



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

University of Newcastle BUSN3002 Industry Placement 2019

Information for Students



This is a short guide for students organising and completing a work placement as part of the course **BUSN3002 Industry Placement** at the University of Newcastle. It does not replace the Course Outline (i.e. the official document for BUSN3002 Industry Placement), but provides important complementary information.

After reading the guide, if you have any questions about a business or commerce placement, please contact the nominated course coordinator for BUSN3002. Email is the preferred method of contact via your student email account.

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GETTING STARTED: SOME POINTS TO CONSIDER...

Are you ready to undertake a placement?

The 100-hour placement is designed to give students important observational and hands-on experience in a professional business setting, and provide exposure to a diverse range of business activities and projects. A student placement is an opportunity for you to apply the knowledge, skills, and values that you have learnt in the classroom under the supervision of a business professional in an approved organisation.

Remember, organisations that host student placements *are not educational institutions*. They are seeking – and expect – students who are skilled, knowledgeable, and motivated. They do not want students who need to be taught knowledge and skills that should have been developed through undergraduate study. The point of a placement is to apply your skills and extend your knowledge.

Sourcing your placement

If you have the opportunity to find your own placement, take the initiative and organise your placement as soon as you can. Locate and negotiate a placement with an organisation that has an established program of business activities relating to your field of business or commerce (e.g. marketing, human resources, sports management, accounting, finance). Following this approach will ensure you have a work placement that fits your interests. All you need is approval of the host organisation – the Newcastle Business School can then liaise with the organisation to arrange the placement details.

If you are exploring this field to determine your career direction and potential areas of interest then disclose this with your organisation. Ensure this part of your educational experience can help kick-start your career by demonstrating your drive, ability and future potential.

Be prepared for the placement

Ensure your business skills are more than adequate. Use what you have learned at university as the foundation for your skills in the workplace. Learn all you can about your host organisation's business and clients before you start the placement. Factor this information into your goals and objectives for your placement. This placement could result in not only a job, and future employment, but also a career.

What are your placement goals?

Students should establish clear goals and expectations for their placements to ensure a positive learning experience. Where possible, share these goals and expectations with your host organisation prior to the drafting of a placement agreement.

Establishing goals early in the placement process will also be of great assistance to BUSN3002 coursework, where you will be required to work closely with your host organisation in order to establish a set of placement learning outcomes.

How long is a placement?

A total of 100 hours, completed in a format best suited to the placement experience. The placement may be organised generally in any way that is mutually acceptable to you, the placement provider and the University of Newcastle. It may be completed in a single block (e.g. 12 days at eight hours a day), or a combination of block and intermittent times, ideally including at least three consecutive days.

The specific dates and times must be arranged and agreed in consultation with the workplace supervisor before the placement begins. The dates and times may be re-negotiated by mutual agreement, if necessary, during the placement as long as the total placement time is 100 hours. Many students use the mid-semester recess for all or part of their 100-hour placement so it does not impact negatively on study obligations for other courses being undertaken.

Placements must NOT interfere with attendance, participation and assessments in other courses. The placement and associated assessment **must** be completed by Week 13 unless a special arrangement has been made with both your course coordinator and your workplace supervisor.

During a placement, students should behave and act as a potential employee

It is your responsibility to understand office culture including the business etiquette, dress code and conduct expected by your host organisation. Remember that professionals deliver work on time, dress appropriately at all times, are well-groomed, and arrange their lives around the job, not the job around their lives. Inappropriate office behaviour may affect your future career prospects.

Get the most you can out of this learning experience.

Take advantage of workplace briefings, training or other ways to gain more insight and understanding of your chosen profession. Show initiative and aim to over-achieve.

Earn the trust and confidence of those with whom you work.

Important assignments will not be provided unless you can demonstrate through your performance that you are capable of more responsibility. So get everything done on time and to the highest possible standard. Examples of your work will form part of your CV. Good personal references and networks from a placement may help you win a future job.

Start establishing your career with your placement!