

PSYC3002: Work Integrated Learning in Psychology

Callaghan and Ourimbah
Semester 2 - 2023



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description

It is time to apply your theory of psychology to the real world. This course requires students to integrate key concepts and best practice theory with practical workplace placement experience. As part of this course, students will undertake work-related placement activities to position themselves for a career after graduation. This consists of combining theory with work-integrated experiential learning supported by online learning modules, workshops, readings, and career guidance.

Students may undertake their Work Integrated Learning (WIL) placements in a broad range of key WIL areas: Non-Government Organisations, National Disability Insurance Scheme, businesses, community and voluntary organisations, industry and research laboratories. Students who have successfully completed 160 units at 1000, 2000 or 3000 level (or at the discretion of the Course Coordinator), will be allocated to placements by the Course Coordinator and their preferences may be considered.

Requisites

This course is only available to students who are enrolled in the Bachelor of Psychological Science [40099], Bachelor of Psychological Science (Advanced) [40211], Bachelor of Criminology/Bachelor of Psychological Science [40271], Bachelor of Psychological Science/Bachelor of Business [40288], Bachelor of Psychological Science/Bachelor of Communication [40289], Bachelor of Psychological Science/Bachelor of Laws (Honours) [40290], or the Bachelor of Psychological Science/Bachelor of Social Science [40291].

Assumed Knowledge Contact Hours

Successful completion of 160 units at 1000, 2000 or 3000 level.

Online Activity

Online

4 hour(s) per Term Full Term

Students complete online learning modules related to best practice for Work Integrated Learning. Includes equity and diversity; professional standards; Work Health & Safety, ethics, and safety issues.

Placement

Face to Face Off Campus

140 hour(s) per Term Full Term starting Week 3

Placements may be on or off campus.

Workshop

Face to Face on Campus

12 hour(s) per Term Full Term starting Week 1

Students receive briefings on essential requirements for the workplace, course requirements, assessment procedures and

COURSE OUTLINE

www.newcastle.edu.au

CRICOS Provider 00109J

career development. Workshops include developing placement plans, conducting placement risk assessments, record keeping.

**Unit Weighting
Workload**

10
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 **Callaghan and Ourimbah**
Dr Babette Rae
Babette.Rae@newcastle.edu.au
Consultation: Please email to schedule a face-to-face or online appointment

Teaching Staff Other teaching staff will be advised on the course Canvas site.

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SYLLABUS

Course Content

- Best practice tools for applied psychology in the workplace
- Work Health and Safety, Risk and Organisational Policies assessments
- Developing a career portfolio
- Self-management and reflection in the workplace

Course Learning Outcomes **On successful completion of this course, students will be able to:**

1. Develop a work plan that identifies workplace responsibilities and identifies learning objectives in collaboration with workplace supervisor.
2. Accurately record, report and correctly store workplace records in accordance with workplace policies and procedures.
3. Reflect on and evaluate achievement of identified WIL objectives.
4. Identify and discuss the differences between expected and actual outcomes.
5. Identify workplace best practice strategies, workplace health and safety issues and ethical considerations in the workplace.
6. Communicate effectively verbally and in writing.

COMPULSORY REQUIREMENTS

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

Course Assessment Requirements:

- Assessment 1 - Proposal / Plan: Pass Requirement - Students must pass this assessment item to pass the course. Task focuses on responsibilities, OH&S issues, ethical considerations, workplace standards, planned outcomes and the specific role of the student. These are essential requirements for the workplace.

SCHEDULE

Week	Week Starting	Course Content	Placement	Assessments
1	17 th July	Online Module: Students must complete a 4-hour module on Canvas to then complete the Competency Test (due 23 rd July). The competency test must be passed before being allocated to a placement. Workshop 1 Theme: Starting Placement	The Placement Preference Form will become available in SONIA at 9am on Friday 21 st July. For preferences to be considered, this must be completed by 9am on Monday 24th July . All information regarding how to complete this will be presented in the Week 1 Workshop. Preferences are not guaranteed but will be accommodated as much as possible.	Competency Test (10%) due Sun 23rd July, 11:59pm Multiple choice test on Canvas. Based on the Online Module. A pass must be earned to be eligible for placement.
2	24 th July		Allocation of Placements: Placements will be assigned during Week 2 starting Monday 24 th July at 9am. After being assigned, students will be asked to contact their supervisors as soon as possible to make placement arrangements. The Placement Agreement Form on SONIA must be completed by the student, supervisor, and course coordinator before placement can begin. Information about how to complete this will be covered in the Week 1 Workshop.	
3	31 st July		Week 3 start: Monday 7 August PLACEMENT 140 hours of placement experience to be completed between Weeks 3-12. This can include the mid-Semester break. Exact days/times to be negotiated with your placement supervisor. <i>For students who are completing their placement in Malaysia in the mid-Semester break, an itinerary will be finalised for your placement as soon as details are available from our external providers.</i> Week 12 end: Sunday 22 October	
4	7 th Aug			
5	14 th Aug	Workshop 2 Theme: Networking		Proposal Due (25%) due Sun 20th August, 11:59pm A written document to be uploaded to Canvas. Details on Canvas.
6	21 st Aug			
7	28 th Aug			
8	4 th Sep			
9	11 th Sep	Workshop 3 Theme: Employability		
10	18 th Sep			
Break	25 th Sep			
Break	2 nd Oct			
11	9 th Oct			
12	16 th Oct			
13	23 rd Oct	Workshop 4 Presentation Assessment - Details on Canvas	Placement Completion Form to be completed in SONIA as soon as possible after 140 placement hours have been completed. Note that Uni policy states that this form must be completed by the student, supervisor, and course coordinator before Final PSYC3002 Grade can be released to the student. *	Presentation (30%) To take place in Week 13 Workshops (and possibly outside of these hours in Week 13 depending on student numbers). Students will be consulted in Workshop 2 about days/times that suit in Week 13.
Exam 1	30 th Oct			Journal (35%) due Sun 5th November, 11:59pm

				A written document to be uploaded to Canvas. More details on Canvas.
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*Please note: Sometimes placements need to extend beyond Week 12. However, please note: In order to receive your final grade for PSYC3002 on the Fully Graded Date (24th November 2023) you must have completed your placement and submitted your completed journal and have completed your Placement Completion Form and have it signed off by your supervisor and course coordinator no later than **Monday 13th November, 11:59pm**. This will be particularly important for anyone who plans to graduate after the current Semester and/or apply for the Honours program for 2024.

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	Proposal*	Sun 20th August, 11:59pm	Individual	25%	1, 5, 6
2	Journal	Sun 5th November, 11:59pm	Individual	40%	2, 3, 6
3	Presentation	During Week 13. Presentation schedule will be released in Week 9.	Individual	25%	3, 4, 6
4	Online Quiz	Sun 23rd July, 11:59pm	Individual	10%	5

* This assessment has a compulsory requirement.

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 - Proposal

Assessment Type	Proposal / Plan
Purpose	The purpose of the Proposal is to assess each student's capability to develop a work plan incorporating workplace responsibilities and specific learning objective in collaboration with the WIL supervisor.
Description	The proposal will be developed in consultation with the WIL supervisor as an agreement about what the student is expected to achieve throughout the Semester. The proposal will be assessed by the course coordinator.
Weighting	25%
Compulsory Requirements	Pass Requirement - Students must pass this assessment item to pass the course.
Length	1,000 words
	Word limits include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices, and footnotes. The word limit will allow a tolerance of 10% and any work after the maximum word limit will not be included within the allocation of marks. In other words, the marker will STOP reading at 1100 words.
Due Date	Sun 20th August, 11:59pm
Submission Method	Online The Proposal will be submitted online via Canvas. See the PSYC3002 Canvas site (Assignment section) for full details.
Assessment Criteria	Assessment Criteria will be provided on the PSYC3002 Canvas site (Assignment section).
Return Method	Online
Feedback Provided	Online - Within 3 weeks of submission. Feedback on the assessment will be provided via comments with returned work on Canvas.
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment. Students who fail to meet minimum requirements will be given a chance to re-submit. Upon successful completion, student will be able to progress to placement.

Assessment 2 - Journal

Assessment Type	Journal
Purpose	The purpose of the Journal is for students to demonstrate recording skills, accurate record keeping practices and regular reporting procedures in a timely manner; demonstrate critical thinking; and communicate in writing with confidence.
Description	Part A: A detailed written compilation and the ongoing reporting of achievements centred on the student's WIL experiences throughout the course. This stands as an accurate record of all activities carried out by the student. Part B: A critical evaluation of the student's experience during WIL placement as related to their undergraduate experience along with theories of psychology.
Weighting	40%
Length	3,000 words Word limits include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices, and footnotes. The word limit will allow a tolerance of 10% and any work after the maximum word limit will not be included within the allocation of marks. In other words, the marker will STOP reading at 3300 words.
Due Date	Sun 5th November, 11:59pm
Submission Method	Online The Journal will be submitted online via Canvas. See the PSYC3002 Canvas site (Assignment section) for full details.
Assessment Criteria	Assessment Criteria will be provided on the PSYC3002 Canvas site (Assignment section).
Return Method	Online
Feedback Provided	Online - Feedback will be made available on the Fully Graded Date (24th November 2023). Feedback on the assessment will be provided via comments with returned work on Canvas.

Assessment 3 - Presentation

Assessment Type	Presentation
Purpose	The purpose of this assessment is for students to evaluate success and progress towards the achievement of identified WIL objectives, recognize, and reflect on the difference between expected and actual outcomes, and communicate orally with confidence.
Description	Students prepare and present a final report on the success or otherwise of the WIL course from their perspective. All students will present their report to other students in the course. Selected members of staff will assess student presentations. The presentation will consist of an oral presentation along with question time.
Weighting	25%
Length	10 minutes
Due Date	During Week 13. Presentation schedule will be released in Week 9.
Submission Method	In Class The Presentations will be scheduled for Week 13. Where possible, these will be scheduled in Workshop times, but some students may need to be scheduled outside of these times. Between Workshops 2 and 3, students will be consulted for their availability. The presentation schedule will be released in Week 9. See the PSYC3002 Canvas site (Assignment section) for full details.
Assessment Criteria	Assessment Criteria will be provided on the PSYC3002 Canvas site (Assignment section).
Return Method	Online
Feedback Provided	Online - Within 3 weeks of submission. Feedback on the assessment will be provided via Canvas.

Assessment 4 - Online Quiz

Assessment Type	Quiz
Purpose	The purpose of the quiz is to assess students' understanding of content covered in the online module. Content covered include responsibilities, OH&S issues, ethical considerations, workplace standards, etc. These are essential requirements for the workplace.
Description	Student will complete a multiple-choice quiz on Canvas that assesses the content of the online Careers Module.
Weighting	10%
Length	20 multiple choice questions

Due Date	Sun 23rd July, 11:59pm
Submission Method	Online The quiz will be submitted online via the PSYC3002 Canvas site (Assignment section).
Assessment Criteria	Students will answer 20 multiple choice questions based on the online module. Each question will be worth 0.5 marks towards their final grade. Students must pass this quiz in order to be allocated a placement. Two attempts will be given to each student and the higher mark of the two will be recorded, even if it for the first attempt. Students will have the option to repeat the quiz if they do not pass during their first two attempts.
Return Method	Online
Feedback Provided	Online - Students will receive their score immediately after completing the quiz on Canvas. Question by question feedback will be made available after all students have completed the quiz.

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).

Attendance

Attendance/participation will be recorded in the following components:

Placement

Students will complete weekly records as part of their Journal assessment. In addition, at the end of the placement, each student will complete a Placement Completion Form online that their supervisor and course coordinator will sign off on.

Communication Methods

Communication methods used in this course include:

- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
- Email: Students will receive communications via their student email account.
- Face to Face: Communication will be provided via face-to-face meetings or supervision.

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.

As a result of student feedback, the following changes have been made to this offering of the course:

- Students are allowed to source their own placement, assuming they meet the criteria of the course.
- A wider variety of options for placements will be considered.

- The weighting of the presentation has been increased to reflect the time and effort students have reported they've spent in preparation.

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 at 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	<p>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:</p> <ol style="list-style-type: none">1.the assessment item is a major assessment item; or2.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; or4.the course has a compulsory attendance requirement. <p>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</p>
Reasonable Adjustment Plan (RAP)	If you are registered with Accessibility and have been provided with a Reasonable Adjustment Plan (RAP), please ensure that you provide your Course Coordinator with a copy as soon you can or let your Course Coordinator know that you are still waiting for your RAP.
Important Policy Information	<p>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.</p>

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified, and an amended course outline will be provided in the same manner as the original.

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