



## OVERVIEW

### Course Description

It is time to apply your theory of psychology to the real world. This course requires students to integrate key concepts and best practice theory with practical workplace placement experience. As part of this course, students will undertake work-related placement activities to position themselves for a career after graduation. This consists of combining theory with work-integrated experiential learning supported by online learning modules, workshops, and career guidance.

Students may undertake their Work Integrated Learning (WIL) placements in a broad range of key WIL areas such as Non-Government Organisations, community and volunteer organisations, industry and research laboratories. Students who have successfully completed 160 units at 1000, 2000 or 3000 level (or at the discretion of the Course Coordinator), will be allocated to placements by the Course Coordinator and their preferences may be taken into account. In some cases, students may source their own placements if approved by the Course Coordinator.

### Requisites

This course is only available to students who are enrolled in the Bachelor of Psychological Science [40099], Bachelor of Psychological Science (Advanced) [40211], Bachelor of Criminology/Bachelor of Psychological Science [40271], Bachelor of Psychological Science/Bachelor of Business [40288], Bachelor of Psychological Science/Bachelor of Communication [40289], Bachelor of Psychological Science/Bachelor of Laws (Honours) [40290], or the Bachelor of Psychological Science/Bachelor of Social Science [40291].

### Assumed Knowledge

Successful completion of 160 units at 1000, 2000 or 3000 level.

### Contact Hours

#### Online Activity

Online

4 hour(s) per Term Full Term

Students complete online learning modules related to best practice for Work Integrated Learning. Includes equity and diversity; professional standards; Work Health & Safety, ethics and safety issues.

#### Placement

Face to Face Off Campus

140 hour(s) per Term Full Term starting Week 3

Placements may be on or off campus.

#### Workshop

Face to Face on Campus

9 hour(s) per Term Full Term starting Week 1

Students receive briefings on essential requirements for the workplace, course requirements, assessment procedures and career development. Workshops include developing placement plans, conducting placement risk assessments, record keeping.

### Unit Weighting

10

---

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

## CONTACTS

<b>Course Coordinator</b>	<b>Callaghan and Ourimbah</b> Dr Babette Rae <a href="mailto:Babette.Rae@newcastle.edu.au">Babette.Rae@newcastle.edu.au</a> Consultation: Please email to schedule a face to face or online appointment.
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.
<b>School Office</b>	<b>School of Psychological Sciences</b> W210 - Behavioural Sciences Building Callaghan <a href="mailto:psyc-admin@newcastle.edu.au">psyc-admin@newcastle.edu.au</a> 02 4921 5505  <b>School of Psychological Sciences</b> Room HO 143 - Humanities Building Ourimbah <a href="mailto:asu-ourimbah@newcastle.edu.au">asu-ourimbah@newcastle.edu.au</a> +61 2 4349 4934

## SYLLABUS

<b>Course Content</b>	<ul style="list-style-type: none"><li>• Best practice tools for applied psychology in the workplace</li><li>• Work Health and Safety, Risk and Organisational Policies assessments</li><li>• Developing a career portfolio</li><li>• Self-management and reflection in the workplace</li></ul>
<b>Course Learning Outcomes</b>	<b>On successful completion of this course, students will be able to:</b> <ol style="list-style-type: none"><li>1. Develop a work plan that identifies workplace responsibilities and identifies learning objectives in collaboration with workplace supervisor.</li><li>2. Accurately record, report and correctly store workplace records in accordance with workplace policies and procedures.</li><li>3. Reflect on and evaluate achievement of identified WIL objectives.</li><li>4. Identify and discuss the differences between expected and actual outcomes.</li><li>5. Identify workplace best practice strategies, workplace health and safety issues and ethical considerations in the workplace.</li><li>6. Communicate effectively verbally and in writing.</li></ol>

## COMPULSORY REQUIREMENTS

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

### Course Assessment Requirements:

- Students must demonstrate competency in all listed assessments in order to pass the course.

# SCHEDULE

Week	Week Starting	Course Content	Placement	Assessments/Tasks
1	26 Feb	<p><b>Online Module</b> Students must complete a 4-hour module on Canvas to then complete the Competency Test (due 3<sup>rd</sup> March). The competency test must be passed before being allocated to a placement supervisor.</p> <p><b>Workshop 1</b> Theme: Starting Placement</p>	<p><b>For students who are using university-sourced placements:</b> The <b>Placement Preference Form</b> will become available at 9am on Friday 1<sup>st</sup> March. For preferences to be considered, this <b>must be completed by 9am on Monday 4<sup>th</sup> of March</b>. All information regarding how to complete this will be presented in the Week 1 Workshop. Preferences are not guaranteed but will be accommodated as much as possible. (Note that some placement opportunities require action before Semester begins. These are listed in Modules &gt; Placements on the PSYC3002 Canvas site.)</p> <p><b>For students who are sourcing their own placements:</b> All relevant information must be provided to the Course Coordinator by 9am Monday 4<sup>th</sup> March.</p>	<p><b>Competency Test due Sun 3<sup>rd</sup> March, 11:59pm</b> Multiple choice test on Canvas. Based on the Online Module. A pass must be earned to be eligible for placement. The test will become available for you after you have completed the Online Module.</p>
2	4 Mar		<p><b>Allocation of Placements</b> Placements will be assigned during Week 2 starting <b>Mon 4<sup>th</sup> March at 9am</b>. After being assigned, students will be asked to contact their supervisors as soon as possible to make placement arrangements. The <b>Placement Agreement Form</b> on SONIA must be completed by the student, supervisor, and course coordinator before placement can begin. Information about how to complete this will be covered in the Week 1 Workshop.</p>	<p><b>Placement Agreement Form must be completed before placement hours begin</b> If Placement is to start in Week 3, the Placement Agreement Form must be completed by the 10<sup>th</sup> of March. Note that to be completed, the form must be filled in by the student, the placement Supervisor, and the Course Coordinator.</p>
3	11 Mar		<p style="text-align: center;"><b>PLACEMENT</b></p> <p style="text-align: center;"><b>140 hours of placement experience to be completed between Weeks 3-12.</b></p> <p style="text-align: center;">Exact days/times to be negotiated with your placement supervisor.</p>	
4	18 Mar			
5	25 Mar	<p><b>Workshop 2</b> Theme: Networking</p>		
6	1 Apr			
7	8 Apr			
Break	15 Apr			
Break	22 Apr			
8	29 Apr			
9	6 May	<p><b>Workshop 3</b> Theme: Employability</p>		
10	13 May			
11	20 May			
12	27 May			
13	3 Jun		<p><b>Placement Completion Form</b> to be completed in SONIA as soon as possible after 140 placement hours have been completed. Note that Uni policy states that this form must be completed by the student, supervisor, and course coordinator before Final PSYC3002 Grade can be released to the student.</p>	<p><b>Presentation to be uploaded by Sun 9<sup>th</sup> June, 11:59pm</b> Further details on Canvas</p>

Exam 1	10 Jun			<b>Journal due Sun 16<sup>th</sup> June, 11:59pm</b> Further details on Canvas
-----------	--------	--	--	---

\*Please note: Sometimes placements need to extend beyond Week 12. However, in order to receive your final grade for PSYC3002 on the Fully Graded Date (5<sup>th</sup> July 2024) you must have completed your placement, submitted your presentation and journal, and have completed your Placement Completion Form (and have it signed off by your supervisor and course coordinator) no later than Monday 24<sup>th</sup> June, 11:59pm. This will be particularly important for anyone who plans to graduate after the current Semester.

## ASSESSMENTS

This course has 5 assessments. Students must demonstrate competency in all listed assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Learning Outcomes
1	Online Quiz	Sunday 3 <sup>rd</sup> March, 11:59pm	Individual	5
2	Placement Agreement Form (Proposal)	Sunday 10 <sup>th</sup> March, 11:59pm or before placement commences	Individual	1, 5, 6
3	Placement Completion Form (Report)	Sunday 2 <sup>nd</sup> June, 11:59pm or as soon as possible after placement concludes	Individual	2, 3, 6
4	Presentation	Sunday 9 <sup>th</sup> June, 11:59pm	Individual	3, 6
5	Journal	Sunday 16 <sup>th</sup> June, 11:59pm	Individual	2, 3, 4, 5, 6

### Assessment 1 - Online Quiz

**Assessment Type** Quiz

**Description** Students are required to complete an online Careers Module that covers essential requirements for the workplace including responsibilities and standards, WHS issues, ethical considerations, etc. This content will be assessed in a multiple-choice quiz on Canvas.

The Quiz must be attempted and passed before the student is allocated to a placement.

**Length** 20 multiple choice questions

**Due Date** Sun 3 March, 11:59pm

**Submission Method** Online - The Proposal will be submitted online via Canvas. See the PSYC3002 Canvas site for full details.

**Assessment Criteria** Students will answer 20 multiple choice questions based on the online module. Each question will be worth 0.5 marks towards their final grade. Students must pass this quiz in order to be allocated a placement. Two attempts will be given to each student. Students will have the option to repeat the quiz if they do not pass during their first two attempts.

**Feedback Provided** Online - Students will receive their score immediately after completing the quiz on Canvas. Question by question feedback will be made available after all students have completed the quiz.

**Feedback Provided** Online - Within 3 weeks of submission.

**Compulsory requirement** Must pass this item to pass the course

**Opportunity to Reattempt** Students WILL be given the opportunity to reattempt this assessment. Upon successful completion, student will be able to progress to placement.

## Assessment 2 – Placement Agreement Form

<b>Assessment Type</b>	Proposal
<b>Purpose</b>	Official record of placement agreement between Student, Supervisor, and University
<b>Description</b>	Students are to complete a Placement Agreement Form in the University's SONIA system after consulting with their placement supervisor. (Access to the SONIA system will be given to students during the Week 1 Workshop.) The proposed tasks and duties as well as dates and times of placement are to be including in the form, as well as other placement requirements such as WHS issues, workplaces standards, and proposed outcomes. This form must be signed off by the Placement Supervisor and the Course Coordinator before placement can commence.
<b>Due Date</b>	Sun 10 <sup>th</sup> March, 11:59pm or before placement begins.
<b>Submission Method</b>	Online via the SONIA system. See the PSYC3002 Canvas site and Week 1 Workshop notes for full details.
<b>Assessment Criteria</b>	Assessment Criteria will be provided on the PSYC3002 Canvas site.
<b>Return Method</b>	Online – The Course Coordinator will sign off on your Placement Agreement Form once it has met requirements.
<b>Feedback Provided</b>	If any part of the form needs to be amended, the Course Coordinator will contact you so that you can make adjustments before they sign-off on the form.
<b>Compulsory requirement</b>	Must pass this item to pass the course
<b>Opportunity to Reattempt</b>	Students WILL be given the opportunity to reattempt this assessment. Upon successful completion, student will be able to begin placement.

## Assessment 3 – Placement Completion Form

<b>Assessment Type</b>	Report
<b>Description</b>	Students are to complete a Placement Completion Form in the Sonia system following the completion of their placement. The tasks, duties, and hours completed are to be included in this form.  This form must be signed off by the Placement Supervisor and the Course Coordinator before the Final Grade for PSYC3002 can be released.
<b>Due Date</b>	Sunday 2 <sup>nd</sup> June, 11:59pm or as soon as possible after placement concludes
<b>Submission Method</b>	Online via the SONIA system. See the PSYC3002 Canvas site and Week 5 Workshop notes for full details.
<b>Assessment Criteria</b>	Assessment Criteria will be provided on the PSYC3002 Canvas site.
<b>Return Method</b>	Online – The Course Coordinator will sign off on your Placement Completion Form once it has met requirements.
<b>Feedback Provided</b>	If any part of the form needs to be amended, the Course Coordinator will contact you so that you can make adjustments before they sign-off on the form.
<b>Compulsory requirement</b>	Must pass this item to pass the course
<b>Opportunity to Reattempt</b>	Students WILL be given the opportunity to reattempt this assessment. (Please note that if this assessment item needs to be resubmitted, it may not be graded in time for marks to be released on the Fully Graded Date.)

## Assessment 4 – Presentation video

<b>Assessment Type</b>	Presentation
<b>Purpose</b>	The purpose of this assessment is for students to evaluate success and progress towards the achievement of identified WIL objectives, recognize and reflect on the difference between expected and actual outcomes, and communicate orally with confidence.
<b>Description</b>	Students will record a video presentation and submit it online. The presentation will require students to reflect on their WIL placement experience and frame it in terms of future employability.
<b>Length</b>	5 minutes
<b>Due Date</b>	Sun 9 <sup>th</sup> June, 11:59pm.
<b>Submission Method</b>	Online – The presentation video will be submitted online via Canvas. See the PSYC3002 Canvas site for full details.
<b>Assessment Criteria</b>	Assessment Criteria will be provided on the PSYC3002 Canvas site.
<b>Feedback Provided</b>	Online - Within 3 weeks of submission. Feedback on the assessment will be provided via Canvas.
<b>Compulsory requirement</b>	Must pass this item to pass the course
<b>Opportunity to Reattempt</b>	Students WILL be given the opportunity to reattempt this assessment. (Please note that if this assessment item needs to be resubmitted, it may not be graded in time for marks to be released on the Fully Graded Date.)

## Assessment 5 - Journal

<b>Assessment Type</b>	Journal
<b>Purpose</b>	The purpose of the Journal is for students to demonstrate recording skills, accurate record keeping practices and regular reporting procedures in a timely manner; recognize and reflect on the difference between expected and actual outcomes; demonstrate critical thinking; and communicate in writing with confidence.
<b>Description</b>	The purpose of the journal is for students to demonstrate accurate recording keeping practices, as well as critical thinking, ethical considerations, and reflective writing style.
<b>Length</b>	3,000 words Word limits include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. The word limit will allow a tolerance of 10% and any work after the maximum word limit will not be included within the allocation of marks. In other words, the marker will STOP reading at 3300 words.
<b>Due Date</b>	Sun 16 <sup>th</sup> June, 11:59pm
<b>Submission Method</b>	Online - The Proposal will be submitted online via Canvas. See the PSYC3002 Canvas site for full details.
<b>Assessment Criteria</b>	Assessment Criteria will be provided on the PSYC3002 Canvas site.
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online - Within 3 weeks of submission. Feedback on the assessment will be provided via Canvas.
<b>Compulsory requirement</b>	Must pass this item to pass the course
<b>Opportunity to Reattempt</b>	Students WILL be given the opportunity to reattempt this assessment. (Please note that if this assessment item needs to be resubmitted, it may not be graded in time for marks to be released on the Fully Graded Date.)

## ADDITIONAL INFORMATION

### Grading Scheme

This course is graded as follows:

Grade	Description
Ungraded	There are no marks associated with this result and you have met the level requirements to pass the course.
Pass (UP)	
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:

- Placement (Method of recording: Students will keep a record of their placement hours and will include these in their Journal, as well as their Placement Completion Form that their supervisor and course coordinator will sign off on)

Students will be allocated to their supervisor in Week 2, once they have passed the Competency Test.

### 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.

As a result of student feedback, the following changes have been made to this offering of the course:

- Students will be allowed to source their own placements, assuming they meet the criteria of the course.
- A wider variety of options for placements will be considered.
- Presentations have been moved to a pre-recorded online delivery instead of live presentations given in Week 13.

### 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>

**Reasonable  
Adjustment  
Plan (RAP)**

If you are registered with Accessibility and have been provided with a Reasonable Adjustment Plan (RAP), please ensure that you provide your Course Coordinator with a copy as soon you can or let your Course Coordinator know that you are still waiting for your RAP.

**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.*

© 2024 The University of Newcastle, Australia