

SCHOOL OF INFORMATION & PHYSICAL SCIENCES COMPUTING AND INFORMATION SCIENCES WORK INTEGRATED LEARNING

INDUSTRY EXPERIENCE



INFORMATION FOR WORK INTEGRATED LEARNING (WIL) PROVIDERS

Thank you for considering a role in providing WIL experiences for students enrolled in Computing and Information Sciences Work Integrated Learning (COMP3851 A/B) at the University of Newcastle. During WIL, students will observe and experience how theoretical knowledge and skills obtained throughout their degree can be applied in a vocational setting.

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

During this course, students will work on a project within an organisation (i.e. industry, research groups, labs) that uses Computing and Information Sciences throughout their day-to-day activities. WIL will be supervised, and can be undertaken within a group of software developers. This direct experience will expose students to project management practices, and the skills used by managers and researchers.

If you are interested in hosting WIL project students, representatives from your organisation can submit one or more project proposals detailing project title; name of your organisation; a short (100-200 word) abstract describing the project topic; recommended skills; and the number of students each project will require. These proposals will be viewed by students when they select which projects they would like to apply for.

WIL MODES & HOURS

COMP3851A

Students are required to complete 120 hours of WIL, over the course of the semester, dedicated to an industry-based project (within a host organisation).

COMP3851B

Students are required to complete additional 120 hours of WIL, over the next semester, dedicated to an industry-based project (within a host organisation).

Organisations interested in hosting a WIL project group should scope their project proposal(s) so that the complexity/length of the activities matches 240 hours of work.

The University of Newcastle recognises that some organisations may require a lesser or larger commitment, and under such circumstances is prepared to adapt WIL experiences.

If you agree to host a WIL experience(s), you may 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 selected students present.

Course Coordinator

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HOST ORGANISATIONS SHOULD PROVIDE PRACTICAL EXPERIENCE

The nature of WIL should be equivalent to an entry-level professional role, or more advanced work depending on the skills and experience of the student. Administrative and clerical duties, such as photocopying or filing, should be minimal, or equal to that of other colleagues. Students should not "shadow" or observe a mentor, but be actively engaged and making contributions to your organisation.

Student Knowledge

Students enrolled in COMP3851A and COMP3851B will be undertaking the final year of one of the following degrees:

- Information Technology
- Data Science
- Computer Science

As final year students, they will have completed all the foundational and mid-tier courses in their degree, and will be undertaking the high-level 3rd year courses concurrently with WIL. Those students should be equipped with the specialist knowledge and skills required for success in the industry.

Steps to get a student for your project

1. Industry representatives (project supervisors) submit one or more project proposals to the course coordinator detailing the projects.
2. Students will apply to a maximum of three projects by submitting a cover letter and curriculum vitae for each project to the course coordinator.
3. The course coordinator will send student applications to the respective organisations.
4. Project supervisors are encouraged to organise interviews with student candidates, and send a list back to the course coordinator in preferential order.
5. Students will be allocated to projects - students and project supervisors must then complete a Project Plan, and submit it along with the Student Industrial Experience Health and Safety Form.
6. Students will have multiple assessments to complete as per their course requirements throughout the duration of their WIL (see p. 3).

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

MATCHING STUDENTS WITH THE RIGHT WIL

Double-check that 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.

WIL ASSESSMENT

COMP3851A & COMP3851B:

1. Student Industrial Experience Health & Safety Form
2. Project Plan
3. Written Report
4. Seminar/presentation
5. WIL Supervisor Feedback Survey

WE WILL CONTACT YOU

The course coordinator will 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 Supervisor Feedback Survey. Your response will be part of students' assessment.

HAVE A PROBLEM WITH THE EXPERIENCE?

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 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 STUDENT IS INJURED DURING WIL?

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

We understand Intellectual Property is important to your company. We recommend you negotiate Intellectual Property with the student **before the commencement of the project** and ask the student to sign the required paperwork (i.e Deed Poll) if you would like to retain the Intellectual Property.

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 you set tasks. Expect students to make mistakes, and help students fix them. Your assistance wherever possible will be appreciated. Ensuring students feel secure in the workplace, and within your team, encourages them to demonstrate their skills, and strengthens working relationships.

Additionally, there are no cash-costs associated with running the project, only supervision time that the students will require, and the time required to write the 1-page report at the end of the respective semester about the student's performance.



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