

FSHN3500: Professional Practice

Ourimbah

Semester 1 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description

The transition from the university learning context into the professional workplace environment and the integration of theoretical concepts and knowledge to real world skills and experience is an important component of any student's professional career commencement. This course allows students to implement the theory and learning obtained during their degree program in real-life work settings by providing the opportunity to apply their knowledge and skills through the completion of a Work Integrated Learning (WIL) experience, to be completed in a setting and environment relevant to practicing Nutritionists and Food Technologists. On successful completion of this course, students will improve their skills in job application, career planning, professional conduct and behaviour, teamwork, organisation and management in professional atmospheres. Students will have an active role in organising their WIL experience, however, students will need to consult with the Course Coordinator prior to approaching companies or organisations. The Course Coordinator will ensure the WIL experience is appropriate and does not adversely affect other existing WIL activities or courses of the University. A nominated supervisor within the host organisation will be required. In addition to the 140 hours of WIL, students will be expected to complete up to 40 hours of additional study load, which includes the completion of assessments, and on-campus contact hours.

Academic Progress Requirements

Nil

Requisites

Students who have successfully completed either FSHN3080 or FSHN3090 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 WIL. Students therefore should have successfully completed at least 140 units of their program prior to enrolment in the course.

Contact Hours

Ourimbah

Lecture

Online

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

Placement *

Face to Face Off Campus

140 hour(s) per term starting Week 1

Self-Directed Learning

Self-Directed

34 hour(s) per term starting Week 1

COURSE OUTLINE

www.newcastle.edu.au

CRICOS Provider 00109J

Seminar

Face to Face On Campus

4 hour(s) per term

Assessment of placement - at completion of placement and after submission of final report.

* This contact type has a compulsory requirement.

Unit Weighting 10

Workload 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 **Ourimbah**
Dr Quan Vuong
Vanquan.Vuong@newcastle.edu.au
(02) 43484124
Consultation: By appointment

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

School Office **School of Environmental and Life Sciences**
SO-104 Science Offices
OURIMBAH
CESE-SELS@newcastle.edu.au
(02) 4349 4568 / 4348 4115
9am-5pm (Mon-Fri)

SYLLABUS

Course Content The topics to be covered include:

1. Development of job application skills
2. Professional code of conduct and obligations
3. Development of communication skills in a professional environment
4. Professional development

Course Learning Outcomes **On successful completion of this course, students will be able to:**

1. Identify required knowledge/skills for chosen field of work, goals for WIL and potential risks in the workplace.
2. Communicate effectively in a professional manner both verbally and in writing.
3. Apply knowledge and contribute as part of the team to fulfil workplace tasks.
4. Display professional behaviour in their actions, attitudes and demeanour.
5. Reflect on the application of their theoretical knowledge to the practical requirements of a workplace.
6. Evaluate and report their work experience performance, including their roles, professional strengths and weakness.

COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:

- Placement Has compulsory attendance

Course Assessment Requirements:

- Assessment 1 - Students must demonstrate competency in all listed assessments: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 2 - CV and Cover Letter: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 3 - Supervisor's Report: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 4 - Presentation: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 5 - Reflective Diary: Pass requirement - Must pass this assessment item to pass the course.

Compulsory Placement and WHS Requirements:

- WHS Requirement - Students must complete a Workplace Safety Induction or 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.

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*	Within 2 weeks after completion of the placement.	Individual	100%	1, 2, 3, 4, 5, 6
2	CV and Cover Letter*	Week 3	Individual	Formative	1, 2
3	Supervisor's Report*	Within 2 weeks after completion of the placement.	Individual	Formative	1, 2, 3, 4, 5, 6
4	Presentation*	Within 2 weeks after completion of placement.	Individual	Formative	2, 3, 4, 5, 6
5	Reflective Diary*	Within 2 weeks after completion of placement.	Individual	Formative	1, 2, 5, 6

* This assessment has 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 - Students must demonstrate competency in all listed assessments

Assessment Type	Demonstrated competency
Purpose	Demonstration of competency from work placement.
Description	Student exhibit competency in all listed assessments.
Weighting	100%
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	Within 2 weeks after completion of the placement.
Submission Method	Ongoing Assessment
Assessment Criteria	Refer to the information provided in Assessments 2-5 below.
Return Method	Not Returned

Feedback Provided	No Feedback
Opportunity to Reattempt	Students WILL NOT be given the opportunity to reattempt this assessment.

Assessment 2 - CV and Cover Letter

Assessment Type	Portfolio
Purpose	Preparation of a CV and Letter of Application to assist in application to placement organisation or a job.
Description	CV and Letter of Application. Student must submit these documents to pass this assessment.
Weighting	Formative
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	Week 3
Submission Method	Online Students are required to email the documents to the course coordinator.
Assessment Criteria	Satisfactory completion according to the coordinator's advice and guidelines available on Canvas.
Return Method	Online
Feedback Provided	Online - 2 week after submission. Feedback is given on how to improve CV and Letter of Application.
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 3 - Supervisor's Report

Assessment Type	Report
Purpose	Report from Workplace Supervisor to Course Coordinator on the overall performance of the student at workplace.
Description	A report from Workplace Supervisor on overall performance of the student.
Weighting	Formative
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	Within 2 weeks after completion of the placement.
Submission Method	Online
Assessment Criteria	Workplace supervisor will fill out the form and provide comments on overall performance of the student.
Return Method	Not Returned
Feedback Provided	No Feedback
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 4 - Presentation

Assessment Type	Presentation
Purpose	This task provides the students with an opportunity to report on their placement experience in an articulate, concise, and well-planned manner.
Description	Students are required to present their work experience performance, including their roles, professional strengths, and weakness as well as lessons learned during placement. This presentation demonstrates the students understanding of the requirements and considerations for placement in a professional setting.
Weighting	Formative
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Length	Maximum 20min and 5min for Q&A
Due Date	Within 2 weeks after completion of placement.
Submission Method	In Class Online
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas.
Return Method	Not Returned
Feedback Provided	In Class - Feedback will be given directly to student in class or via email.
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 5 - Reflective Diary

Assessment Type	Journal
Purpose	Reflecting activities of placement at the Workplace.
Description	Reflective diary shows date, time, activities of the student at workplace.
Weighting	Formative
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course..
Due Date	Within 2 weeks after completion of placement.
Submission Method	Online
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas.
Return Method	Not Returned
Feedback Provided	No Feedback
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

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.

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:

- 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

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- 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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