

SCHOOL OF INFORMATION & PHYSICAL SCIENCES WORK INTEGRATED LEARNING FOR MATHEMATICAL SCIENCES

INDUSTRY EXPERIENCE



INFORMATION FOR WORK INTEGRATED LEARNING (WIL) PROVIDERS

Thank you for considering a role in providing WIL experiences for students enrolled in Work Integrated Learning for Mathematical Sciences (MATH3600) at the University of Newcastle. WIL allows students to integrate real world skills and experience with theoretical concepts and knowledge obtained throughout their studies, ultimately improving graduate employability.

Hands-on professional experience is vital to students' learning, and we hope this will be a positive experience for both our students and your organisation.

Initial Process

You will be approached by either students or an academic from the University of Newcastle and asked if you have the capacity to provide a WIL experience for students as part of their studies. Each student will provide a letter of application and curriculum vitae to you (the host organisation).

If you agree to host a WIL experience(s), you will be asked to complete a Work Integrated Learning Agreement, which may be paper-based or online. Please read and complete the form carefully, preferably with the student present.

Hours Required for WIL

Students are required to complete 140 hours of WIL with a host organisation. The University of Newcastle recognises that some organisations may require a lesser or larger commitment, and under such circumstances are prepared to adapt WIL experiences.

WIL hours may be completed in a single block (e.g. full-time at eight hours a day), or as a combination of block and intermittent times. Specific dates and times must be arranged and agreed to in consultation with students and hosts prior to commencing WIL. Once the University has approved the experience, you will be contacted to confirm that WIL can proceed.

Students may also need to complete a Risk Assessment suited to your organisation prior to commencing WIL. A Safety Induction and any relevant documentation from your organisation can assist them in completing this.

Academic Supervisor

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WHAT STUDENTS COULD DO FOR YOU & WHAT YOU CAN DO FOR STUDENTS?

The nature of WIL should be equivalent to an entry-level professional role in your organisation, or more advanced work depending on the skills and experience of the student. Students are kept up to date on the latest developments in their field of study, and will be equipped with the specialist knowledge and skills required for success in your industry.

Student Knowledge

Students enrolled in MATH3600 will be undertaking the Bachelor of Mathematics or the Bachelor of Mathematics Advanced.

All of these students have advanced knowledge of mathematics, statistics, programming and modelling.

During WIL, students undertaking MATH3600 will apply their knowledge to assist your organisation. They have training in statistics, linear algebra, differential equations, numerical methods, number theory, complex analysis, mathematical modelling, coding and much more.

Remember, although students are formally educated, they may not have had the opportunity to put what they have learned into practice before. Provide practical instructions as your set tasks.

Expect students to make mistakes, and help students fix them - mistakes are often the result of inexperience, failing to think ahead, or a difference in communication styles.

Students will appreciate your assistance wherever possible. Ensuring students feel secure in the workplace and within your team encourages them to demonstrate their skills, and strengthens working relationships.

ASSIST STUDENTS TO “FIT IN” AND LEARN THE BASICS OF YOUR ORGANISATION; HOW IT FUNCTIONS AND THE NATURE OF STUDENTS' INTERACTION WITH COLLEAGUES.

- Provide an overview of your organisation and/or department.
- Provide clear direction on company expectations - appropriate attire, phone etiquette, work ethic, office decorum, resources, and other similar issues.
- Review the student's responsibilities and discuss each other's expectations for the WIL experience.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences.
- If possible, students should be provided with a mentor, not just a supervisor. Mentors can be a source of additional information about the organisation and an objective counsel on any potentially sensitive issues that may arise.



ARE YOU READY FOR A STUDENT WIL EXPERIENCE?

When students commence WIL in your workplace, you can help them get started by clearly articulating your expectations. You should have some idea of what you want from the student, based on the information provided in the Work Integrated Learning Agreement. Please go over it with the student. Students want to perform well during WIL, and it helps if performance expectations are made clear from the outset.

Students are required to identify and establish goals for WIL based on Course Learning Outcomes. Please take the time to discuss this with students at the beginning of WIL experiences, as well as midway through to ensure their goals are being met.

DOES THE STUDENT NEED A SPECIAL CLEARANCE TO WORK WITH YOU?

Please help us ensure any additional documentation particular to your organisation (e.g. Working with Children Check, Prohibited Employment Declaration, Criminal Record Check or health evaluation) is completed prior to students commencing WIL.

MATCHING STUDENTS WITH THE RIGHT WIL

Double-check that the students' fields of study reflect the work your organisation does, and that you have opportunities for students to experience professional practice in that area. Both students and host organisations can mutually benefit from appropriately sourced WIL.

LEARNING OUTCOMES

1. Demonstrate discipline knowledge by completing mathematical and/or statistical based work tasks.
2. Critically set objectives and evaluate partial outcomes.
3. Communicate effectively and as part of a team within a workplace environment.
4. Work independently and as part of a team within a workplace environment.
5. Critically reflect on the ethical and technical issues faced in the workplace.

WE WILL CONTACT YOU

The Academic Supervisor might contact your organisation to ask a series of questions regarding a student's attitude, compatibility with the professional work environment, and suitability for the profession. These questions will be contained in the online WIL Placement Completion form. Your response will be part of students' assessment.

HAVE A PROBLEM WITH PLACEMENT?

If you have an issue with the student's workplace performance, counsel the student as you would any other employee and contact the Academic Supervisor immediately. University intervention is rarely necessary, but addressing an issue immediately often sees a swift, simple resolution, the preservation of a good working relationship, and a productive WIL experience.

WHAT IF A PLACEMENT STUDENT IS INJURED?

The University of Newcastle's current insurance policies are held on a 24-hour-day basis for 365 days a year for all students while they are engaged in course related and/or WIL related activities.

INSURANCE

The University of Newcastle Student Placement Insurance:

[University of Newcastle - Student Insurance](#)

Further details can be obtained by contacting:

insurance@newcastle.edu.au

INTELLECTUAL PROPERTY

If the Work Integrated Learning Experience is likely to generate Intellectual Property, we recommend you negotiate with the student prior to commencement, and if required, enter into a separate agreement with the student relating to Intellectual Property rights ownership.