School of Environmental and Life Sciences

SCIE3002: WIL for the Sciences

Callaghan and Ourimbah

Semester 1 - 2024

OVERVIEW

Course Description

This Work Integrated Learning (WIL) course allows you to apply the theoretical knowledge and practical skills obtained during your Bachelor of Science studies in a professional context. Students may complete their WIL within a range of professional contexts including the private sector, government, university, NGOs or community organisations. The student will have an active role in organising this 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 addition study load, which includes the completion of assessments, and on-campus contact hours.

Academic Progress Requirements

Nil

Requisites

Students must have successfully completed SCIE2002 or SCIE2003.

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

Callaghan & Ourimbah
Placement *
Face to Face Off Campus
140 hour(s) per term starting Week 1
Students must complete the minimum number of hours with their host organisations. Workplace inductions will be undertaken at the workplace at a date and time arranged by the host organisation.

Self-Directed Learning
Self-Directed
40 hour(s) per term
Students are expected to spend an additional 40hrs self-directed learning and to complete all required assessments.

Seminar *
Face to Face On Campus
7 hour(s) per week(s) for 1 week(s)
Individual seminar presentations on the WIL activity and experience.

Workshop
Face to Face On Campus
4 hour(s) per week(s) for 1 week(s)
Pre- placement workshop on Professional Practice

* 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
Callaghan and Ourimbah
Dr John Schjenken
John.Schjenken@newcastle.edu.au
Consultation: Email to arrange consultation with John

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
The topics to be covered include:
- A compulsory workshop on professional practice prior to the commencement of the semester of enrolment and/or prior to approaching potential placement organisations
- A compulsory workplace induction and Workplace Health and Safety requirement. Full information on this compulsory component will be provided in the course outline.
- 140 hours of Work Integrated Learning.
- Reflecting on Work Integrated Learning.
- Communicating on WIL experiences.

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

1. Communicate effectively with others, including managers, and work effectively as a team member in a professional context.
2. Demonstrate through practice the capacity to apply and reflect on learning in their program.
3. Identify and discuss the array of skills required and opportunities available in a chosen career.
4. Describe and articulate the breadth of career and professional pathways available in the science sector and beyond.
5. Demonstrate an understanding of workplace health and safety and environmental risks.
6. Prepare written risk assessments taking into account specific workplace contexts.

COMPULSORY REQUIREMENTS

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

Contact Hour Requirements:
- Seminar Attend 100% of sessions.
- Placement Attend 100% and do induction.

Course Assessment Requirements:
- Assessment 1 - Students must demonstrate competency in all listed assessments (Individual): Pass requirement - Must pass this assessment item to pass the course.
- Assessment 2 - CV and letter of application: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 3 - Reflective Diary: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 4 - Seminar: Pass requirement - Must pass this assessment item to pass the course.
- Assessment 5 - Placement Supervisor's Report: 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.

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Introduction to SCIE3002	Introductory workshop (Compulsory)	
2	4 Mar	Individual student placement		
3	11 Mar	Individual student placement		
4	18 Mar	Individual student placement		
5	25 Mar	Individual student placement		Portfolio - CV and Letter of Application: Due Thursday 28/03/2024
6	1 Apr	Individual student placement		
7	8 Apr	Individual student placement		
Mid-Semester Recess				
Mid-Semester Recess				
8	29 Apr	Individual student placement		
9	6 May	Individual student placement		
10	13 May	Individual student placement		
11	20 May	Individual student placement		
12	27 May	Individual student placement		
13	3 Jun	Student seminar	Placement Seminar	Journal Reflective Diary Due Friday 07/06/2024

Presentation - Seminar Due Monday 03/06/2024 for Ourimbah Tuesday 04/06/2024 for Callaghan

Placement Supervisor's Report Due within 2 weeks of completion of placement. |
| **Examination Period** | | | | |
| **Examination Period** | | | | |

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 (Individual)*	Upon completion of other assessments	Individual	100%	1, 2, 3, 4, 5, 6
2	CV and letter of application*	Week 5	Individual	Formative	1, 2, 3
3	Reflective Diary*	Week 13	Individual	Formative	1, 2, 3, 4, 5, 6
4	Seminar*	Week 13	Individual	Formative	2, 3, 4
5	Placement Supervisor's Report*	Within 2 weeks of completion of placement	Individual	Formative	1, 2, 3, 4, 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 (Individual)

Assessment Type	Demonstrated competency
Purpose	To demonstrate competency across all assessments
Description	Students are required to demonstrate competency across all assessable tasks in this course
Weighting	100%
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Length	N/A
Due Date	Upon completion of other assessments
Submission Method	No submission
Assessment Criteria	Satisfactory completion of all assessable tasks for SCIE3002
Return Method	Not Returned
Feedback Provided	Online - Upon completion of course. Feedback may be provided by Course Coordinator, Sub-discipline coordinator, Careers Services, or Placement Host
Opportunity to Reattempt	Students WILL NOT be given the opportunity to reattempt this assessment.

Assessment 2 - CV and letter of application

Assessment Type	Portfolio
Purpose	Preparation of a CV and Letter of Application to assist in application to placement organisation
Description	Portfolio - CV and Letter of Application
Weighting	
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	Week 5
Submission Method	Online
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas
Return Method	Not Returned
Feedback Provided	Online - Feedback may be provided by Course Coordinator, Sub-discipline coordinator, or Careers Services; Assistance in preparation of CV's/letters of application may be requested

	through Student Services
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 3 - Reflective Diary

Assessment Type	Journal
Purpose	Reflective Placement Journal
Description	Reflective Diary which chronicles the placement experience, indicating dates and times of placement activities and reflections on those activities
Weighting	
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	Week 13
Submission Method	Online
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas
Return Method	Not Returned
Feedback Provided	Online - Feedback may be provided by Course Coordinator, Sub-discipline coordinator, or Careers Services;
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 4 – Seminar

Assessment Type	Presentation
Purpose	Individual seminar presentation on the placement activity and experience
Description	Student will prepare a 15 minute presentation discussing their specific placement activity or experience. Refer to Canvas for description
Weighting	
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Length	15 minutes
Due Date	Week 13
Submission Method	In Class
Assessment Criteria	Satisfactory completion according to guidelines available on Canvas
Return Method	Not Returned
Feedback Provided	In Class - Feedback may be provided by Course Coordinator, Sub-discipline coordinator, Comments may be provided face to face or via email
Opportunity to Reattempt	Students WILL be given the opportunity to reattempt this assessment.

Assessment 5 - Placement Supervisor's Report

Assessment Type	Report
Purpose	Report from Workplace Supervisor to Sub-discipline Coordinator
Description	Proforma will be provided to workplace. Form to be completed online using SONIA
Weighting	
Compulsory Requirements	Pass requirement - Must pass this assessment item to pass the course.
Due Date	Within 2 weeks of completion of placement
Submission Method	Online
	Form will be completed using SONIA
Assessment Criteria	Completion of Placement as outlined in the Activity Agreement entered into by the student and the Placement Organisation
Return Method	Not Returned
Feedback Provided	Online - This feedback report will be provided by the workplace organisation supervisor to the Course Coordinator and may be supplied to the student at the discretion of the workplace supervisor. Students may discuss this report with the Course Co-ordinator for further direct feedback.
Opportunity to Reattempt	Students WILL NOT 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.

Attendance

Attendance/participation will be recorded in the following components:
- Seminar (Method of recording: Attendance will be recorded by academic in charge)
- Workshop (Method of recording: Attendance will be recorded by academic in charge)

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. Activity Agreement form (available via Canvas) must be completed together by student and Workplace/Organisation supervisor, or representative, and formal approval given by Course Coordinator before placement is commenced.

WH&S Requirements

Completion of workplace induction is a requirement to pass this course.

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 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.

Other Information

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

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.