

CIND3500: Professional Placement

Newcastle City Precinct

Semester 2 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The School of Humanities, Creative Industries and Social Sciences is committed to providing an inclusive environment in which all cultures are accorded respect and all students and staff are expected to act with honesty, fairness, trustworthiness and accountability in dealings with others. The School recognises and respects the unique histories and cultures of Aboriginal and Torres Strait Islander peoples, their unbroken relationship with the lands and the waters of Australia over millennia, and the validity of Aboriginal ways of knowing. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education.

OVERVIEW

Course Description

Students will undertake a work placement in an organisation to apply the professional skills and practices acquired during their program of study. During the placement they will develop professional skills and practices appropriate to their chosen profession and experience the dynamics, discourses, practices and realities of working in a professional environment. Direction is provided onsite by a placement supervisor.

Student projects may include, but are not limited to: theoretical explorations and reviews; speculative design practices; professionally oriented projects; work-integrated learning and research-integrated learning opportunities; group / collaborative projects; external stakeholder based projects.

Students undertaking CIND3500 – Professional Placement may be eligible to apply for a Scholarships with our industry partners. The Work-Integrated-Learning placement with the industry partner would contribute to their completion of CIND3500.

Academic Progress Requirements

Nil

Assumed Knowledge

Successful completion of 50 units at 2000 level or above, and 20 units at 3000 level

Contact Hours

**Newcastle City Precinct
Lecture**

Online - 1 hour(s) per week(s) for 1 week(s) starting Week 1

Placement *

Face to Face Off Campus - 80 hour(s) per term
Placement must be arranged by the student, so it does not negatively impact on study/participation obligations for other courses being undertaken

* This contact type has a compulsory requirement.

Unit Weighting Workload

10

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

COURSE OUTLINE

CONTACTS

Course Coordinator	Newcastle City Precinct Dr Andrea Cassin Andrea.Cassin@newcastle.edu.au (02) 4921 6765 Consultation: in person or via Zoom can be arranged by appointment.
Teaching Staff	Other teaching staff will be advised on the course Canvas site.
School Office	School of Humanities Creative Industries and Social Sciences NU Space, Level 4 409 Hunter Street, Newcastle HCISS@newcastle.edu.au +61 4985 4500

SYLLABUS

Course Content	<ul style="list-style-type: none">• The students will undertake 80 hours of professional placement with an approved organisation.• Students will develop application documents including (but not limited to) a resume and cover letter.• Students will maintain a journal describing and critically reflecting on the placement experience and discussing and analysing professional practice to present within two weeks of completing their placement.
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A student's willingness to take responsibility, be resourceful, show initiative and complete assigned tasks will be reflected in assessment through the debriefing process with the external organisation's placement supervisor. The student's placement supervisor will also supply a report on the student's performance. Much of the material associated with learning in this course will be provided online. Before the semester/term of study, there will be a lecture regarding the preparation of documents required for establishing a professional placement position.

Course Learning Outcomes	<p>On successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Apply, under supervision, their professional skills and knowledge acquired during the degree program to the workplace environment;2. Develop critical and creative thinking skills by participating in the workplace of creative and cultural industry professionals;3. Articulate an understanding of the social and professional contexts in which contemporary creative and cultural practice operates and of the role of the practitioner within these contexts;4. Produce products and/or materials and participate in activities at a professional standard;5. Analyse and evaluate their knowledge, skills and practices in the placement environment;6. Complete Risk Assessments and apply appropriate Work Health Safety competencies to the workplace environment.
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Course Materials	All course materials are provided on Canvas or available online.
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COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:

- Complete 80 hours of professional placement.

Course Assessment Requirements:

- Assessment 2 – WH&S Induction (Formative Assessment): Must submit this assessment to pass the course.

Compulsory Placement and WHS Requirements:

- WHS Requirement - Students must complete Workplace Safety Induction or Risk Assessment at the workplace as required.

SCHEDULE

Note: This timetable is indicative only as due dates are linked to the start and finish of your placement. Placement can commence anytime from first day of the semester if formal approval has been received.

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	22 July	<ul style="list-style-type: none"> • Course overview • Application Documents <p>Note: Placement can start anytime from the first day of semester if it has been formally approved</p>	<ul style="list-style-type: none"> • Online lecture • Complete pre-placement online learning modules • Development of application documents 	Assessment 1: Application Documents need to be uploaded on Canvas at least 72 hours before starting placement
2	29 July	<ul style="list-style-type: none"> • Applications 	<ul style="list-style-type: none"> • Apply to host organisations 	Assessment 2: WH&S Induction is due 72 hours before starting placement
3	5 Aug	<ul style="list-style-type: none"> • Secure placement and gain formal approval 	<ul style="list-style-type: none"> • Secure host organisation • Submit Placement Agreement Form on SONIA • Gain formal approval before starting placement 	
4	12 Aug	Placement	<ul style="list-style-type: none"> • Complete during-placement online learning modules • Placement & note taking 	Consider withdrawing from the course if no placement was secured by the Census date.
5	19 Aug	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
	26 Aug	Recess (26-30 Aug)		
6	2 Sep	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
7	9 Sep	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
8	16 Sep	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
9	23 Sep	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
	30 Sep	Recess (30 Sep – 4 Oct)		
10	7 Oct	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
11	14 Oct	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
12	21 Oct	Placement	<ul style="list-style-type: none"> • Placement & note taking 	
13	28 Oct	Placement	<ul style="list-style-type: none"> • Complete after-placement online learning modules • Write and submit final assessment 	<p>Assessment 3: Workplace Supervisor Report due one week after completing placement.</p> <p>Assessment 4: Student Log & Report due two weeks after completing placement but no later than 15th November</p>
Examination Period				
Examination Period				

ASSESSMENTS

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	Application Document Submission	72 hours before commencing placement	Individual	25%	3, 4
2	WH&S Induction (Formative Assessment)*	72 hours before commencing placement (compulsory requirement)	Individual	Formative	6
3	Workplace Supervisor Report	11.59pm 7 days after completion of placement but no later than 15 th November.	Individual	40%	1, 2, 3
4	Log & Report	11.59pm 14 days after completion of placement but no later than 15 th November.	Individual	35%	1, 2, 3, 5

* This assessment is 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 - Application Document Submission

Assessment Type	Professional Task
Description	Develop professional application documents (Cover Letter and CV) based on the information provided by Careers Service.
Weighting	25%
Length	3-4 pages (1 page cover letter, 2-3 pages CV)
Due Date	72 hours before commencing placement
Submission Method	Online on Canvas
Assessment Criteria	Available on Canvas
Return Method	Online
Feedback Provided	Online

Assessment 2 – WH&S Induction (Formative Assessment)

Assessment Type	Professional Task
Description	Complete the compulsory WH&S module with 100% on Canvas. This is a formative assessment and will not contribute to your final grade.
Weighting	0%
Compulsory Requirements	Compulsory assessment item - must submit this assessment to pass the course
Length	11 questions
Due Date	72 hours before commencing placement (compulsory requirement)
Submission Method	Online on Canvas
Assessment Criteria	Available on Canvas
Return Method	Not Returned
Feedback Provided	Not applicable
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 3 - Workplace Supervisor Report

Assessment Type	Report
Description	The work placement supervisor will complete an online survey evaluating the students' performance on placement.
Weighting	40%
Length	16 questions and a comment
Due Date	11.59pm 7 days after completion of placement but no later than 15 th November.
Submission Method	Online (via SONIA) by supervisor
Assessment Criteria	Available on Canvas
Return Method	Not Returned
Feedback Provided	Online on Canvas

Assessment 4 – Log & Report

Assessment Type	Journal
Description	Workplace Log (500 words) which records diary entries of placement activities to reflect the 80 hours of placement, and a 2000-word placement report that summarises, discusses, and evaluates the students' professional practice during placement and critically reflects on self-performance and the placement experience.
Weighting	35%
Length	2500
Due Date	11.59pm 14 days after completion of placement but no later than 15 th November.
Submission Method	Online on Canvas
Assessment Criteria	Available on Canvas
Return Method	Online
Feedback Provided	Online

ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	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.
0-49	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).

Attendance	Attendance/participation will be recorded in the following components: <ul style="list-style-type: none">- Placement (Method of recording: Student Log)
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.
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.- Email: Students will receive communications via their student email account.- Face to Face: Communication will be provided via face-to-face meetings or supervision. Face to face supervision will be provided by the supervisor at the host organisation and (upon request) by the course coordinator.
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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