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1. **Staff Contact Details**

**Contacting the School**
When contacting course administrators or academic supervisors, you MUST use your official UNSW email. We will ONLY respond to emails from official UNSW addresses. You should also check your UNSW email address regularly, as communications from the DPP Office will only use this address.

**Course Convener**
Sophie Zdenkowski  
UNSW Co-op Program  
Tel: 93859768  
E: s.zdenkowski@unsw.edu.au

**Course Tutor**
Sarah Robuck  
s.ro buck@unsw.edu.au

Face to face consultation by confirmed email appointment  
Address: UNSW Scholarships and Co-op Program Office, Library Annex

2. **Course details**

**Credit Points**: 6 units of credit

**Course Aims**
This course will enable students to explore and gain a practical understanding of the requirements and expectations of a workplace through a work placement in which they will complete a project, an experience which will improve professional skills and their competitiveness in the graduate recruitment process. Students will investigate the knowledge, capabilities and soft skills required in their chosen work environment and become familiar with relevant career theories and how relate to career planning.

**Student learning outcomes**
At the conclusion of this course, students should be able to:
1. articulate ways to make successful transitions to the workplace across a variety of learning situations
2. identify and integrate relevant career theories in relation to assigned career development tasks and their own career management plans
3. demonstrate initiative and problem solving skills within in a ‘real work’ context
4. demonstrate through ongoing revision, the ability to develop or refine their basic professional skills and capabilities
5. demonstrate the ability to identify and explain the organisation’s objectives, structure, management style and culture based on their own reflections of the organisation
6. articulate and speculate on the value of their own contributions during the placement

**Graduate Capabilities / Attributes**

Scholars who are capable of:
- applying theory to real world practice
- working independently as well as collaboration in a multi-team environment
- analytical and critical thinking
- creative problem-solving
- effective communication

Professionals who are:
- independent, reflective and lifelong learners
- aware and appreciate diversity
- effective working in a team and collaborative in diverse contexts
3. **Diploma and Course Rationale**

**The Diploma of Professional Practice (DPP)**

UNSW aspires to develop graduates who are rigorous scholars, capable of leadership and professional practice in an international community. In partnership with studies in their chosen discipline(s), the DPP aims to provide students with opportunities to further enhance their capabilities, skills and knowledge to pursue professional careers nationally and internationally. It does so by providing students with formal, structured work-based opportunities to systematically reflect upon and develop their knowledge, skills and capabilities as professional practitioners, team players, future leaders and global citizens.

**Professional Practice 1 (PP1)**

This course will focus on guiding and supporting students to gain exposure to the world of work and hands on practical experience that will help their career development and improve their graduate recruitment prospects. Students will be supported by the DPP office to organise their own work placement for a minimum of four weeks (full time equivalent, i.e. 140-160 hours).

During their first week (or first 35 hours if working part time) students will seek out a project whereby they can add value and further develop their own professional skills and/or awareness. In discussion with their supervisor and/or team, the project idea will be developed into a proposal articulating how the associated tasks provide positive outcomes for both themselves and the organisation. Students then have the remaining placement hours to carry the project out, review activities with supervisor and team and evaluate outcomes. The project goals, strategy, methodology, implementation, results and evaluation will then be written up and submitted as their placement project report. Completed student and supervisor placement evaluation forms will be included in this report as an ungraded appendix item. Students will also investigate how people in the organisation have developed their careers and asked to identify one person in the workplace to conduct a formal Career Information Interview. Students will need to structure the interview to gain insight into chosen career concepts and assist them to start to structure their own career management plans. At the conclusion of the placement students will be asked to critically reflect on their own skill development and submit professional portfolio pieces which encourage them to explore ways in which this recent experience has impacted their career plans and highlight newly acquired experiences and achievements for future recruitment processes.

4. **Teaching Strategies**

Central to the course is a professional work placement where students will be required to complete a project which will add value to the organisation and will develop the skills and capabilities of the students. Prior to the first placement students attend a mandatory workshop to ensure they are well prepared for the placement. This workshop will cover the following topics:

- An outline of placement and project requirements, and assessment task expectations
- Workplace expectations - ethics, professional communication, attitude and presentation.
- Advice on ways to get the most from your placement experience – networking and mentoring opportunities, keeping an open mind, questioning current practice and pursuing best practice, etc
- Typical workplace policies and procedures
- Support during placement - contact structures for assistance within the workplace and at UNSW.

Following this initial workshop, students will be required to regularly engage in online activities which will assist them to develop ideas that contribute to the assessment tasks and evidence this development. After completion of the placement, students will be required to attend a second mandatory half day workshop at which they will present on their Career Information Interview and share some of their placement experiences with their peers. There are three placement associated assessable tasks for this course: **Career Information Interview** (Report and Presentation); **Placement Project** (Report, Experience Sharing, Self Evaluation, Supervisor Evaluation); **Portfolio** (Self Reflection and Post Placement Development Statements).
5. Key Dates

Summary

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Mode of Delivery</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Placement Workshop (PrePW)</td>
<td>Saturday 23 March</td>
<td>Face to Face</td>
<td>Scholarships Office</td>
</tr>
<tr>
<td>Placement and Course Work</td>
<td>4 March – 7 June</td>
<td>Online</td>
<td>Moodle</td>
</tr>
<tr>
<td>Career Information Interview Report</td>
<td>Thursday 16 May</td>
<td>Online</td>
<td>Moodle</td>
</tr>
<tr>
<td>Project Placement Report</td>
<td>Thursday 30 May</td>
<td>Online</td>
<td>Moodle</td>
</tr>
<tr>
<td>Post Placement Workshop (PostPW)</td>
<td>Saturday 1 June</td>
<td>Face to Face</td>
<td>Scholarships Office</td>
</tr>
<tr>
<td>Submit final assignments</td>
<td>Saturday 8 June</td>
<td>Online</td>
<td>Moodle</td>
</tr>
</tbody>
</table>

NB. Students must have undertaken Introduction to the Workplace in a prior session to enrol in Professional Practice 1 for Semester 1.

Course Schedule

<table>
<thead>
<tr>
<th>Stage/Date</th>
<th>Course Components</th>
<th>Mode of Delivery</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PrePW Saturday 23 March</td>
<td>Introduction to workplace expectations, placement requirements &amp; assessments</td>
<td>Face to Face</td>
<td></td>
</tr>
<tr>
<td>Placement hours must occur during</td>
<td>Commence online course work via Moodle in conjunction with 140-160 hrs placement</td>
<td>Online via Moodle</td>
<td>The proposal is either approved to proceed or sent back for revision and</td>
</tr>
<tr>
<td>Semester 1 March 4 – June 7</td>
<td>&amp; project</td>
<td>Email to DPP office</td>
<td>resubmission. The proposal is not a graded assessment.</td>
</tr>
<tr>
<td>Placement Project Development</td>
<td>Placement project proposal must be submitted and approved within the first 35</td>
<td>Online via Moodle</td>
<td>Assessment 1A: Career Information Interview Report</td>
</tr>
<tr>
<td></td>
<td>hours of placement – do not leave this to the last minute – submit draft ideas</td>
<td></td>
<td>Assessment 2A: Placement Project Report</td>
</tr>
<tr>
<td></td>
<td>early for feedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Submission: 5pm</td>
<td>Submit assessment tasks</td>
<td>Online via Moodle</td>
<td></td>
</tr>
<tr>
<td>Thursday 16 May</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Submission: 5pm</td>
<td>Submit assessment tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday 30 May</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PostPW (Assessment Delivery)</td>
<td>Students are expected to deliver presentations, asked to peer review others’</td>
<td>Face to Face</td>
<td>Assessment 1B: Career Information Interview Presentation AND Assessment</td>
</tr>
<tr>
<td>Saturday 1 June</td>
<td>presentations and share placement experience in group discussion</td>
<td></td>
<td>2B: Placement Project Sharing</td>
</tr>
<tr>
<td>Final Assessment Submissions</td>
<td></td>
<td>Online via Moodle</td>
<td>Assessment 3A: Self Reflection AND 3B: Post Placement Development</td>
</tr>
<tr>
<td>5pm, Saturday 8 June</td>
<td></td>
<td></td>
<td>Statements</td>
</tr>
<tr>
<td>Course Evaluation</td>
<td>Students to provide feedback on course content and structure.</td>
<td>Online via Moodle</td>
<td></td>
</tr>
</tbody>
</table>
6. Attendance and Participation

It is mandatory for students undertaking this course to attend face to face pre-placement and post-placement workshops. Students are also expected to engage online in discussion and activities throughout session.

7. Assessment Summary

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Type</th>
<th>%</th>
<th>Learning Outcomes</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1: Career Information Interview</td>
<td>A) Career Information Interview Analysis Report (750 words)</td>
<td>15%</td>
<td>1,2,4</td>
<td>5pm Thursday 16 May</td>
</tr>
<tr>
<td></td>
<td>B) Career Information Interview Presentation (5 mins)</td>
<td>15%</td>
<td>1,2,4</td>
<td>At PostPW: Saturday 1 June</td>
</tr>
<tr>
<td>Assessment 2: Placement Project</td>
<td>A) Placement Project Report (1500 - 2000 words)</td>
<td>40%</td>
<td>1,3,4,5</td>
<td>5pm Thursday 30 May</td>
</tr>
<tr>
<td></td>
<td>B) Placement Project Experience Sharing (Group Discussion)</td>
<td>5%</td>
<td>1,2,5,6</td>
<td>At PostPW: Saturday 1 June</td>
</tr>
<tr>
<td></td>
<td>C) Engagement in online discussions and activities</td>
<td>5%</td>
<td>1,2,3,4,5,6</td>
<td>Throughout session</td>
</tr>
<tr>
<td>Assessment 3: Portfolio</td>
<td>A) Self Reflection (1000 words)</td>
<td>10%</td>
<td>1,2,3,4,6</td>
<td>5pm Saturday 8 June</td>
</tr>
<tr>
<td></td>
<td>B) Post Placement Development Statements (500 words)</td>
<td>10%</td>
<td>1,4,6</td>
<td>5pm Saturday 8 June</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Submission of Assessment Tasks

Submission:

Oral presentations and sharing are to be delivered at the allocated PostPW. Written assessment tasks must be submitted via Moodle by 5pm on the due date given above.

Late Penalty:

Late submission of a written assessment task without prior (i.e. at least 24 hour) written permission from the Course Convenor is NOT acceptable. Five percent of the assessment value will be deducted for each 24 hour period which an assessment is late without written permission, e.g. for an assessment worth 30% of the overall course mark, 1.5 marks will be deducted for each 24 hour period.
Special Consideration:

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

9. Resources

Readings

Set readings 1-7 are available as downloads and set reading 8 is available via a link, all on Moodle via myUNSW (my.unsw.edu.au)

1. Plodders, pragmatists, visionaries and opportunists: career patterns and employability
Author(s): Marilyn Clarke
Publisher: Emerald Group Publishing Limited
Year Published: 2009

Author(s): Patton, W. A., & McMahon, M. L.
Publisher: Rotterdam: Sense Publishers
Year Published: 2006

3. The key to employability: Developing a practical model of graduate employability.
Author(s): Pool, L. D., & Sewell, P.
Publisher: Emerald Group Publishing Limited
Year Published: 2007
Location of Article: Education & Training, 49, 277-289

4. Order and chaos: A twenty-first century formulation of careers
Author(s): Pryor, R. G. L., & Bright, J. E. H.
Year Published: 2003

5. Protean and boundaryless careers: A study on potential motivators
Author(s): Segers, J., Inceoglu, I., Vloeberghs, D., Bartram, D., & Henderickx, E.
Year Published: 2008

Author(s): Taber, B. J., Hartung, P. J., Briddick, H., Briddick, W. C., & Rehfuss, M. C.
Year Published: 2011

7. Career: more than just a job
Publisher: myfuture is a joint initiative of Australian, state and territory governments
More information: At bottom of page click on the Career: more than just a job link
8. Career theory and Models
URL: http://www2.careers.govt.nz/educators-practitioners/career-practice/career-theory-models/
Publisher: Careers New Zealand

Recommended Resources

1. ‘Career counseling of college students: An empirical guide to strategies that work’;
   (pp. 3-21), Established career theories
   Author(s): Hartung, Paul J; Niles, Spencer G.
   Publisher: American Psychological Association, Washington, DC
   Year Published: 2000

2. Informational Interview: Rupert Myer Website
   URL: http://tv.unsw.edu.au/video/yakety-yak-rupert-myer-may-2010-avi
   Publisher: UNSW

3. Information Interviews Website
   Publisher: UNSW Careers and Employment

Further reading resources can found via the UNSW Library website:
(http://info.library.unsw.edu.au/web/services/services.html)

Additional Student Resources and Support

UNSW Careers and Employment
Careers and Employment empowers students with the skills to successfully develop their careers

UNSW Counselling and Psychological Services
The UNSW Counselling and Psychological Services provides a free and confidential service to all
students enrolled at UNSW. A range of services are offered to assist students to make the most of
their university experiences. https://www.counselling.unsw.edu.au

UNSW Learning Centre
The Learning Centre offers academic skills support to all students enrolled at The University of New
South Wales. The website http://www.lc.unsw.edu.au/ has information about The Learning Centre,
its staff, its services and courses. These include individual writing consultations, academic skills
workshops, a resource library and our online academic skills resources.

Library Training and Search Support Services
The UNSW library provides a range of services specifically for undergraduate students
http://www.library.unsw.edu.au/servicesfor/students.html

Student Equity and Disabilities Unit
The Student Equity and Disabilities Unit (SEADU) is committed to ensuring that every student’s
experience of the University of New South Wales is free from discrimination and
harassment. http://www.studentequity.unsw.edu.au

UNSW IT Service Centre
If you require support for IT related matters contact the IT Service Centre.
10. Referencing and Plagiarism

You must provide a reference whenever you quote, paraphrase or summarise someone else’s ideas, theories or data. You must also reference any graphic information you use. Students will be expected to use Harvard Referencing. For more information about how to reference correctly in this style, go to: http://www.lc.unsw.edu.au/onlib/ref.html

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/ as well as the guidelines in the online ELISE and ELISE Plus tutorials 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

11. Course evaluation and development

As this is a new course we depend on your feedback to ensure it meets the needs of students and so that further improvements can be made. Each session feedback will be sought from students and other stakeholders about the courses offered in the Diploma of Professional Practice (DPP). UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process is one of the ways in which student evaluative feedback is gathered. Students’ feedback will be gathered at the end of the course via a course evaluation survey and standard CATEI evaluation. Students may also make any suggestions for improvement to the course directly to convenors or to the DPP office.