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1. **Staff Contact Details**

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   Consultation: By appointment

2. **Course Details**

   **Unit of Credit:** 6 UoC

   **Course Aims:**
   The Diploma Professional Practice Capstone is the final course of the Diploma of Professional Practice (DPP) which will be delivered entirely on-line. Prior to this, students will have completed Introduction to the Workplace where they have developed skills to manage their career and two professional placements in industry where they have gained valuable real world experience. They will also have completed Introduction to Global Citizenship where they have developed their global competence and Introduction to Leadership and Professional Practice where they have developed an understanding of the contribution they can make as leaders, team players and professionals.

   The focus of the Capstone course will be less on the development of recruitment skills, as this has been comprehensively covered in prior courses (Introduction to the Workplace, PE1 and PP2). Rather, the Capstone course aims to integrate learning gained throughout the DPP and empower students to successfully transition and navigate more complex aspects of the world of work such as, workplace politics, professional standards and ethics, global and cultural literacy, work-life balance, personal branding, intrapreneurship and entrepreneurship, mentoring and networking, performance reviews, negotiating salaries and conditions.

   **Student Learning Outcomes:**

   At the conclusion of this course, students should be able to:

   A. Demonstrate an understanding of the skills and attributes required to successfully transition and navigate the world of work.
   B. Reflect upon and relate their own experiences to the complex nature of work and demonstrate ability to apply learning in various workplace situations.
   C. Demonstrate an understanding of themselves as potential leaders and global citizens, their chosen industry and their ability to market themselves successfully to prospective employers.

   **Graduate Capabilities / Attributes**

   **Graduate Capabilities**

   Scholars who are:
   - capable of independent and collaborative enquiry
   - rigorous in their analysis, critique and reflection
   - capable of effective communication
Professionals who are:
- capable of independent, self-directed practice
- capable of lifelong learning

Graduate Attributes
- The capacity for analytical and critical thinking and for creative problem-solving
- The ability to engage in independent and reflective learning
- The skills of information literacy to appropriately locate, evaluate and use relevant information
- The skills of effective communication

3. Course Rationale

Research has consistently highlighted the competitive nature of the graduate recruitment process. In 2010, Australian graduate employers on average received 780 applications from university students (equivalent to 36 applications per graduate position being offered) (AAGE, 2011). While most students have a strong focus on developing their academic capabilities and aim for the strongest academic results, the transferable skills developed outside the lecture theatres in volunteer and relevant work placements are the major factors that differentiate the best candidates. In 2011, 90 per cent of graduate employers rated teamwork and interpersonal skills as “very important”, far more highly than academic grades. The next most valued attributes were verbal communication and problem solving skills. All of this evidence suggested the need for students to strive for a balance between university and other activities as well as the need to develop employability skills as part of the university experience.

The Diploma of Professional Practice (DPP) is designed to help students become successful professionals. The DPP Capstone has been developed to enhance students’ employability. The primary aim of the course is to support students in building further on their knowledge and skills by marketing and pitching themselves to future prospective employers.

Using innovative learning and teaching practices, students will learn to successfully navigate more complex aspects of the world of work such as:
- Workplace politics (including Leadership styles) / workplace ethics / professional standards
- Intrapreneurship / entrepreneurship
- Performance reviews / negotiating salaries and conditions
- Work-life balance
- Mentoring / networking

They will also demonstrate their understanding of themselves, their strengths, values and global competence and their ability to market themselves to prospective employers via a video pitch and a mock job interview.

Source: The AAGE Employer Survey 2011, The Australian Association of Graduate Employers and High Fliers Research

4. Teaching Strategies

The course content is entirely on-line allowing maximum flexibility for students. These online activities will include specific tasks for discussion and problem-solving based around course content in different media (such as readings and video material). Students will also use the online environment to engage in the course assessment, for example, through posting videos and being involved in forum discussions.
5. **Attendance & Participation**

**Online Content:** Students are expected to complete the online content within the designated timeframe. This includes completing any self assessments tasks, assigned reading and online activities as required.

6. **Course Outline and Assessment Summary**

<table>
<thead>
<tr>
<th>Week Starting</th>
<th>Course Components</th>
<th>Delivery</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk 2, 9 Mar</td>
<td><strong>Forum discussions on how to successfully navigate the world of work (30%)</strong></td>
<td>Online</td>
<td>Weekly forum discussion on seven topics by Friday at 5pm</td>
</tr>
<tr>
<td>Wk 3, 16 Mar</td>
<td>Topic 1 Forum: Personal Branding</td>
<td>Online</td>
<td>By Fri 13 Mar, 5pm</td>
</tr>
<tr>
<td>Wk 4, 23 Mar</td>
<td>Topic 2 Forum: Presentation Skills</td>
<td>Online</td>
<td>By Fri 20 Mar, 5pm</td>
</tr>
<tr>
<td>Wk 5, 30 Mar</td>
<td>Topic 3 Forum: Navigating Workplace Politics</td>
<td>Online</td>
<td>By Fri 27 Mar, 5pm</td>
</tr>
<tr>
<td>Wk 5, 30 Mar</td>
<td><strong>Video Pitch to Employer (20%)</strong></td>
<td>Online</td>
<td>By Wed 1 Apr, 12 noon</td>
</tr>
<tr>
<td></td>
<td><strong>Mid-Semester Break Fri 3 – Sun 12 Apr</strong></td>
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</tr>
<tr>
<td>Wk 6, 13 Apr</td>
<td>Topic 4 Forum: Working Conditions and Entitlements</td>
<td>Online</td>
<td>By Fri 17 Apr, 5pm</td>
</tr>
<tr>
<td>Wk 7, 20 Apr</td>
<td><strong>Mock Interview (30%)</strong></td>
<td>Face-to-Face</td>
<td>Mock interviews booked and completed with a careers consultant between Mon 13 Apr – Fri 24 Apr</td>
</tr>
<tr>
<td>Wk 7, 20 Apr</td>
<td>Topic 5 Forum: Intrapreneurship vs entrepreneurship</td>
<td>Online</td>
<td>By Fri 24 Apr, 5pm</td>
</tr>
<tr>
<td>Wk 8, 27 Apr</td>
<td>Topic 6 Forum: The Importance of Work Life Balance</td>
<td>Online</td>
<td>By Fri 1 May, 5pm</td>
</tr>
<tr>
<td>Wk 9, 4 May</td>
<td>Topic 7 Forum: Mentoring and Networking</td>
<td>Online</td>
<td>By Fri 8 May, 5pm</td>
</tr>
<tr>
<td>Wk 11, 18 May</td>
<td><strong>Report on how to successfully navigate the world of work (20%)</strong></td>
<td>Online</td>
<td>Submitted by Fri 22 May, 5pm</td>
</tr>
</tbody>
</table>
Topics to be covered:

How to Successfully Navigate the World of Work
Each week students will be asked to research and write on-line posts in Moodle on each of the following topics.

1. Personal Branding
2. Presentation Skills
3. Navigating Workplace Politics
4. Working Conditions and Entitlements
5. Intrapreneurship vs entrepreneurship
6. The Importance of Work-Life Balance
7. Mentoring and Networking

7. Late Penalty & Special Consideration

Late Penalty:
Late submission of an assessment without prior (i.e. at least 24 hour) written permission from the course convener is NOT acceptable. Five percent of the assessment value will be deducted for each 24 hour cycle where an assessment is late without written permission. For example, if the assessment is worth 30% of the overall course mark, 1.5 marks will be deducted for each 24 hour cycle.

Special Consideration:
UNSW Policy and information on special consideration can be found at: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html. Application for special consideration must be made within 3 working days of the assessment to which it refers.

8. Resources

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Got My Dream Job and So Can You: 7 Steps to Creating Your Dream Job After College</td>
<td>Book</td>
<td>Leibman, P.</td>
<td>Amazon</td>
<td>978-0-8144-2020-1</td>
</tr>
<tr>
<td>The Graduate Edge</td>
<td>Book</td>
<td>Mackenzie, J</td>
<td>Development Beyond Learning International</td>
<td>978-0-9871859-0-7</td>
</tr>
<tr>
<td>Everything You Need to Know at Work</td>
<td>Book</td>
<td>Woods, C</td>
<td>Pearson's Education</td>
<td>0-273-66163-9</td>
</tr>
</tbody>
</table>
Consultation
Your course convener has one designated hour per week for consultation, and may also be available for a one-off consultation outside this time. The consultation time can be used for answering questions that you do not feel comfortable voicing in class or through the online forum. It is the necessary to email your course convener prior to book an appointment.

Career Resources and Support
UNSW Careers and Employment provide a range of resources and services to assist UNSW students with their career development. You can register for individual career advice appointments to speak to a careers consultant in regards to your career development, to obtain feedback on your job application or to practice your interview skills. For more information and to register for an appointment, go to www.careers.unsw.edu.au.

Academic Support
The Learning Centre offers academic skills support to all students enrolled at The University of New South Wales. They assist students adjusting to academic culture and to new approaches to learning and teaching. The Centre also offers a range of learning and language assistance programs through workshops, individual consultations and student self-access materials. Visit www.lc.unsw.edu.au for more information.

9. Plagiarism

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see: http://www.lc.unsw.edu.au/plagiarism/index.html. In brief:

Plagiarism is the presentation of the thoughts or work of another as one’s own.* Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person’s assignment without appropriate acknowledgement;
- paraphrasing another person’s work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†
Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism. Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at: www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne.

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: http://www.lc.unsw.edu.au/plagiarism/index.html as well as the guidelines in the online ELISE Plus tutorial for all new UNSW students: http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm

To see if you understand plagiarism, do this short quiz: http://www.lc.unsw.edu.au/plagiarism/plagquiz.html

For information on how to acknowledge your sources and reference correctly, see: http://www.lc.unsw.edu.au/onlib/ref.html