



*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** Making a meaningful contribution to the productivity of a professional organisation is crucial to building 'work-readiness' in students. To this end, students will undertake an internship/placement at a host organisation that has a global orientation and/or which is affected by global trends. Students will be matched, as closely as possible, with placement opportunities that reflect their career interests and disciplinary specialty(ies). Host organisations may be in the for-profit, not-for-profit, government or non-government sectors. In their internship, students may be expected to apply their knowledge and skills to specific work-related tasks in the organisation. Students will also reflect on their own knowledge and skills, and the contribution they could make in an organisation, in order to position themselves for a career upon graduation.

**Sustainable Development Goals**



**Contact Hours**

**Field Study \***

Face to Face Off Campus  
80 hour(s) per Term Full Term

Students must complete a minimum of 80 hours spent at the host organisation.

**Seminar \***

Face to Face On Campus  
6 hour(s) per Term Full Term

Students will complete a minimum of 6 hours of seminars/workshops on campus with additional student support being provided individually/on-line, as required.

\* This contact type has a compulsory requirement.

**Unit Weighting Requisites**

10 units

To enrol in this course students must have successfully completed 30 units of G MBA courses including G MBA6001 and be active in the Master of Business Administration (Global) program (40160). Successful completion of 30 units of G MBA courses (G MBA6001 and 20 units of other G MBA courses).

**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 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 through MBA (Global) courses in a work environment;
2. Define the new skills and knowledge acquired to improve employability;
3. Develop professional networks for future career development;

# COURSE OUTLINE

4. Engage in reflective practices during a work placement to improve personal and business outcomes; and
5. Identify and critique socially responsible and ethical behaviour in organisations.

## ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below:

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Career Planning Document*	Sunday of Week 2 by 11:59pm	Individual	Formative	2
2	Presentation on Placement Experience	Final week of trimester or upon completion of placement hours	Individual	Formative	1, 3, 4
3	Individual Portfolio	Upon completion of placement hours	Individual	Formative	2, 4, 5

**Please note:** students are advised that ALL assessments must be submitted in English. Assessments 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.**

\*This assessment has a compulsory requirement

### Time referenced is time in Newcastle NSW

<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 – Career Planning Document

<b>Assessment Type</b>	Written Assignment
<b>Purpose</b>	To identify and evaluate: <ul style="list-style-type: none"> <li>• Current status of the student's career progress (to date)</li> <li>• Relevant skills, knowledge, or deficits present in each student; and</li> <li>• How the placement experience might connect with a student's previous education, current skills and likely career pathway/employability</li> </ul>
<b>Description</b>	Drawing on knowledge of contemporary career pathways and an evaluation of their personal skills and knowledge areas, students will develop a career planning document that identifies a series of goals and actions for the short-to-medium term. The document will take into account the likely contribution of the current placement experience and wider program of study.
<b>Weighting</b>	This is a formative assessment and will not contribute to your final grade.
<b>Compulsory Requirements</b>	Attempt / Submission Requirement - Students must attempt/submit this assessment item to pass the course.
<b>Length</b>	500-750 words
<b>Due Date</b>	Sunday of Week 2 by 11:59pm
<b>Submission Method</b>	Online – via course CANVAS site
<b>Assessment Criteria</b>	A rubric/guide is available on the course CANVAS site
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online
<b>Opportunity to Reattempt</b>	Students <b>WILL NOT</b> be given the opportunity to reattempt this assessment.

### Assessment 2 – Presentation on Placement Experience

<b>Assessment Type</b>	Presentation
<b>Purpose</b>	For students to critically reflect on both the nature and primary impact of their placement/internship experience, and how it relates to their career planning document (i.e. Assessment 1)
<b>Description</b>	Students will deliver a concise five (5) minute in-class presentation (or video) to an audience of peers and industry stakeholders that summaries the outcomes of their

<b>Weighting</b>	industry placement. Direct reference to components of Assessment 1 is recommended to help estimate the overall value/impact of the student placement experience.
<b>Length</b>	This is a formative assessment and will not contribute to your final grade.
<b>Due Date</b>	Five (5) minutes
<b>Submission Method</b>	Final week of semester
<b>Assessment Criteria</b>	In-class presentation or online via CANVAS (with coordinator permission only)
<b>Return Method</b>	A rubric/guide is available on the course CANVAS site
<b>Feedback Provided</b>	N/A
	In-person (verbal) feedback and overall class feedback

### Assessment 3 – Individual Portfolio

<b>Assessment Type</b>	Portfolio
<b>Purpose</b>	For students to honestly and critically reflect on all key aspects of their placement experience and collate evidence that accurately demonstrates skills and knowledge acquired from placement.
<b>Description</b>	The portfolio requires students to prepare a resource/document that reflects on their profession career objectives, evaluates the completed work placement opportunity and the learning outcomes achieved, including an outline of the evidence that demonstrates the achievements. An updated Resume or Curriculum Vitae also forms part of the portfolio.
<b>Weighting</b>	This is a formative assessment and will not contribute to your final grade.
<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 of week 12 by 11:59 pm or within 48 hours of completion of placement hours (whichever comes first)
<b>Submission Method</b>	Online – via course CANVAS site (or email with course coordinator approval)
<b>Assessment Criteria</b>	A rubric/guide is available on the course CANVAS site
<b>Return Method</b>	Online – via course CANVAS site
<b>Feedback Provided</b>	Online – via course CANVAS site

## SYLLABUS

<b>Course Content</b>	<p>This course requires students to undertake 80 hours of supervised work placement with a host organisation. During this placement, students will have a chance to apply their knowledge and skills in a specific work context. Students will attend compulsory seminars before and after the placement. Seminar content at the commencement of the course will provide content designed to maximise the impact of the experiential learning during placement. Seminar topics will include:</p> <ul style="list-style-type: none"> <li>• Developing a professional identity</li> <li>• Career development planning and reporting</li> <li>• Reflective practice</li> <li>• Conducting a personal professional skills audit</li> <li>• Developing internship learning outcomes</li> <li>• Corporate social responsibility</li> <li>• Business and organisational ethics</li> <li>• Triple bottom line reporting.</li> </ul> <p>A seminar/s will also be scheduled at the end of the teaching term. The seminars will provide an opportunity for students to reflect on and communicate about what they have learned. Students will present an evaluation of their internship to an audience of academics, industry stakeholders, and peers.</p>
<b>Course Materials</b>	All learning resources for this course are provided to students through the course CANVAS site for this course.

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# COMPULSORY REQUIREMENTS

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

**Pre-Placement Requirements:**

Before placement can commence, a placement agreement form (PAF) must be completed and signed by the placement host organisation, the student and the Newcastle Business School. The completion of this form is necessary to comply with university policy regarding insurance coverage during student placements.

**Contact Hour Requirements:**

Field Study Induction Requirement - Students must attend and pass the induction requirements, delivered in the first workshop/seminar before attending any placement sessions.

In order to participate in this course, students must complete the compulsory workshops prior to and at the conclusion of their placement.

**Course Assessment Requirements:**

**Assessment 1 - Written Assignment: Attempt / Submission Requirement -** Students must attempt/submit this assessment item to pass the course. Students must submit a document developed by student and placement supervisor with regard to placement objectives prior to placement.

# SCHEDULE

Week	Topic	Class Preparation	Workshop Activities
1	Introduction to Placement Professional Development (PD) and Career Planning	Prepare or Complete Placement Agreement Form (PAF) using SONIAonline, see Canvas for details	Workshop 1: Skills audit; Placement expectations, Developing Learning Outcomes for Assessment 1
2	Introduction to Placement Professional Development (PD) and Career Planning		Workshop (only if required): Repeat of Week 1 <b>Assessment 1</b> due 11:59 pm Sunday – Week 2
3	<b>Attend Internship/Placement</b>		
4			
5			
6			
7	<b>Attend Internship/Placement</b>	Summarise placement experience thus far to share in class	Workshop 2: Placement Progress and Development of Presentation ( <b>Assessment 2</b> ) and Career Portfolio ( <b>Assessment 3</b> )
8	<b>Attend Internship/Placement</b>		
9			
10			
11			
12	<b>Attend Internship/Placement</b>		Workshop 3: Internship <b>Assessment 2 due:</b> Internship presentation <b>Assessment 3 due:</b> Sunday of Week 12 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 Office

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**PSB Academy Enquiries**

Log your question or request to the PSB Program Executives at the following website:

<http://www.psb-academy.edu.sg/eng>  
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# 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).

<b>Communication Methods</b>	Communication methods used in this course include: <ul style="list-style-type: none"> <li>- CANVAS Course Site: Students will receive communications via the posting of content or announcements on the CANVAS course site.</li> <li>- Email: Students will receive communications via their student email account.</li> <li>- Face to Face: Communication will be provided via face to face meetings or supervision.</li> </ul>
<b>Course Evaluation</b>	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.
<b>Oral Interviews (Vivas)</b>	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 <a href="#">Oral Examination (viva) Procedure</a> . 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 <a href="#">Student Conduct Rule</a> .
<b>Academic Misconduct</b>	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 <a href="https://policies.newcastle.edu.au/document/view-current.php?id=35">https://policies.newcastle.edu.au/document/view-current.php?id=35</a> .
<b>Adverse Circumstances</b>	You are entitled to apply for special consideration because adverse circumstances have had an impact on your performance in an assessment item. This includes applying for an extension of time to complete an assessment item. Prior to applying you must refer to the Adverse Circumstances Affecting Assessment Items Procedure, available at <a href="https://policies.newcastle.edu.au/document/view-current.php?id=236">https://policies.newcastle.edu.au/document/view-current.php?id=236</a> . All applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system, along with supporting documentation.
<b>Important Policy Information</b>	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 <a href="https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures">https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures</a> 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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