

ARBE3030: Work Integrated Learning in the Built Environment

Callaghan and Online
Semester 1 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description

This course allows you to integrate skills and experience in construction and architecture with theoretical concepts and knowledge obtained during your studies through the completion of a Work Integrated Learning (WIL) experience. Skills and experience include, but not limited to, writing skills of CV and letter of application, presentation skills in the job market etc. By the end of the course, students will have improvements on job application skills, overall industry knowledge, and graduate employability.

Students may complete their WIL Experience within a range of professional contexts including the private sector, government, university, NGOs or community organisations.

The student will have an active role in organising this WIL experience, however, students will need to consult with the Course Coordinator prior to approaching companies or organisations. The Course Coordinator will ensure the WIL experience is appropriate and does not adversely affect other existing WIL activities or courses of the University. A nominated supervisor within the host organisation will be required.

In addition to the 140 hours of WIL, students will be expected to complete up to 40 hours of additional study load, which includes the completion of assessments, and on-campus contact hours.

Academic Progress Requirements

Nil

Assumed Knowledge

For students to derive maximum value from this course and to ensure that the host organisations derive substantive benefits as well, it is essential that students have a satisfactory knowledge and skills base prior to WIL. Students therefore should have successfully completed at least 140 units of their program prior to enrolment in the course.

Contact Hours

Callaghan

Online Activity *

Online

2 hour(s) per week(s) for 12 week(s) starting Week 1

Placement *

Face to Face Off Campus

140 hour(s) per term starting Week 1

Online

Online Activity *

Online

2 hour(s) per week(s) for 12 week(s) starting Week 1

Placement *

Face to Face Off Campus

140 hour(s) per term starting Week 1

* This contact type has a compulsory requirement.

COURSE OUTLINE

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 **Callaghan and Online**
Dr Timothy Burke
Timothy.Burke@newcastle.edu.au
(02) 4913 8781
Consultation: by appointment

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

School Office **School of Architecture and Built Environment**
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SYLLABUS

Course Content The topics to be covered include:

- Complete a workshop on professional practice prior to approaching potential placement organisations
- Complete a workshop on general construction induction to obtain a white card. This can include a Workplace Safety Induction and any associated Risk Assessment
- Complete a workshop on writing skills of CV and letter of application
- Complete a workshop on presentation skills for job interview.
- Engage in a Work Integrated Learning experience.

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

1. Contribute as part of a team to achieve workplace tasks and resolve workplace problems.
2. Communicate effectively in the workplace, both verbally and in writing.
3. Reflect on application of theoretical knowledge to practical tasks of the workplace.
4. Demonstrate WHS skills applicable to the chosen workplace.
5. Demonstrate professionalism in the workplace.
6. Produce a current CV and a letter of application for a role in your chosen career.

Course Materials **Other Resources:**

- All materials are available in the Canvas Course site.

COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:

- Placement Has compulsory attendance
- Online Activity Has compulsory attendance

Course Assessment Requirements:

- Assessment 1 - Pre-Placement Documents: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 2 - Reflective Learning Journal: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 3 - Complete Placement: Pass requirement - Must pass this assessment item to pass the course.

Compulsory Placement and WHS Requirements:

- WHS Requirement - Students must complete a Workplace Safety Induction or Risk Assessment. Failure to complete the placement organisation WHS-Safety Induction and Risk Assessment will constitute a fail in this course. The organisation MAY offer an alternate time at their discretion though there is no obligation from them to do so.

ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Pre-Placement Documents*	Prior to Placement - Census Date: Friday 22 March 11:59pm	Individual	Formative	2, 5, 6
2	Reflective Learning Journal*	During Placement	Individual	Formative	1, 2, 3, 5
3	Complete Placement*	On completion of placement	Individual	100%	1, 2, 4, 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 - Pre-Placement Documents

Assessment Type

Portfolio

Purpose

-Demonstrate WHS knowledge and compliance.
-Communicate effectively in the workplace, both verbally and in writing.
-Demonstrate professionalism in the workplace.
-Produce a current CV and a letter of application for a role in your chosen career.

Description

Prior to commencing placement, students must submit:

- Evidence of completion of a White Card.
- A current CV
- An application letter for the role you are applying for
- A completed WIL Agreement Form

A detailed Assessment Brief is available in the Assessment area of the Canvas Course Site.
Formative

Weighting

Pass requirement - Must pass this assessment item to pass the course.

Compulsory Requirements

Due Date

Prior to Placement - Census Date: Friday 22 March 11:59pm

Submission Method

Online via the assignments link in Canvas.

Assessment Criteria

Refer to rubric in Canvas

Return Method

Not Returned

Feedback Provided

Online

Opportunity to Reattempt

Students WILL be given the opportunity to reattempt this assessment.

Assessment 2 - Reflective Learning Journal

Assessment Type	Journal
Purpose	<ul style="list-style-type: none"> - Contribute as part of a team to achieve workplace tasks and resolve workplace problems. - Communicate effectively in the workplace, both verbally and in writing. - Reflect on application of theoretical knowledge to practical tasks of the workplace. - Demonstrate professionalism in the workplace.
Description	<p>You are required to critically reflect upon your WIL placement within this assessment. Critical reflection is a vital aspect of your personal and professional development throughout your studies and career. Adopting critical reflection as an intrinsic component of work and life enables you to make more informed decisions about your future.</p> <p>A detailed Assessment Brief is available in the Assessment area of the Canvas Course Site.</p>
Weighting	Formative
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	During Placement
Submission Method	Online via the assignments link in Canvas.
Assessment Criteria	Refer to rubric in Canvas
Return Method	Not Returned
Feedback Provided	Online
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 3 - Complete Placement

Assessment Type	Participation
Purpose	<ul style="list-style-type: none"> - Contribute as part of a team to achieve workplace tasks and resolve workplace problems. - Communicate effectively in the workplace, both verbally and in writing. - Reflect on application of theoretical knowledge to practical tasks of the workplace. - Demonstrate WHS skills applicable to the chosen workplace - Demonstrate professionalism in the workplace.
Description	<p>Students will be required to submit evidence of the completion of their WIL placement hours. A detailed Assessment Brief is available in the Assessment area of the Canvas Course Site.</p>
Weighting	100%
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	On completion of placement
Submission Method	Online via the assignments link in Canvas.
Assessment Criteria	Refer to rubric in Canvas
Return Method	Not Returned
Feedback Provided	Online
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Grade	Description
Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.
Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.

Placement Requirements This is a placement course covered by the Student Placement Policy. Refer to <http://newcastle.edu.au/policy/000768.html> for further information. Students must complete the minimum number of 140 hours with their host organisation.

Withdrawal from Placement Course There are multiple offerings of this course in different terms. If students are unable to find placement, they are advised to withdraw before the Census Date and re-enrol in another term.

Refer to STUDENT PROFESSIONAL EXPERIENCE POLICY:
<https://policies.newcastle.edu.au/document/view-current.php?id=30#major12>

WH&S Requirements	Students must provide evidence of Construction White Card training in their relevant state or territory before commencing placement.
Communication Methods	Communication methods used in this course include: <ul style="list-style-type: none">- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
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: <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. 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/respect-at-uni/policies-and-procedures that support a safe and respectful environment at the University.

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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