

# BUSN3002: Industry Placement

## VLU 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 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. Students who wish to source their own placement will need to gain approval from the Course Coordinator to do so. Admission to this course is based on merit and the number of places available may be restricted. Students should enquire through the Course Coordinator or Program Convenor.

### Contact Hours

#### Placement

Face to Face Off Campus  
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.au](http://www.newcastle.edu.au)

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 11:59 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 Ho Chi Minh City, Vietnam

<b>Late Submissions</b>	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. <b>Note:</b> this applies equally to week and weekend days.
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### Assessment 1 – Professional Skills Assessment

<b>Assessment Type</b>	Written Assignment
<b>Purpose</b>	To identify and evaluate: <ol style="list-style-type: none"> <li>professional skill proficiencies or deficits present in each student; and</li> <li>how the placement experience might enhance these professional skills.</li> </ol>
<b>Description</b>	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.
<b>Weighting</b>	This is a formative assessment and will attract a Pass/Fail grade only.
<b>Length</b>	500 words
<b>Due Date</b>	Friday, Week 3 by 11:59 pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	A marking rubric will be provided on CANVAS
<b>Return Method</b>	Not Returned
<b>Feedback Provided</b>	Online – email (written) feedback

### Assessment 2 - Placement Progress Report

<b>Assessment Type</b>	Written Assignment
<b>Purpose</b>	To determine the progress of the student placement experience relative to placement learning outcomes.
<b>Description</b>	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.
<b>Weighting</b>	This is a formative assessment and will attract a Pass/Fail grade only.
<b>Length</b>	250 words
<b>Due Date</b>	Friday, Week 7 by 11:59 pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	N/A – students are required to complete the form/template provided
<b>Return Method</b>	Not Returned
<b>Feedback Provided</b>	Online - email (written) feedback

### Assessment 3 - Post-Placement Presentation

<b>Assessment Type</b>	Presentation
<b>Purpose</b>	For students to critically reflect on the nature and primary impact of their placement experience and how it contributes to their work-readiness.
<b>Description</b>	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
<b>Weighting</b>	This is a formative assessment and will attract a Pass/Fail grade only.
<b>Length</b>	5 minutes
<b>Due Date</b>	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
<b>Submission Method</b>	<b>In class</b> presentation (presentation file also emailed to lecturer) <b>Online</b> (video files to be uploaded to CANVAS)
<b>Assessment Criteria</b>	A marking rubric is provided on CANVAS.
<b>Return Method</b>	Not Returned
<b>Feedback Provided</b>	In Person – Verbal Feedback

### Assessment 4 - Career Development Portfolio

<b>Assessment Type</b>	Portfolio
<b>Purpose</b>	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.
<b>Description</b>	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.
<b>Weighting</b>	This is a formative assessment and will attract a Pass/Fail grade only.
<b>Length</b>	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)
<b>Due Date</b>	Sunday, Week 13 by 11:59 pm
<b>Submission Method</b>	In Class (hard copy) or Online
<b>Assessment Criteria</b>	A marking rubric will be provided on CANVAS
<b>Return Method</b>	Not Returned
<b>Feedback Provided</b>	Electronic (email) feedback

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# SYLLABUS

## Course Content

This course requires students to undertake 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 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		<b>Assessment 1 due:</b> 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 <b>Assessment 2 due:</b> 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 <b>Assessment 3 due:</b> In Class <b>Assessment 4 due:</b> Sunday, Week 13 by 11:59 pm

# CONTACTS

## School Offices

### International Education Institute

Room 1.02 - 1.03, Van Lang University Main Campus, 69/68 Dang Thuy Tram Street, Ward 13, Binh Thanh District, Ho Chi Minh City  
Phone: 0931 645 130  
Email: v.dtqt@vanlanguni.edu.vn

### Newcastle Business School – Callaghan, Newcastle City & Online

NU Space  
409 Hunter Street  
Newcastle  
[nbs.enquiries@newcastle.edu.au](mailto:nbs.enquiries@newcastle.edu.au)  
+61 2 4921 5511

# 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:

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**Important Policy  
Information**

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

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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