

CIND3500: Professional Placement

Newcastle City Precinct
Semester 2 - 2021



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description

Students will undertake a work placement in an organisation to apply the professional skills and practices acquired during their program of study. During the placement they will develop professional skills and practices appropriate to their chosen profession and experience the dynamics, discourses, practices and realities of working in a professional environment. Direction is provided onsite by a placement supervisor.

Student projects may include, but are not limited to: theoretical explorations and reviews; speculative design practices; professionally oriented projects; work-integrated learning and research-integrated learning opportunities; group / collaborative projects; external stakeholder based projects

Students undertaking CIND3500 – Professional Placement may be eligible to apply for a Scholarships with our industry partners. The Work-Integrated-Learning placement with the industry partner would contribute to their completion of CIND3500.

Assumed Knowledge

Successful completion of 50 units at 2000 level or above, and 20 units at 3000 level

Contact Hours

Lecture

Online
1 hour(s) per Week for 1 Weeks starting Week 1

Placement *

Face to Face Off Campus
80 hour(s) per Term Full Term
Placement must be arranged by the student, so it does not negatively impact on study/participation obligations for other courses being undertaken

Unit Weighting Workload

* This contact type has a compulsory requirement.
10
Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

IMPORTANT: All students studying programs with the School of Creative Industries must complete the SOCI General Induction.

Additional specific course inductions to access equipment, studios and rooms each semester must also be completed, these can be found via the course Blackboard site. Completing these additional inductions will give the student access to different borrower/booking privileges with the associated equipment, studios and rooms.

COURSE OUTLINE

www.newcastle.edu.au
CRICOS Provider 00109J

Students will not be able to log on to the booking system and book any equipment without completing these inductions.

HOW TO GUIDE

To gain access to any resource in the Booking System, students must first complete the **School of Creative Industries General Induction**.

CONTACTS

Course Coordinator	Newcastle City Precinct Mrs Andrea Cassin Andrea.Cassin@newcastle.edu.au ; Ph (02) 4921 6765 Consultation: by appointment
Teaching Staff	Andrea Cassin
School Office	School of Creative Industries NU Space, Level 4 409 Hunter Street Newcastle soci@newcastle.edu.au +61 2 4985 4500

SYLLABUS

- Course Content**
- The students will undertake 80 hours of professional placement with an approved organisation.
 - Students will develop application documents including (but not limited to) a resume and cover letter.
 - Students will maintain a journal describing and critically reflecting on the placement experience and discussing and analysing professional practice to present within two weeks of completing their placement.

A student's willingness to take responsibility, be resourceful, show initiative and complete assigned tasks will be reflected in assessment through the debriefing process with the external organisation's placement supervisor. The student's placement supervisor will also supply a report on the student's performance. Much of the material associated with learning in this course will be provided online. Before the semester/term of study, there will be a lecture regarding the preparation of documents required for establishing a professional placement position.

Course Learning Outcomes

On successful completion of this course, students will be able to:

1. Apply, under supervision, their professional skills and knowledge acquired during the degree program to the workplace environment;
2. Develop critical and creative thinking skills by participating in the workplace of creative and cultural industry professionals;
3. Articulate an understanding of the social and professional contexts in which contemporary creative and cultural practice operates and of the role of the practitioner within these contexts;
4. Produce products and/or materials and participate in activities at a professional standard;
5. Analyse and evaluate their knowledge, skills and practices in the placement environment
6. Complete Risk Assessments and apply appropriate Work Health Safety competencies to the workplace environment.

Course Materials

Other Resources:

- See Blackboard for list of Lecture Materials required including multi-media resources, recommended and/or required reading and text.

COMPULSORY REQUIREMENTS

In order to pass this course, each student must complete ALL of the following compulsory requirements:

Contact Hour Requirements:

- 80 hours (or close as practical) in workplace.

Course Assessment Requirements:

- No student may commence placement without completing the online compulsory course WH&S induction. No student - under any circumstances - may commence placement without receiving Approved Placement Agreement from course coordinator.

Pre-Placement Requirements:

- WHS Requirement - Students must complete a Workplace Safety Induction or Risk Assessment. In order to complete this course, students must complete an online compulsory course WH&S induction.

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	19 Jul	Course overview	Explanation of course and assessment requirements including how to gain formal placement approval	
2	26 Jul	Enhancing employability	View learning modules and supporting documentation on course Blackboard site for developing application documents and preparing for interviews	
3	2 Aug			
4	9 Aug			
5	16 Aug			
6	23 Aug			
7	30 Aug			
8	6 Sep			
9	13 Sep			
Mid Term Break				
Mid Term Break				
10	4 Oct			
11	11 Oct			
12	18 Oct			
13	25 Oct	Review	Provide feedback on Course Discussion Forum	
Examination Period				
Examination Period				

ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Application Document Submission	Due at least 72 hours before your placement commences: (1) Approved Placement Agreement (pdf) (2) Cover Letter and CV	Individual	25%	3, 4
2	WH&S Induction (Formative Assessment)	Work health and safety induction must be completed before formal approval will be provided to undertake placement	Individual	Formative	6
3	Workplace Supervisor Report	Provided by workplace supervisor, due one week after completion of placement	Individual	40%	1, 2, 3
4	Log	Due one week after completion of student placement	Individual	35%	1, 2, 3, 5

Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

Assessment 1 - Application Document Submission 25%

Assessment Type	Professional Task
Description	1. Upload PDF copy of Approved Placement Agreement AND 2. Cover Letter and CV to Blackboard
Weighting	25%
Due Date	A minimum of 72 hrs before placement commences.
Submission Method	Online via Blackboard.
Assessment Criteria	Available on Blackboard under Assessment tab.
Return Method	Online
Feedback Provided	Online

Assessment 2 - WH&S Induction (Formative Assessment)

Assessment Type	Professional Task
Description	Online Module
Weighting	This is a formative assessment and will not contribute to your final grade.
Due Date	Before commencing placement, must be completed before formal approval will be provided to undertake placement.
Submission Method	Online
Assessment Criteria	NA
Return Method	Not Returned
Feedback Provided	Online

Assessment 3 - Workplace Supervisor Report 40%

Assessment Type	Report
Description	Host supervisor at workplace provides a report on student
Weighting	40%
Due Date	From host organisation/supervisor no later than one week after placement is completed.
Submission Method	Online
Assessment Criteria	Available on Blackboard under Assessment tab

Return Method Online
Feedback Provided Online

Assessment 4 - Log 35%

Assessment Type Journal
Description Log that records diary entries of activities at host workplace and report that provides a discursive analysis of the workplace
Weighting 35%
Due Date Due one week after completion of student placement.
Submission Method Online via Blackboard
Assessment Criteria Available on Blackboard under Assessment tab
Return Method Online
Feedback Provided Online

ADDITIONAL INFORMATION

Grading Scheme This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

*Skills are those identified for the purposes of assessment task(s).

Attendance Attendance/participation will be recorded in the following components:
- Placement: Students to undertake as close to 80- hours as is practical

Placement Requirements This is a placement course covered by the Student Placement Policy. Refer to <http://newcastle.edu.au/policy/000768.html> for further information.

WH&S Requirements Due to COVID-19 safety restrictions, it is the student's responsibility to sanitise their work/computer space prior to any face-to-face lessons in this course. They must be mindful of current social distancing rules during their face-to-face lessons.

Communication Methods Communication methods used in this course include:
- Blackboard Course Site: Students will receive communications via the posting of content or announcements on the Blackboard course site.
- Email: Students will receive communications via their student email account.
- Face to Face: Communication will be provided via face-to-face meetings or supervision.

Course Evaluation Each year feedback is sought from students and other stakeholders about the courses offered

in the University for the purposes of identifying areas of excellence and potential improvement.

Oral Interviews

As part of the evaluation process of any assessment item in this course an oral examination may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination Guidelines](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

Academic Misconduct

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <https://policies.newcastle.edu.au/document/view-current.php?id=35>.

Adverse Circumstances

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at: <https://policies.newcastle.edu.au/document/view-current.php?id=236>

Important Policy Information

The 'HELP for Students' tab in UoNline contains important information that all students should be familiar with, including various systems, policies and procedures.

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.

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