

SCIE2001: Professional Employment Skills

Callaghan and Ourimbah
Semester 1 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

OVERVIEW

Course Description

Building your employability takes time. This course shows you how to start that process. You can use the practical activities in this course from now until you graduate to increase your employability. This allows you to take advantage of opportunities when they arise or make your own opportunities in the workforce.

This course will deepen your understanding of how science education prepares you for your future careers. You will find out what skills employers seek and be able to recognise the disciplinary and transferrable skills you have already. You will learn how to communicate your skills to prospective employers in an engaging and evidence-based way. The course also helps you to plan strategically for a fulfilling long-term career even in a world where the employment market is volatile and uncertain.

Academic Progress Requirements

Nil

Contact Hours

Callaghan

Online Activity

Online

3 hour(s) per week(s) for 13 week(s) starting Week 1

Workshop

Face to Face On Campus

2 hour(s) per week(s) for 13 week(s) starting Week 1

Ourimbah

Online Activity

Online

3 hour(s) per week(s) for 13 week(s) starting Week 1

Workshop

Face to Face On Campus

2 hour(s) per week(s) for 13 week(s) starting Week 1

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.

COURSE OUTLINE

www.newcastle.edu.au

CRICOS Provider 00109J

CONTACTS

Course Coordinator	Callaghan and Ourimbah Primary: Mr Mitchell Aafjes mitchell.aafjes@newcastle.edu.au Consultation: Please email to make an appointment. Secondary: Dr Bonnie McBain Bonnie.Mcbain@newcastle.edu.au (02) 4921 8871 Consultation: Please email to make an appointment.
Teaching Staff	Other teaching staff will be advised on the course Canvas site.
School Office	School of Environmental and Life Sciences Room C228 Chemistry Building Callaghan CESE-SELS@newcastle.edu.au (02) 4921 5080 9am-5pm (Mon-Fri) 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	<ul style="list-style-type: none">• Different types of scientists.• The value of skills developed through science education.• The skills that employers seek now, and will seek in the future.• Assessing current skills and skills gaps.• Strategically planning skills development.• Communicating skills to prospective employers.
Course Learning Outcomes	On successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Identify the disciplinary and enterprise skills expected in the workforce of today and in the future;2. Articulate distinct skills gained through science qualifications and other life experiences;3. Strategically prioritise personal skills development and planning, that support career aspirations.

COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:

- Workshop: Students must attend 80% of sessions.

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Understanding the science employment market	Online course content and workshop.	
2	4 Mar	What do employers want?	Online course content and workshop.	
3	11 Mar	Emergent requirements of future science work	Online course content and workshop.	
4	18 Mar	Career designing	Online course content and workshop.	
5	25 Mar	What does a science job look like?	Online course content and workshop.	
6	1 Apr	Evidence of skills and attributes	Online course content and workshop.	
7	8 Apr	Networking skills	Online course content and workshop.	Multimedia Presentation
Mid-Semester Recess				
Mid-Semester Recess				
8	29 Apr	Writing for employment	Online course content and workshop.	
9	6 May	Developing a positive and safe online presence	Online course content and workshop.	
10	13 May	Using social media to maximising employability	Online course content and workshop.	LinkedIn Profile
11	20 May	Skills for job applications	Online course content and workshop.	
12	27 May	Wrapping up	Online course content and workshop.	
13	3 Jun			Reflective Journal Summary
Examination Period				
Examination Period				

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	LinkedIn Profile	Week 10, 19/5/24	Individual	30%	1, 2
2	Reflective Journal Summary	Week 13, 9/6/24	Individual	40%	1, 2, 3
3	Multimedia Presentation	Week 7, 14/4/24	Individual	30%	1, 2

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 - LinkedIn Profile

Assessment Type	Professional Task
Purpose	To provide you with a mechanism to share your employability and build your employer networks
Description	You will develop a LinkedIn profile that showcases your experience and capabilities. You will design LinkedIn posts to communicate your employability.
Weighting	30%
Length	various, see the Canvas course site for details
Due Date	Week 10, 19/5/24
Submission Method	Online
Assessment Criteria	Assessment criteria are detailed in the Assessment section of the Canvas course site.
Return Method	Online
Feedback Provided	Online - 2/6/24. Will include a rubric, in-text editorial suggestions and summary comments.

Assessment 2 - Reflective Journal Summary

Assessment Type	Journal
Purpose	Assessing and planning your employability.
Description	You will reflect on your employability skills and attributes and develop a plan to continue building your employability after the course.
Weighting	40%
Length	1000 words
Due Date	Week 13, 9/6/24
Submission Method	Online Canvas
Assessment Criteria	Assessment criteria are detailed in the Assessment section of the Canvas course site.
Return Method	Online
Feedback Provided	Online - 23/6/23. Will include a rubric, in-text editorial suggestions and summary comments.

Assessment 3 - Multimedia Presentation

Assessment Type	Presentation
Purpose	Practice verbal communication of employability.
Description	You will deliver a verbal pitch about you and your employability.
Weighting	30%
Length	1 minute
Due Date	Week 7, 14/4/24
Submission Method	Online Canvas
Assessment Criteria	Assessment criteria are detailed in the Assessment section of the CANVAS course site.
Return Method	Online
Feedback Provided	Online - 27/4/24. Will include a rubric and summary comments.

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).

Attendance

Attendance/participation will be recorded in the following components:

- Workshop (Method of recording: Manual, hardcopy attendance sheet will be provided in workshops.)

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. Survey results, Course data on student success, Reflective journals & Canvas course site analytics.

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

- More support for communicating employability in written form is included.
- The content of the weekly reflections has been amended.
- The description of the Reflective Summary assessment task has been amended.
- New methods of using AI in building employability are included in the curriculum.

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

The Help button in the Canvas Navigation menu contains helpful information for using the

Information

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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