

HUMA2000: Local Placements

Callaghan

Summer Term 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

This course enables students to undertake a placement with a local/regional employer while gaining credit towards their degree. It connects the world of university study to the workplace, enabling students to acquire new skills and networks while also putting the skills and knowledge they have acquired in their studies to the test in an authentic setting. The course provides a practical platform for students to develop areas of study into careers.

Students can organise their own placement or apply for one of the pre-defined roles listed on the HUMA2000 webpage.

Contact Hours

Callaghan Placement

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

Workshop *

Face to Face On Campus
2 hour(s) per Term Full Term
1 x 2 hour compulsory on-campus pre-placement workshop.

* This contact type has a compulsory requirement.

The induction workshop is scheduled for **Wednesday 17 January @ 10am-12pm in V106**. In-person attendance is expected, but a zoom link will be made available on Canvas for those who are unable to attend.

Unit Weighting Workload

10
The placement duration is 140 hours.

COURSE OUTLINE

CONTACTS

Course Coordinator	Callaghan Prof. Jesper Gulddal Jesper.Gulddal@newcastle.edu.au Phone: (02) 4921 5166 Consultation (by appointment): in person (SR164) or via zoom
Teaching Staff	N/A
School Office	School of Humanities, Creative Industries and Social Sciences Social Sciences (SR) Building Callaghan HCISS@newcastle.edu.au +61 4985 4500

SYLLABUS

Course Content	Students will participate in a local placement that will enhance their education, cultural awareness, and future career prospects. Students must receive formal approval before commencing their placement and complete compulsory activities before and after their return. For further information please visit HUMA2000.
Course Learning Outcomes	On successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Demonstrate understanding of the local career pathways available for Bachelor of Arts graduates.2. Apply skills and knowledge obtained in their degree studies in the workplace.3. Effectively communicate their placement experiences.
Course Materials	The focus of this course is the placement experience, and there are no required readings. However, some online support materials have been developed for this course with the aim of supporting students in undertaking a placement; they are optional and can be found on the course Canvas site.

COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:

- Induction Workshop – **Wednesday 17 January 2024 @ 10am-12pm in V106.**

Course Assessment Requirements:

- Assessment 1 - Tutorial / Laboratory Exercises (Induction workshop): Pass Requirement - Students must pass this assessment item to pass the course.
- Assessment 2 - Journal: Pass Requirement - Students must pass this assessment item to pass the course.
- Assessment 3 - Demonstrated competency: Pass Requirement - Students must pass this assessment item to pass the course.

SCHEDULE

Students can commence their placement at any time after meeting the following forms have been submitted to the course coordinator (jesper.gulddal@newcastle.edu.au):

- Completed WHS form
- Complete Placement Agreement form

Students generally expected to complete their placement experience within the term period, but extensions are available upon application via email to the course coordinator. Applications must include a firm end date.

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	Pre-Placement Induction Workshop (30%)*	The induction workshop is scheduled for Wednesday 17 January 2024 @ 10-12pm in V106.	Individual	30%	1, 2, 3
2	Report on Placement Experiences (50%)*	16 February 2024 @ 5pm OR 2 weeks after the conclusion of the placement (by agreement with the course coordinator).	Individual	50%	1, 2, 3
3	Workplace Supervisor Assessment (20%)*	16 February 2024 @ 5pm OR 2 weeks after the conclusion of the placement (by agreement with the course coordinator).	Individual	20%	1, 2, 3

* This assessment has a compulsory requirement.

Please note that all assignments in the course are marked either Pass or Fail. Equally, the overall result will be either Pass or Fail. This is to ensure that the emphasis is on the placement experience itself.

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 - Pre-Placement Induction Workshop (30%)

Assessment Type Description

Tutorial / Laboratory Exercises

The induction workshop is mandatory for all students. It introduces student to various aspects

	of workplace culture and professionalism, including time management, teamwork, supervision and reporting lines, dealing with interpersonal conflicts, bullying, WHS, insurance and more.
Weighting	30%
Compulsory Requirements	Pass Requirement - Students must pass this assessment item to pass the course.
Due Date	The induction workshop is scheduled for Wednesday 17 January 2024 @ 10-12pm in V106.
Submission Method	Online
Assessment Criteria	N/a
Return Method	Not Returned
Feedback Provided	Online
Opportunity to Reattempt	Students must pass this assessment item to pass the course

Assessment 2 - Report on Placement Experiences (50%)

Assessment Type	Journal
Description	The 1,500-word report requires you to describe the workplace and the placement experience while at the same time reflecting on learnings, skills acquired, challenges, opportunities and links between your university studies and the workplace.
Weighting	50%
Compulsory Requirements	Pass Requirement - Students must pass this assessment item to pass the course.
Due Date	16 February 2024 @ 5pm OR 2 weeks after the conclusion of the placement (by agreement with the course coordinator).
Submission Method	Online
Assessment Criteria	Will be provided on the course Canvas site.
Return Method	Not Returned
Feedback Provided	Online.
Opportunity to Reattempt	Students WILL NOT be given the opportunity to reattempt this assessment. Students must pass this assessment item to pass the course

Assessment 3 - Workplace Supervisor Assessment (20%)

Assessment Type	Demonstrated competency
Description	When you've completed the placement, your supervisor should provide a brief, one-page assessment of the placement, outlining tasks and responsibilities and offering an overall assessment of your performance.
Weighting	20%
Compulsory Requirements	Pass Requirement - Students must pass this assessment item to pass the course.
Due Date	16 February 2024 @ 5pm OR 2 weeks after the conclusion of the placement (by agreement with the course coordinator).
Submission Method	Online on Canvas
Assessment Criteria	N/a
Return Method	Not Returned
Feedback Provided	Online.
Opportunity to Reattempt	Students WILL NOT be given the opportunity to reattempt this assessment. Students must pass this assessment item to pass the course

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.

Communication	Communication methods used in this course include:
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Methods	<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.
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	<p>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:</p> <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. <p>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</p>
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/no-room-for/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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