

Faculty of Education & Arts

School of Creative Industries

CIND3500: Professional Placement

Newcastle City Precinct

Semester 2 - 2021



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

CRICOS provider number 00109J

GUIDELINES

**GUIDELINES FOR SUPERVISING CREATIVE INDUSTRIES STUDENTS
CIND3500 PROFESSIONAL PLACEMENT SEMESTER 2, 2021**



Information for placement providers

Thank you for hosting a UON student who is undertaking the course CIND3500 for 10 units of credit that will count toward their degree.

This is a short guide for placement providers on supervising a communication student on professional placement from the University of Newcastle.

The application process: Students are expected to apply for a placement opportunity using a cover letter and a curriculum vitae. Once you have agreed to host a professional placement, the student will send you (i.e. the supervisor) additional documents, and ask you to complete the an online **Placement Agreement Form**. The student needs to initiate this process and send you the link with a unique password for you to complete the form.

The form will ask you as representative for the host organisation to commit to a placement of approximately 80-hours. The specific dates and times of the placement may be organised in any way that is mutually acceptable to the placement provider and the student (e.g. it may be completed in a single block (e.g. 10 days at eight hours a day), or one day per week. You will also need to enter these dates in the Placement Agreement Form.

The student must be completed the placement aspect of CIND3500 by **Friday 29 October 2021**.

The University recognises that sometimes changes may be necessary according to work flows and the change or changes can be carried out via an email to the course coordinator. For the purposes of insurance coverage, students need to notify the course coordinator of any changes to placement times.

We also need the placement supervisor to assess the student at the completion of their professional placement. You will receive an email from our school with a short survey that requires you to reflect upon and assess the student's performance. Your mark contributes 40% to the student's grade. By agreeing to host a student, you are also agreeing to provide feedback on their performance in the workplace.

After reading the guide, if you have any questions about a professional placement, please contact the course coordinator.

Thank you for providing a University of Newcastle student with an important learning opportunity and experience.

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Some points to consider

Setting clear expectations

When your student starts a professional placement in your workplace, you can help the student by articulating clearly what you expect. You should have some idea of what you want from the student based on the information provided on the online **Placement Agreement Form**. Go over it with the student. Students want to perform well in their placement, and it assists them to meet requirements if performance expectations are made clear.

Make the student feel welcome

Please welcome your student to the workplace both formally and informally by introducing them to other members of the workplace team. Provide an orientation or workplace induction as required. It helps students if you express that you and your organisation are happy that they are on board, and that you welcome questions.

Formal: Does the student need a special clearance to work in your organisation?

Please help to ensure any additional documentation particular to your organisation (e.g. a health check, Prohibited Employment Declaration, or a Criminal Record Check) is completed prior to the student commencing the placement.

Informal: Assist the student to “fit in” and learn the basics of your organisational culture and processes.

- Provide an overview of your organisation and/or department.
- Provide a clear direction on the number of hours to be worked (as per the **Placement Agreement Form**), appropriate attire, phone etiquette, work ethic, office decorum, resources, and other day-to-day workplace issues.
- Review the student’s responsibilities and discuss expectations of the placement from the perspective of both the student and your organisation.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences.
- Provide the student with not just a supervisor but also a mentor if possible. A mentor can be a source of additional information about the organisation and an objective counsel on any potentially sensitive issue that may arise between supervisor and student.

Please provide practical experience and opportunities to learn and grow

The nature of the work placement should be the equivalent of an entry-level professional or more advanced work, depending on the skills and experience of the student. Providers should minimise administrative and clerical duties such as photocopying and filing, or “shadowing”/observing a mentor. Please provide them with opportunities to be actively engaged and making contributions to the host provider. Students need these opportunities to learn and grow as a professional.

Please provide instruction as you set tasks.

Student won't know how to do something in the way you want it done unless you provide clear instructions. Nevertheless, please expect the student to may make mistakes - that's part of the learning process. Please provide assistance and constructive feedback for the student to learn how to improve. The student will appreciate your assistance and it will help with the development of a positive working relationship.

Help the student to show you what he or she is good at.

Help the student to feel confident in your workplace and a part of your team by highlighting their strengths and achievements. Provide opportunities for the student to demonstrate his or her skills and to shine.

Students learning commitments

Students who are undertaking their placement during teaching periods must be available for tutorials and other essential requirements of any course the student is enrolled in. Students are not permitted to miss scheduled tutorials for courses in which they are enrolled because of placement requirements. We appreciate your consideration and support of their learning commitment.

The workplace supervisors report - we will contact you

Upon completion of the placement, you will receive an email from the course coordinator with the link to the survey to assess the student's performance. The survey includes a series of questions about the student's attitude, compatibility with the professional work environment, and suitability for the profession. Your grade will contribute 40% to the student's grade, and your feedback will be made available to the student.

What to do if you have a problem during the placement

If you have an issue with the student's workplace performance, counsel the student as you would any other employee and contact the course coordinator as soon as practical.

University intervention is rarely necessary, but quick attendance to a matter can most often see an issue addressed and resolved quickly, easily and early in the placement rather than at the end of a placement when the situation has become insurmountable.

What happens if a student is injured while on a placement?

The University of Newcastle's has current insurance policies for all enrolled students (undergraduate and postgraduate) on a 24-hour-day basis for 365 days a year.

UON's insurance policies only covers students for unpaid work experience. Thus, students on placement in CIND3500 must not be paid because it renders insurance invalid.

The policy provides cover whilst the student is engaged in course related activities and/or practical placement or community placement activities. It is an accident cover only and does not cover illness.

The University of Newcastle Student Placement Insurance:

<http://www.newcastle.edu.au/current-students/learning/work-experience-and-volunteering/insurance>

Further details can be obtained by contacting: insurance@newcastle.edu.au