

Undergraduate not-for-profit (unpaid) placements

As part of their course, some of our students are required to do unpaid work for not for profit or charitable organisations.

If you are a not for profit or charitable organisation who could benefit from the business knowledge and practical support of an enthusiastic student, then read on:

At Birmingham Business School our students are encouraged to build on their sense of social responsibility. Many of our modules introduce the idea of corporate social responsibility which we trust they will carry through to the workplace. A further development of this approach is the:

Service Learning Module

An innovative way to ensure that our final year undergraduate students have the opportunity to take the theory they have learnt and put it into practice. The students undertake a 100 hour unpaid placement for a third sector organisation.

The work they do can take a variety of formats, offering an organisation support in key areas of development such as:

- Fundraising
- Marketing
- Publicity
- Risk assessment
- Research or assistance on projects, events or other initiatives

Find out more about Service Learning...

What is Service Learning and how is it offered at Birmingham Business School?

The Service Learning module run by Birmingham Business School is an innovative way to ensure that our final year students have the opportunity to take the business theory they have learnt and put it into practice for the benefit of a not-for-profit/third sector organisation through a placement you provide.

You are invited to set an unpaid placement. Read on...

The Placement

The students undertake a 100 hour unpaid placement for a third sector organisation. The work they do for you can take a variety of formats, offering your organisation support in key areas of development such as fundraising, marketing, publicity, risk assessment, research or assist on projects or events or other initiatives that you identify.

The 100 hours work is carried out between October and March. Often a placement requires the student to work outside of the organisation and set their own work schedule, but where contact/office time is required or attendance at meetings, events etc, this is decided directly between the company and the student when agreeing the placement, making sure that hours agreed do not conflict with their lecture timetable. Shortly before the end of the project, the student will provide you with an outline the work/research they have carried out, inclusive of outcomes/benefits derived.

The Assessment

The students are not assessed on the work they do for you, that belongs to you and the student. They are assessed upon the critical thinking skills they will develop while reflecting on what they have learnt both professionally and personally through a series of activities which includes keeping a diary, writing a reflective report and undertaking a presentation to fellow students who took part in the module. This assessed element is kept private, and not released to the organisation, as we encourage students to explore in depth what they have learnt about themselves and the world of work.

Schedule of Activity

- Companies promote placements through the Business School from July – October 2010
- Students apply to the companies during this period
- Companies meet with students between August and October to agree the placement, the work involved and the deliverables required by the company
- The students will start their placements in October 2010
- Placements will be completed by the end of March 2011

To Submit a Placement

If you decide that your organisation could benefit, please fill in the placement submission form provided, making sure that you complete this in detail to include:

- The type of organisation, the nature and focus of its activities.
- The focus of the service-learning placement, for example: help developing a business plan.
- The key outcomes of the placement, for example: a marketing survey.
- The timescales for the placement with your project. For example, will it be intensive – something where the 100 hours could be completed within say 6 weeks? Or would you plan for it to be completed over a few hours per week? The deadline for completion of all service learning placements will be March 2011.
- Level of support offered to the student, for example will they be mostly self directed or working to a supervisor or part of a team?
- The number of students you will be taking for a project – we suggest a project team of between two and three. This has worked successfully in the past, particularly if an event or large survey is planned.

What to do next:

Please download and complete the placement submission form and return to: p.a.jones@bham.ac.uk (mailto:p.a.jones@bham.ac.uk) (0121 414 8787)



