

ENVS3008: Work Integrated Learning in the Environmental and Development Sectors

Callaghan and Ourimbah
Semester 1 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description

Testing your knowledge, application of skills and improving graduate employability, Work Integrated Learning allows students to integrate real world skills and experience with theoretical concepts and knowledge obtained during studies in the Bachelor of Environmental Science and Management, Bachelor of Coastal and Marine Science, Bachelor of Development Studies or Bachelor of Climate Science and Adaptation programs. Students will undertake a work-integrated placement in the private sector or similar placement in a university, government, NGO or community organisation in a role relevant to the practice of environmental science and management, or development studies, in a professional context.

It is the student's responsibility to organise this placement or similar external activity for this course. Prior to approaching companies or organisations, students must consult the relevant Course Coordinator, who will ensure that the placement does not adversely affect other existing placement activities or courses of the University and is appropriate. Further details appear under Course Content below. Each student will require a nominated placement supervisor within the placement organisation.

Proposed placements will be subject to a review and approval process, and students must not proceed with a placement until it has been formally approved by the University.

Academic Progress Requirements Requisites

Nil

This course replaces EMGT3130. If you have successfully completed EMGT3130 you cannot enrol in this course.

Assumed Knowledge

For students to derive maximum value from this course and to ensure that the host organisations derive substantive benefits as well, it is essential that students have a satisfactory knowledge and skills base prior to placement. Students therefore should have successfully completed at least 140 units of their program prior to enrolment in the course.

Contact Hours

Callaghan Practical *

Face to Face Off Campus
140 hour(s) per term

Students will be expected to attend 140 hours placement per term.

Self-Directed Learning

Self-Directed
40 hour(s) per term

Students are expected to spend an additional 40hrs Self Directed Learning and to complete all required assessments.

COURSE OUTLINE

www.newcastle.edu.au

CRICOS Provider 00109J

Seminar

Face to Face On Campus

7 hour(s) per week(s) for 1 week(s)

Seminar: Assessment of placement - at completion of placement and after submission of reflective diary.

Workshop

Face to Face On Campus

4 hour(s) per week(s) for 1 week(s)

Workshop: 4 hours of professional preparation workshop prior to placement.

Ourimbah

Practical *

Face to Face Off Campus

140 hour(s) per term

Students will be expected to attend 140 hours placement per term.

Self-Directed Learning

Self-Directed

40 hour(s) per term

Students are expected to spend an additional 40hrs Self Directed Learning and to complete all required assessments.

Seminar

Face to Face On Campus

7 hour(s) per week(s) for 1 week(s)

Seminar: Assessment of placement - at completion of placement and after submission of reflective diary.

Workshop

Face to Face On Campus

4 hour(s) per week(s) for 1 week(s)

Workshop: 4 hours of professional preparation workshop prior to placement.

* 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.

CONTACTS

Course Coordinator

Callaghan and Ourimbah

Dr Craig Evans

Craig.Evans@newcastle.edu.au

(02) 4405 0695

Consultation: By appointment

Teaching Staff

Other teaching staff will be advised on the course Canvas site.

School Office

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9am-5pm (Mon-Fri)

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9am-5pm (Mon-Fri)

SYLLABUS

Course Content

On commencing this course but before starting the placement, students will need to: 1. complete a compulsory workshop on professional practice prior to the commencement of the semester of enrolment and/or prior to approaching potential placement organisations. 2. complete a compulsory workplace induction and Workplace Health and Safety requirement. Full information on this compulsory component will be provided in the course outline. In order to apply for approval to proceed with placement in this course, students are required to present to the course coordinator:

- an up-to-date CV;
- a final draft of the letter of application to the host organisation;
- contact details of the workplace supervisor at the host organisation;
- a 'Program of Activity Agreement' signed by the student and workplace supervisor, which will also be signed by the Course Coordinator;
- Risk assessment, safety documentation and quiz.

Students must complete the orientation workshop prior to the commencement of the semester of enrolment and/or prior to approaching potential placement organisations to cover course requirements, assessment processes, and workplace issues including appropriate ways to approach potential host organisations, professional standards of conduct, Equity and Diversity and WH&S requirements.

Course Learning Outcomes

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

1. Communicate effectively, both verbally and in writing, within a professional workplace setting;
2. Work effectively as a team member, within a professional workplace setting;
3. Reflect on the application of theoretical knowledge to the practical tasks of the workplace;
4. Describe the array of skills required and opportunities available within their chosen career;
5. Demonstrate and articulate an awareness and understanding of the i) breadth of career and professional pathways available in the environmental and development sectors; and ii) contemporary opportunities and constraints to environmental management and development practice;
6. Demonstrate an understanding of workplace health and safety and environmental risks associated with environmental projects and development practice, and prepare written risk assessments taking into account specific workplace contexts.

COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:

- 140 hours in an approved placement position.
-

Course Assessment Requirements:

- Satisfactory completion of all assessment tasks according to the guidelines provided for each.
-

Compulsory Placement and WHS Requirements:

- WHS Requirement - Students must complete a Workplace Safety Induction and Risk Assessment. Failure to complete the placement organisation WHS-Safety Induction and Risk Assessment will constitute a fail in this course. The organisation MAY offer an alternate time at their discretion though there is no obligation from them to do so.

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Introduction to WIL	Introductory workshop (compulsory)	
2	4 Mar	Individual student placement		
3	11 Mar	Individual student placement		
4	18 Mar	Individual student placement		
5	25 Mar	Individual student placement		CV & Letter of application
6	1 Apr	Individual student placement		
7	8 Apr	Individual student placement		
Mid-Semester Recess				
Mid-Semester Recess				
8	29 Apr	Individual student placement		
9	6 May	Individual student placement		
10	13 May	Individual student placement		
11	20 May	Individual student placement		
12	27 May	Individual student placement		
13	3 Jun	WIL student seminar	WIL placement seminar (Callaghan campus)	Reflective journal (placement diary) Workplace supervisor report
Examination Period				No formal exam
Examination Period				No formal exam

ASSESSMENTS

This course has 5 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Students must demonstrate competency in all listed assessments	Week 13 or following completion of placement hours.	Individual	100%	1, 2, 3, 4, 5, 6
2	CV and Letter of Application	Week 5	Individual	Formative	3, 4, 5, 6
3	Reflective Diary	Week 13	Individual	Formative	2, 3, 4, 5, 6
4	Seminar	Week 13 - Friday June 7	Individual	Formative	1, 3, 4
5	Placement Supervisor's Report	On completion of placement hours	Individual	Formative	1, 2, 3, 4, 5, 6

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 - Students must demonstrate competency in all listed assessments

Assessment Type Purpose

Demonstrated competency

To ensure students have fully satisfied the practical, professional and academic objectives of the WIL experience.

Description Weighting

Satisfactory completion of all assessment tasks according to the guidelines provided for each.
100%

Due Date

Week 13 or following completion of placement hours.

Submission Method

Ongoing Assessment

Refer to submission method for each assessment item.

Assessment Criteria	Varies between different assessment items. Guidelines for each available on Canvas.
Return Method	Not Returned
Feedback Provided	No Feedback - Availability and method of feedback varies between assessment items.

Assessment 2 - CV and Letter of Application

Assessment Type	Written Assignment
Purpose	Preparation of a CV and Letter of Application to assist in application to placement organisation and post-degree employability.
Description	CV and Letter of Application for the placement position
Weighting	
Due Date	Week 5
Submission Method	Online via Canvas
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas
Return Method	Not Returned
Feedback Provided	Online - Feedback may be provided by the Course Coordinator or Student Services employment advisor; Assistance in preparation of CV's/letters of application may be requested through Student Services.

Assessment 3 - Reflective Diary

Assessment Type	Written Assignment
Purpose	To provide a documented account of the hours of attendance and activities undertaken during placement and to assess the student's understanding of the links between their placement and their degree program/major; the role of the host organisation in the environmental/development sector; the training received and skills developed; and the impact of the placement on their career development.
Description	Reflective Diary which chronicles the placement experience, indicating dates and times of placement activities and reflections on those activities.
Weighting	
Length	3000 words maximum
Due Date	Week 13
Submission Method	Online via Canvas
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas.
Return Method	Not Returned
Feedback Provided	Online - . Feedback may be provided by the Course Coordinator

Assessment 4 - Seminar

Assessment Type	Presentation
Purpose	To provide experience in visual presentation and oral communication of technical, theoretical and legislative information of relevance to professional practice in the environmental and development sectors.
Description	Face to face oral presentation covering various aspects of the student's own placement experience. Guidelines for content and format available on Canvas.
Weighting	
Length	10 minutes
Due Date	Week 13 - Friday June 7
Submission Method	In Class Oral presentation delivered in class
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas
Return Method	Not Returned
Feedback Provided	In Class - Comments/feedback will be provided directly to students face to face, or via email.

Assessment 5 - Placement Supervisor's Report

Assessment Type	Report
Purpose	To obtain an assessment of the student's workplace performance during placement.
Description	Brief report from the workplace supervisor in relation to the student's initiative, professional conduct, technical competence and communication skills during placement.
Weighting	

Due Date	On completion of placement hours
Submission Method	Online Workplace supervisor to submit directly to the course coordinator
Assessment Criteria	As detailed on the report form
Return Method	Not Returned
Feedback Provided	No Feedback - Availability of feedback is subject to the discretion of the host organisation/workplace supervisor.

ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Grade	Description
Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.
Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.

Attendance

Attendance/participation will be recorded in the following components:

- Workshop (Method of recording: Attendance will be recorded by academic in charge)
- Seminar (Method of recording: Attendance will be recorded by academic in charge)

It is essential that students attend the introductory workshop (week 1) and the final seminar session (week 13).

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. Activity Agreement form (available via Canvas) must be completed together by student and Workplace/Organisation supervisor, or representative. Formal approval, following review of the Activity Agreement and risk assessment, must be given by the course coordinator before placement is commenced.

Withdrawal from Placement Course

Students contemplating withdrawal from the course prior to commencement of a placement should consult the course coordinator prior to withdrawing.

Students contemplating withdrawal after the commencement of a placement, must consult both the course coordinator and the workplace supervisor prior to withdrawing.

WH&S Requirements

Submission of a risk assessment for the proposed placement is a requirement for approval to commence placement.

Completion of a workplace safety induction is a requirement to pass this course.

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:

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 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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