

INFORMATION FOR STUDENTS

INDUSTRY PLACEMENT



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

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 course coordinator for BUSN3002. Email is the preferred method of contact via your student email account to BUSN3002@newcastle.edu.au.

GETTING STARTED

SOME POINTS TO CONSIDER...

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 course coordinator can then liaise with the organisation to arrange the placement details.

Newcastle Business School sourced placements will be advertised on CareerHub. Students can then apply directly to the host organisation through a competitive process.

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. Students will be expected to share these goals and expectations with your host organisation once you commence your placement.

Establishing goals early in the placement process will 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.

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.

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 from a placement may help you win a future job.

START ESTABLISHING YOUR CAREER WITH YOUR PLACEMENT.

Organisations offer work to someone who is well known and has the right skill set. Build your portfolio and network with professionals. They can offer assistance in any future job searches and even a personal reference.

FAQS

ELIGIBILITY

- Q: I want to submit an Expression of Interest for BUSN3002 but I am a first year student. Am I still eligible for enrolment in BUSN3002?**
- A:** No. You have to complete at least 120 units to be eligible for enrolment in BUSN3002.
- Q: I want to submit an Expression of Interest for BUSN3002 but I am not a business student. Am I still eligible for enrolment in BUSN3002?**
- A:** Yes, this course can be completed as an elective, however you will need to source your own placement.
- Q: When do we find out about course requirements?**
- A:** You can do that NOW. Prior to enrolment, students can visit the online course handbook (<https://www.newcastle.edu.au/course>) to access further information about the BUSN3002.
- Q: I want to submit an Expression of Interest for BUSN3002 but I am not sure if I can complete the course as a directed in my major. Who can I seek help from?**
- A:** After checking your Program Handbook and Program Plan, if you are still not sure, then email your Program Advisor at programadvice@newcastle.edu.au. Your Program Advisor will be able to check your program and advise the best way to complete the course.

PLACEMENTS

- Q: When do I start looking for a placement?**
- A:** NOW. It's never too early. If you've already been offered an opportunity to take up a placement with a suitable organisation, don't delay in sending through your CV and Cover Letter and/or making a telephone call! Being proactive and enthusiastic demonstrates initiative.
- Q: When should I prepare my placement paperwork (i.e. Cover Letter, Curriculum Vitae)?**
- A:** NOW. You should refer to the Careers Service Resources on the BUSN3002 UONline Site for helpful tips on creating your most effective 'first impression' documents.
Please go to Careers, Jobs and your Future.
- Q: I have an idea of where I'd like to be placed, but I'm not sure if the organisation is suitable, what should I do?**
- A:** Email the course coordinator BUSN3002@newcastle.edu.au and include the organisation's URL in your email.
- Q: Can I arrange my own placement opportunity?**
- A:** YES. Students are encouraged to organise their own placement opportunity when they have clearly identified a preferred host organisation. However, before making contact with the potential host, it is worth checking that the organisation is not already involved in hosting BUSN3002 students – if you are unsure, check with Dr Paul Stolk.
- If the organisation supports a placement opportunity, it will need approval by the Course Coordinator. Ensure that you have contact details for a representative from the host organisation that can explain the proposed placement.

Q: Are there any organisations looking for BUSN3002 students?

A: YES – check out CareerHub and search for BUSN3002.

Q: Can I do my placement at my paid place of employment?

A: NO – WIL (Work Integrated Learning) and the University of Newcastle Insurance Policies determine that students conducting work experience may not be paid employees of the organisation hosting them.

Q: I've been in contact with an organisation and forwarded my CV and Cover Letter. The organisation is requesting information about BUSN3002 Course Requirements and Insurance Cover, what do I do?

A: Ask the Course Coordinator or email BUSN3002@newcastle.edu.au to contact the host organisation.

Q: When do I complete the Placement Agreement Forms?

A: After the proposed workplace has been approved by the Course Coordinator, a placement agreement form will be completed by the host organisation, student and course coordinator.

Q: The organisation I'm hoping to be hosted with wants to schedule my 100 hours for a 3-4 Week full time period – what should I do?

A: Discuss with them if it is possible for you to complete your placement before the start of semester (but this will require an early enrolment – see the course coordinator) OR possibly as part of the mid-semester break.

Q: When can I officially start at my host organisation as a BUSN3002 student?

A: Only when you've received a formal approval email from the Course Coordinator, Dr. Paul Stolk, and after you have attended the first workshop (compulsory) and the University Insurance has sent the certificates of currency to your host organisation.

ENROLMENT

Q: Can I self-enrol in BUSN3002 through myHub?

A: YES ** If Students have not successfully secured a placement opportunity with a host organisation by census date, then they must drop BUSN3002 from their Semester of studies.**

Q: How many compulsory workshops are there for BUSN3002?

A: THREE. Workshops occur in Weeks 1(repeated in Week 2), 7 and 13.

Q: Do I need to attend the INTRODUCTORY Workshop in Week 1?

A: Yes this is mandatory - as this session also contains information about workplace health and safety issues.

Q: What's the deadline for formal approval of my arrangements for BUSN3002?

A: You can actively pursue and secure a placement before Monday week 1 of Semester AT THE VERY LATEST

Q: When do I need to have completed all of my BUSN3002 hours?

A: By Week 13 of the semester. If the hours are unable to be completed by Week 13, contact the Course Coordinator. Usually, it is permissible for hours to be completed during the formal exam period, but this is contingent on the student and host organisation being amenable to such an arrangement.

Q: How will I be assessed?

A: See pages 3-4 of the BUSN3002 Course Outline for assessment details and deadlines.

Q: How does the grading work in BUSN3002 and will it affect my grade point average?

A: Students who complete the course receive either an ungraded pass or ungraded fail. It does not impact on GPA.

SUPPORT

Q: Does the program offer transport support for students?

A: Students are responsible for their own transport. By considering the course requirements and potential placement organisations, students should be prepared for the possibility of travel demands that are challenging.

Q: I am an international student and I have no idea where to start looking for placements. Where can I get support to improve chances of getting a placement?

A: When looking for a placement, you can search for roles in Career Hub or you may do self-sourcing. To increase your chances of securing a placement, Careers Service can help you with your applications.

For more information, please go to Careers, Jobs and your Future.

Q: I am an international student and I have no work experience. Will I be able to get a placement? How can I get higher chances of getting a placement?

A: Yes. To increase your chances of securing a placement, Careers Service can help you with your applications.

For more information, please go to Careers, Jobs and your Future.

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