

A Collaborative Project with Business (CBP), also known as a Consultancy Project, is a great opportunity to undertake an employer-defined project and to place what you have gained from your studies into a 'real world' setting. It is also an important step on your career development journey. This leaflet sets out some of the points you should consider to enable you to make the most of the experience and to enhance your employability.

Before you begin your project

Prior to beginning your project it is a good idea to have worked out and agreed:

- Your expectations and those of your host organisation and your academic supervisor.
- Routes of communication between you, the host organisation and your university supervisor.
- Everyone's roles and who is responsible for what during the project.
- What the final deliverables are and the deadlines.
- Any specific requirements of your academic programme.

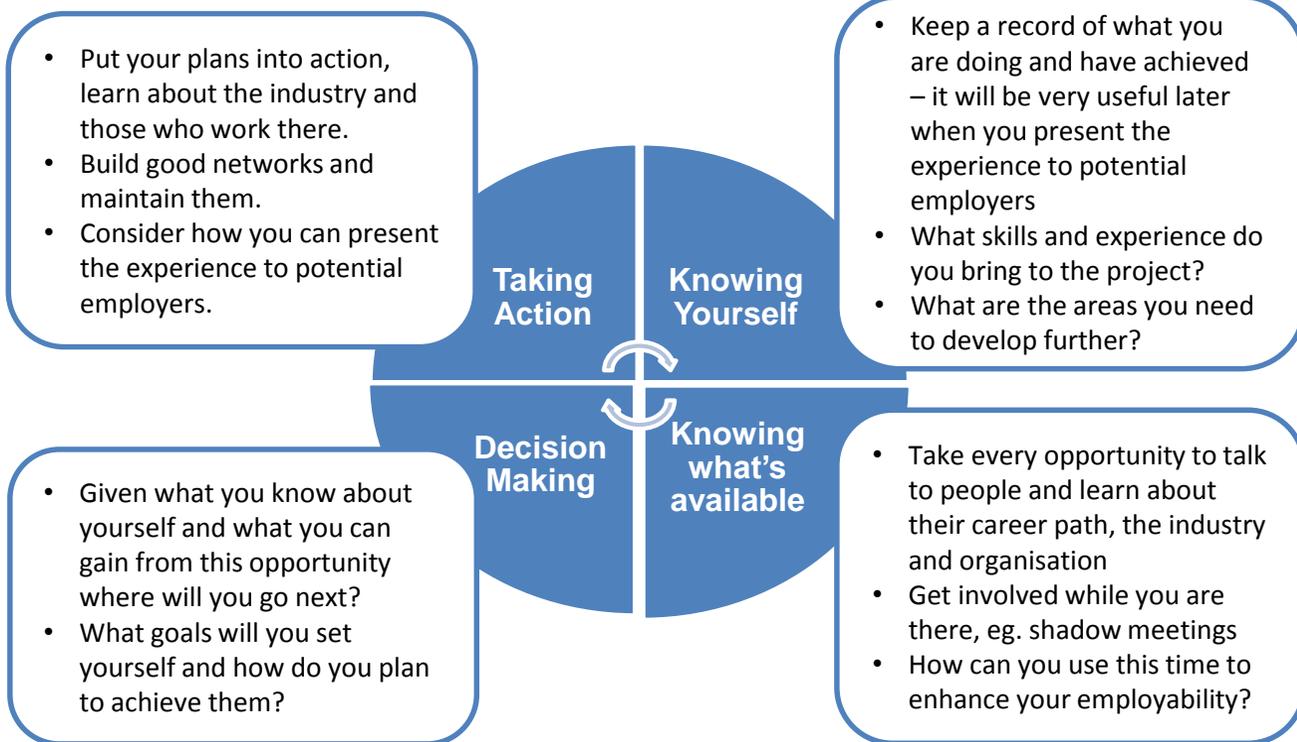
Using a **Project Agreement** is a good way to ensure these points have been addressed and documented.

Make meetings useful

Whether you are based within the organisation or only meet them on an occasional basis, you will find yourself attending meetings. To ensure you use them to your best advantage:

- Prepare for the meeting – be prepared to take responsibility for the meeting.
- Consider what you want to achieve.
- Read the agenda circulated to others attending the meeting, or set an agenda yourself and circulate in good time.
- At the end of the meeting, check whether there is anything else anyone would like to discuss.
- Set a date for next meeting.
- Circulate action points following the meeting.

During your project



Finishing your project:

- Ensure you have completed everything you said you would and provide the organisation with a copy of the agreed outputs e.g. a final report or dissertation.
- Maintain the networks you have developed – share contact details and connect with colleagues via LinkedIn as these could be useful in the future.
- Reflect, review and evaluate the project – how do you feel the project went, what would you do differently next time? What went well? (you could also ask your supervisors for input to this review as well).
- Articulate your gains in your CV, applications and interviews.

Further Information and Support

The Careers and Employability Service provides a range of services, including:

- Careers information, advice and guidance
- Career development planning support
- Advice on CV's, covering letters, application forms
- Advice on attending interviews and practice interview sessions
- Psychometric testing
- CV checking services

Please contact:

University of Stirling
Careers and Employability Service
Development www.careers.stir.ac.uk

The University of Stirling was a founder member of Making the Most of Masters, funded by the Scottish Funding Council. The MMM process and toolkit is now used by many universities in Scotland and beyond.



For further information on the Making the Most of Masters project, and for resources and case studies of previous projects, please visit

www.stir.ac.uk/mmm



Making the Most of your Collaborative (Consultancy) Project with Business: Things to consider

A Quick Guide for Students

