



MISSION: Our mission is to advance responsible and impactful business knowledge. To achieve our mission, we develop life ready graduates and build global and local partnerships through ethical and innovative practices.

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
Two (2) hour(s) per week for three (3) weeks
10

Unit Weighting 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

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

COURSE OUTLINE

6. Demonstrate initiative and responsibility for own learning and professional development.

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 8 th December 2023 by 11:59 pm	Individual	Pass/Fail	1, 2
2	Placement Progress Report	Friday 12 th January 2024 by 11:59 pm	Individual	Pass/Fail	3, 5
3	Post-Placement Presentation	Week 9 (5 th -9 th February 2024) – final day, time and venue will be confirmed to students during term. Students approved to present via a video must submit no later than end of exam period.	Individual	Pass/Fail	1, 2, 3
4	Career Development Portfolio	Sunday 18 th February 2024 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 8 th December 2023 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 12 th January 2024 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 9 (5 th -9 th February 2024) - final day, time and venue will be confirmed to students during term. Students who are approved to present via a video must submit in the final week of term or a date negotiated with the Course Coordinator.
Submission Method	In class presentation (presentation file uploaded to CANVAS and/or 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 summative 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 18 th February 2024 by 11:59 pm
Submission Method	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 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 approval form is completed or progressing in SONIA	Seminar
2	Professional Industry Placement OR 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 8 th December 2023 by 11:59 pm
4	Personal Evaluation, Critical Reflection and the Placement Experience	Review placement progress and learning up to this point	Seminar
5	Professional Industry Placement		Assessment 2 due: Friday 12 th January 2024 by 11:59 pm
6	Professional Industry Placement		
7	Professional Industry Placement		
8	Professional Industry Placement	Register for an Assessment 3 presentation session – an online poll will provide students with a selection of session dates and times.	
9	Professional Industry Placement	Post Placement Presentation	Seminar Assessment 3 due: In Class (5 th -9 th February 2024)
EXAM PERIOD			Assessment 4 due: Sunday 18 th February 2024 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

School Offices

Newcastle Business School – Callaghan, Newcastle City & Online
 NU Space
 409 Hunter Street
 Newcastle
nbs.enquiries@newcastle.edu.au
 +61 2 4921 5511

Newcastle Business School - Ourimbah
 BO1.13, Business Offices
 Ourimbah
cccbusiness-school@newcastle.edu.au
 +61 2 4349 4453

Newcastle Business School - Sydney
 55 Elizabeth Street
 Sydney
nbs-sydney@newcastle.edu.au
 +61 2 82626432

PSB Academy Enquiries

Log your question or request to the PSB Program Executives at the following website:
<http://www.psb-academy.edu.sg/enq>
 +65 6390 9000

Newcastle Australia Institute of Higher Education Pte Ltd
 100 Victoria Street #13-01/02
 National Library Building
 Singapore
Singapore-StudentCentral@newcastle.edu.au
 +65 6221 3306

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: <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 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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