



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	<p>The Industry Placement course provides an opportunity for students enrolled in Newcastle Business School programs to undertake workplace experience relevant to their study. Students must complete 100-140 hours of supervised placement where they 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.</p> <p>A number of placement opportunities with host organisations are coordinated by the Newcastle Business School. All of these opportunities incorporate competitive selection processes, where students are expected to submit an application or expression of interest. Students can also source their own placement opportunity, but the placement must align with their study program and be approved by the Course Coordinator.</p>
Contact Hours	<p>Placement Face to Face Off Campus 100 hour(s) per Term Full Term</p> <p>Seminar Face to Face On Campus Two (2) hour(s) per Week for 3 Weeks</p>
Unit Weighting	10
Requisites	Students must be enrolled in the Bachelor of Business or Bachelor of Commerce programs to enrol in this course.
Pre-requisites	Students must have successfully completed a minimum of 120 units from the Bachelor of Business or Bachelor of Commerce to enrol in this course.
Workload	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.
Please refer to the course CANVAS site for details of teaching staff for ALL course offerings. The primary contact for courses is the Course Coordinator, whose details are listed on the course CANVAS site.	
Student Consultation	A minimum of one (1) hour of consultation per week. Please see course CANVAS site for details of time and location.
Course Learning Outcomes	<p>On successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">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; and6. Demonstrate initiative and responsibility for own learning and professional development.

COURSE OUTLINE

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 11:59 pm	Individual	Pass/Fail	1, 2
2	Placement Progress Report	Friday, Week 7 by 11:59 pm	Individual	Pass/Fail	3, 5
3	Post-Placement Presentation	Week 13 - final day, time and venue will be confirmed to students during semester. Students who elect to present via a video must submit no later than the Week 13 presentation session.	Individual	Pass/Fail	1, 2, 3
4	Career Development Portfolio	Sunday, Week 13 by 11:59 pm	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/Trimester.

Time referenced is time in Newcastle NSW

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: <ol style="list-style-type: none"> 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 11:59 pm
Submission Method	Online
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 11:59 pm
Submission Method	Online
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 - Post-Placement Presentation

Assessment Type	Presentation
Purpose	For students to critically reflect on the nature and primary impact of their placement experience and how it contributes to their work-readiness.
Description	Students will deliver a concise 5-minute in-class presentation (or video) to an audience of peers and industry stakeholders that summarises the outcomes of their industry placement. The completed skills audit and progress report assessments are useful resources to help students estimate the impact of their placement experience
Weighting	This is a formative assessment and will attract a Pass/Fail grade only.
Length	5 minutes
Due Date	Week 13 - final day, time and venue will be confirmed to students during semester. Students who elect to present via a video must submit no later than the Week 13 presentation session
Submission Method	In class presentation (presentation file also emailed to lecturer) Online (video files to be uploaded to CANVAS)
Assessment Criteria	A marking rubric is provided on CANVAS.
Return Method	Not Returned
Feedback Provided	In Person – Verbal Feedback

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 11:59 pm
Submission Method	In Class (hard copy) or Online
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 100-140 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 presentation workshop, where students will present an evaluation of their placement to an audience of peers and industry stakeholders (Assessment 3). Submission of a career development portfolio completes the assessment requirements for this course.

Students will informally meet with the Course Coordinator/Placement Officer 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 11:59 pm
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 11:59 pm
8	Professional Industry Placement		
9	Professional Industry Placement		
10	Professional Industry Placement		
11	Professional Industry Placement		
12	Professional Industry Placement		
13	Professional Industry Placement	Register for a presentation session – an online poll will provide students with a selection of session dates and times.	Presentations Post Placement Presentation & Career Portfolio Assessment 3 due: In Class Assessment 4 due: Sunday, Week 13 by 11:59 pm

If a lecture/class is scheduled on a public holiday, a make-up lecture may be announced by the course coordinator on the course CANVAS site.

CONTACTS

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PSB Academy Enquiries

Log your question or request to the PSB Program Executives at the following website:
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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.

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

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.

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 Circumstances 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.

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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