School of Humanities Creative Industries SocialSci

CIND3500: Professional Placement
Newcastle City Precinct
Semester 2 - 2023

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

COURSE OUTLINE

The School of Humanities, Creative Industries and Social Sciences is committed to providing an inclusive environment in which all cultures are accorded respect and all students and staff are expected to act with honesty, fairness, trustworthiness and accountability in dealings with others. The School recognises and respects the unique histories and cultures of Aboriginal and Torres Strait Islander peoples, their unbroken relationship with the lands and the waters of Australia over millennia, and the validity of Aboriginal ways of knowing. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education.

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

* This contact type has a compulsory requirement.

Unit Weighting
10

Workload
Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

CONTACTS

Course Coordinator	**Newcastle City Precinct** Dr Andrea Cassin Andrea.Cassin@newcastle.edu.au (02) 4921 6765 Consultation: by appointment
Teaching Staff	Other teaching staff will be advised on the course Canvas site.
School Office	**School of Humanities Creative Industries and Social Sciences** NU Space, Level 4 409 Hunter Street Newcastle HCISS@newcastle.edu.au +61 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

- See Canvas for materials including multi-media resources, recommended and/or required readings and texts.

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COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:
- Complete 80 hours (or close as practical) in the workplace

Pre-Placement Requirements:
- Formal Placement Agreement Approval from the course coordinator
- WHS Requirement - Students must complete a Workplace Safety Induction or Risk Assessment on Canvas

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	17 Jul	• Course overview • Application Documents **Note: Placement can commence anytime from Monday 17 July 2023 if formal approval has been received**	• View online lecture on Canvas • Complete learning modules on Canvas to develop application documents	**Assessment 1**: Application Documents are due 72 hours before starting placement
2	24 Jul	• Applications	• Apply to host organisations • Complete WH&S Induction	**Assessment 2**: WH&S Induction is due 72 hours before starting placement
3	31 Jul	• Secure placement and gain formal approval. • Commence placement AFTER approval has been received	• Secure placement • Complete Placement Agreement Form with supervisor and upload to SONIA (see Canvas instructions) • Wait for formal approval before starting placement	
4	7 Aug	Placement	• Undertake professional placement. • Take notes for the student log and report	Students are advised to withdraw if no placement was approved before the Census date
5	14 Aug	Placement	• Placement & note taking	
6	21 Aug	Placement	• Placement & note taking	
7	28 Aug	Placement	• Placement & note taking	
8	4 Sep	Placement	• Placement & note taking	
9	11 Sep	Placement	• Placement & note taking	
10	18 Sep	Placement	• Placement & note taking	
		Mid Term Break		
		Mid Term Break		
11	9 Oct	Placement	• Placement & note taking	
12	16 Oct	Placement	• Placement & note taking	
13	23 Oct	Placement Review and reflection	• Finalise placement • Complete student log and report	• Complete 80 hours of professional by 27 Oct 2023 • **Assessment 3**: Workplace Supervisor Report due Friday 3 Nov 23 • **Assessment 4** Student Log & Report due one week after placement finishes (at the latest 3 Nov 23)
		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 25%	72 hours before placement commences	Individual	25%	3, 4
2	WH&S Induction (Formative Assessment)	72 hours before commencing placement (compulsory)	Individual	Formative	6
3	Workplace Supervisor Report 40%	Friday 3 Nov 23 (by supervisor)	Supervisor	40%	1, 2, 3
4	Log 35%	One week after placement finishes (at the latest Friday 3 Nov 23)	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	Develop professional application documents (Cover Letter and CV)
Weighting	25%
Length	3-4 pages (1 page cover letter, 2-3 pages CV)
Due Date	72 hours before commencing placement
Submission Method	Online
Assessment Criteria	Available on Canvas
Return Method	Online
Feedback Provided	Online

Assessment 2 - WH&S Induction (Formative Assessment)

Assessment Type	Professional Task
Description	Complete the compulsory online module on Canvas.
Weighting	This is a formative assessment and will not contribute to your final grade.
Length	11 questions
Due Date	72 hours before commencing placement (compulsory requirement)
Submission Method	Online
Assessment Criteria	NA
Return Method	Not Returned
Feedback Provided	No Feedback

Assessment 3 - Workplace Supervisor Report 40%

Assessment Type	Report
Description	The placement supervisor will complete an online survey evaluating the students' performance on placement.
Weighting	40%
Length	16 questions and a comment
Due Date	Friday 3 Nov 23 (by supervisor)
Submission Method	Online
Assessment Criteria	Available on Canvas
Return Method	Online
Feedback Provided	Online

Assessment 4 - Log 35%

Assessment Type	Journal & Report
Description	Workplace Log (1000 words) that records reflective diary entries of activities at host workplace and a 1500-word report that provides a discursive analysis of the workplace.
Weighting	35%
Length	2500 words
Due Date	Due one week after placement finishes (at the latest Friday 3 Nov 23)
Submission Method	Online
Assessment Criteria	Available on Canvas
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).

Communication Methods	Communication methods used in this course include:
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 (Vivas)	As part of the evaluation process of any assessment item in this course an oral examination (viva) 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 (viva) Procedure. 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 button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures that support a safe and respectful environment at the University.