

Your workplacement assignment:

For LMEA students: A 5000-word report critiquing and assessing your workplacement, the projects you have undertaken there and the host organisation – including where appropriate, appendices and illustrative material. NB This report should not be in the style of a daily journal.

The report should deal with the following items:

- State your project design clearly in a formal report format. Use headings, contents and page numbering for instance. This should include a summary of results and clearly state your aims and objectives. A description of the results and outcomes of the work. What was achieved? How has this contributed to the promotion or understanding of the heritage? What did you learn from the placement? How did this relate to your aspirations for a career in this field?
- A description of the organisation with which you have been placed. What is its history, especially how it came to be formed? Where is it? How is it housed. Reflect and critique its aims and objectives? How does it seek to fulfil these aims and objectives and is it successful? What are its management structures – do they work and are they adequately funded? Is it a sustainable organisation or is it fixed-term? How does the organisation deal with the policy, funding and staffing pressures? Is it involved in research, education and is it sponsored or run by government, private individuals, multi-nationals – does this affect the way the organisation is perceived externally – and how do they market themselves and their product?
- You should reflect critically on the outcome of your project and your experience of the work placement. This might form the major part of your report. Place it into a national or international heritage context. What recommendations for improvement or further research/ work projects would you make? What regard (if any) do modern organisations generally have for policy and heritage theory?
- You will be expected to demonstrate wide reading for this assignment – from unpublished, in-house reports and documents to articles and books relevant to your particular project, but also more general cultural heritage or other appropriately published general material.
- You are encouraged to append as much documentation related to your work placement as you can, such as records generated or material created for public consumption. Official documents relating to the organisations would also be very helpful. Also use photographs or other graphic of what you have been doing where appropriate. This may need structuring as appendices within your report.