in psychology, or benefit a vulnerable/disadvantaged group in the UK or abroad.

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Benefits for students

Students undertaking this module would benefit from the opportunity to:

- develop an understanding of and expertise in outreach and engagement;

- work in a professional capacity - liaising and collaborating with colleagues, stakeholders and clients;

- develop an awareness of structural and socio-cultural aspects in workplaces;

- learn key career skills (e.g. project management, working to a brief, etc.);

- develop transferable skills (e.g. decision making, problem-solving, etc.).

Benefits for host organisations include:

- Your organisation can take advantage of the skills, knowledge and enthusiasm of our hard-working students;

- Your staff could enhance their management skills by mentoring a motivated student;

- Taking placement students will raise your corporate social responsibility profile;

- Your organisation will gain brand advocates. The student you host will probably talk about his or her placement experience with peers, friends, and family members, essentially advertising your organisation.

- Our Department will promote your brand via its professional networks online and offline. For example, we regularly 'tweet' about collaborations with partner organisations.

- You will provide students with an invaluable experience - to see how outreach and engagement is used to benefit our society;

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- You will help students to make more informed career choices, which might include working for your organisation.

Timeline for host organisations

- **March** – you will complete a short online form describing the project and tasks the student will carry out in their placement. We will also ask you to specify the selection criteria. You can access the form here: http://warwick.co1.qualtrics.com/jfe/form/SV_0P4vuIkfH3oMkMS

- **June** – our Department will support you in selecting one (or more) student for your placement project. Please see the 'Recruitment' section on page 4.

- **October** – the placement starts. Your placement student is expected to work 5.5 hours per week (on average) on your project as well as attend fortnightly academic seminars at the University of Warwick.

- **December** – the student finishes the placement and submits a final report and any other agreed deliverables.

Recruitment

- The Department of Psychology Placement Teaching Fellow will support the initial recruitment of the student by advertising the role on your behalf and shortlisting the applications for you. Only the most suitable candidates will be passed on to you for consideration.

- Your responsibilities are:

  ✓ In March: to complete an online placement/project specification template: http://warwick.co1.qualtrics.com/jfe/form/SV_0P4vuIkfH3oMkMS.

✓ In June: to organise interviews with the candidates shortlisted for you (online or in-person). Our Placement Teaching Fellow will be happy to assist with this as and when needed.

Appointment of a placement student

- You should contact the successful and unsuccessful candidates to inform them about the outcomes of their interview.

- You should inform the appointed candidate of any pre-requisites they will have to satisfy before taking up the placement (e.g. DBS, confidentiality agreements, etc.)

- The Placements Teaching Fellow should be notified of the selected student. This will allow us to raise a memorandum of understanding between our Department and your organisation.

Your role and responsibilities as a host organisation

- Before the placement:

a) **Project description** - we will ask you to complete a short online form describing the project the student will carry out or join. There is, of course, some flexibility as we understand that the project's focus could change slightly once the student starts the placement or that you might want to put forward several tasks for the student to choose from. We are also happy to advise on and assist with project development.

b) **Recruitment** – while the placement starts in October, the recruitment process takes place in June, before students leave for their summer break. We will shortlist applicants for you internally before putting forward candidates for interview. We ask you to conduct interviews with the shortlisted candidates and inform them whether they have been successful.

We are happy to offer support in setting online interviews as and where needed.

c) **Preparation** - as the placement is for a relatively short period (10 weeks), it is helpful to make preparations to maximise the time available. Where appropriate, ensure to alert any other staff or team in your organisation of the student's expected arrival and set up an induction plan in advance (e.g. training requirement, DBS checks, etc.).

- **During the placement:** the student's line-manager or mentor is responsible for ensuring the student progresses as planned and assisting them where necessary. Regular weekly meetings are useful to assess progress and identify any issues straight away. We ask you to inform us of any concerns you may have about the student's progress, conduct, or wellbeing so that we can support your organisation and the student accordingly.

- **End of the Placement:** we would advise you to have a final meeting with your student to evaluate the project results, summarise the work the student has completed and thank the student.

- **Evaluation of the process:** at the end of the placement, we will ask you to provide informal feedback regarding your experience as a host organisation. This feedback will allow us to improve the placement experience in the future.

Our role and responsibilities

- Before the placement:

d) **Project description** - we will discuss your placement project with you to ensure it is mutually beneficial for your organisation and our student.

e) **Recruitment** – we will advertise your placement project to eligible Psychology undergraduate students and shortlist only the most suitable applicant(s) for your consideration.

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- **During the placement:** the student will attend fortnightly seminars at the University of Warwick. This seminar series will provide the student with theoretical knowledge, research skills, and practical knowledge around outreach and engagement. Our Placements Teaching Fellow will support the student and your organisation during their placement to maximise both parties' benefits.

- **End of the Placement**: our student will submit an academic report to the Department of Psychology. The report will reflect their learning experience and contribute to the student's final degree classification.

- **Evaluation of the process**: the feedback you and the student will provide us with at the end of the placement will be used to assess the module and implement any necessary changes.

Contact information

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