

BUSN3002: Industry Placement

BINUS 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

MISSION: To develop a unique business school identity which is distinctive in the marketplace and provides a clear value proposition for students. This will be achieved by embedding the themes of entrepreneurship and innovation, digitalisation and data within our programs and embracing sustainability, work integrated learning and a commitment to social justice.

OVERVIEW

Course Description

The Industry Placement course provides an opportunity for students enrolled in Newcastle Business School programs to undertake workplace experience relevant to their study. Students complete a minimum of 100 hours of supervised placement that enables them to apply knowledge developed throughout their studies and acquire new knowledge and professional networks to support their work readiness. Students will observe and participate in a range of work practices as negotiated with the host organisation.

For the most part, placement opportunities with host organisations are organised by the Newcastle Business School. Some of these opportunities incorporate competitive selection processes where students are expected to submit an application or expression of interest.

Contact Hours

Placement

Face to Face Off Campus
Minimum of 100 hour(s) per Term Full Term

Seminar

Face to Face On Campus
2 hour(s) per Week for 3 Weeks
10

Unit Weighting

Assumed Knowledge & Pre-Requisites

Any Assumed Knowledge or Pre-Requisites for this course have been previously satisfied by the successful completion of courses within the approved student study plan.

Workload

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

Course Learning Outcomes

On successful completion of this course, students will be able to:

1. Apply knowledge, skills and competencies attained in Newcastle Business School programs in a workplace environment;
2. Demonstrate acquisition of new skills and knowledge to improve employability;
3. Demonstrate development of professional networks for future career development;
4. Engage in reflective practices during a work placement to improve personal and business outcomes;
5. Appreciate and apply professional behaviour and ethical practices; and
6. Demonstrate initiative and responsibility for own learning and professional development.

COURSE OUTLINE

www.newcastle.edu

CRICOS Provider
00109J

ASSESSMENT DETAILS

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	Professional Skills Assessment	Friday, Week 3 by 11:59pm	Individual	Pass/Fail	1,2,
2	Placement Progress Report	Friday, Week 7 by 11:59pm	Individual	Pass/Fai	3,5
3	Site Supervisor Evaluation	Employer Site Supervisor required to submit evaluation to Faculty Supervisor by end of final week of placement.	Individual	Pass/Fail	1, 2, 3, 4, 5, 6
4	Career Development Portfolio	Sunday, Week 13 by 11:59pm	Individual	Pass/Fail	4,5,6

Please note: students are advised that all assessments must be submitted in English. Assessment items not submitted in English will receive a mark of zero.

Results of individual assessment items and final results, including those provided via the Learning Management System (LMS) are 'unofficial results' until they are confirmed as finalised by the School Assessment Body and the Head of School or delegate. Finalised results are released directly to students on the Fully Graded Date of the relevant Semester/Triester.

Time referenced is time in Jakarta, Indonesia

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.
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Assessment 1 – Professional Skills Assessment

Assessment Type	Written Assignment
Purpose	To identify and evaluate: (i) professional skill proficiencies or deficits present in each student; and (ii) how the placement experience might enhance these professional skills.
Description	Drawing on knowledge of transferable, technical and discipline-specific skills for business and commerce graduates, students will prepare a document that appraises their personal progress in developing key skills and abilities. The appraisal will help to guide the nature and content of the work placement, so that – where possible – skill deficiencies can be addressed.
Weighting	This is a formative assessment and will attract a Pass/Fail grade only.
Length	500 words
Due Date	Friday, Week 3 by 11:59pm
Submission Method	Online via Turnitin
Assessment Criteria	A marking rubric will be provided on CANVAS
Return Method	Not Returned
Feedback Provided	Online – email (written) feedback

Assessment 2 - Placement Progress Report

Assessment Type	Written Assignment
Purpose	To determine the progress of the student placement experience relative to placement learning outcomes.
Description	Students will submit a completed reflective practice activity sheet (a template/form is provided on CANVAS), along with a series of placement activity logs as evidence of placement progress.
Weighting	This is a formative assessment and will attract a Pass/Fail grade only.
Length	250 words
Due Date	Friday, Week 7 by 11:59pm
Submission Method	Online via Turnitin
Assessment Criteria	N/A – students are required to complete the form/template provided
Return Method	Not Returned
Feedback Provided	Online - email (written) feedback

Assessment 3 - Site Supervisor Evaluation

Assessment Type	Evaluation
Purpose	For students to receive feedback on their performance during work placement. .
Description	Student's performance during the placement will be evaluated by the Employer Site Supervisor. The evaluation will be based on the use of technical skills in problem solving, ability to learn, the use of opportunity to create professional networks, ability to reflect and learn from their experience, knowledge and practice of professional and ethical values and behaviour, and ability to practice continuous learning.
Weighting	This is a formative assessment and will attract a Pass/Fail grade only
Length	Employer Site Supervisor will complete the Evaluation Rubric provided on CANVAS
Due Date	Employer Site Supervisor required to submit evaluation to Faculty Supervisor by end of final week of placement. Student's performance during the placement will be evaluated by the Employer Site Supervisor. The evaluation will be based on the use of technical skills in problem solving, ability to learn, the use of opportunity to create professional networks, ability to reflect and learn from their experience, knowledge and practice of professional and ethical values and behaviour, and ability to practice continuous learning.
Submission Method	Employer Site Supervisor required to submit evaluation to Faculty Supervisor by end of final week of placement.
Assessment Criteria	The Evaluation Rubric completed by the Employer Site Supervisor contains the marking rubric for this assessment. This will be provided on CANVAS.
Return Method	Online via CANVAS
Feedback Provided	In Person – Verbal Feedback from Faculty Supervisor

Assessment 4 – Career Development Portfolio

Assessment Type	Portfolio
Purpose	For students to compile a document that evidences their placement experience and contextualises the experience relative to their current skill-set and preferred professional career pathway.
Description	The portfolio requires students to prepare a resource that reflects on their professional career objectives, evaluates the completed work placement opportunity and the learning outcomes achieved, and outlines the evidence that demonstrates achievement. An updated resume or Curriculum Vitae also forms part of the portfolio.
Weighting	This is a formative assessment and will attract a Pass/Fail grade only.
Length	1000 words for the evaluation and reflection (evidence e.g. examples of work and completed placement logs are not subject to word count limits or restrictions)
Due Date	Sunday, Week 13 by 11:59pm
Submission Method	Online via Turnitin
Assessment Criteria	A marking rubric will be provided on CANVAS
Return Method	Not Returned
Feedback Provided	Electronic (email) feedback

SYLLABUS

Course Content

This course requires students to undertake a minimum of 100 hours of supervised work placement with a host organisation. Students will also attend three **compulsory** seminars: delivered at the start (Week 1, and if required, Week 2), mid-point (Week 7) and end (Week 13) of the semester.

Seminar 1 will deliver instruction on professional preparation, reflective practice, and how to apply relevant knowledge and skills to the workplace environment. Students will conduct a professional skills audit (submitted as Assessment 1) after Seminar 1.

Seminar 2 will focus on career development planning and reporting, and in conjunction with this seminar students will submit a placement progress report (Assessment 2).

Seminar 3 this final seminar will be a workshop for students to informally share and reflect on their placement experiences, based on the pre-placement expectations form. Students will share their placement experiences with the class, and then reflect on any differences between their pre-placement expectations and their lived experience. Students will self-rate their work-readiness, to reflect on whether they feel more or less work-ready after their placement.

Students will informally meet with the Faculty Supervisor as required.

Course Materials

Required Text:

This course does not have a required text. All readings and materials will be provided via the course CANVAS site and/or during the seminars.

Please refer to the course CANVAS site for details of additional recommended texts.

SCHEDULE

Week	Topic	Class Preparation	Workshop Activities
1	Introduction to Professional Development (PD) & Skills	Ensure industry placement is confirmed and agreement form is completed or progressing	Seminar
2	Professional Industry Placement / Introduction to Professional Development (PD) & Skills	Ensure industry placement is confirmed and agreement form is completed or progressing	Seminar (NOTE: this is a repeat of Week 1, students to attend as required)
3	Professional Industry Placement		Assessment 1 due: Friday, Week 3 by 11:59pm
4	Professional Industry Placement		
5	Professional Industry Placement		
6	Professional Industry Placement		
7	Personal Evaluation, Critical Reflection and the Placement Experience	Review placement progress and learning up to this point	Seminar Assessment 2 due: Friday, Week 7 by 11:59pm
8	Professional Industry Placement		
9	Professional Industry Placement		
10	Professional Industry Placement		
11	Professional Industry Placement		
12	Professional Industry Placement		
13	Professional Industry Placement		Seminar Assessment 3 due: End of final week of placement Assessment 4 due: Sunday, Week 13 by 11:59pm

CONTACTS

School Offices

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ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Grade	Description
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.
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.

Communication Methods

*Skills are those identified for the purposes of assessment task(s).

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.

Oral Interviews

As part of the evaluation process of any assessment item in this course an oral examination 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 Guidelines](#). 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 Circumstances Affecting Assessment Items Procedure available at:

<https://policies.newcastle.edu.au/document/view-current.php?id=236>

Important Policy Information

The 'HELP for Students' tab in UoNline contains important information that all students should be familiar with, including various systems, policies and procedures.

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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