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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**
Sarah Robuck
s.robuck@unsw.edu.au
Face to face consultation by confirmed email appointment

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 they relate to their own 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 start to structure their own career management plans. Throughout the semester students will be asked to engage online with their peers and critically reflect on their own skill development, and at the conclusion of the course they will be required to submit a professional portfolio piece to 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 with peers and offer self reflections of their own development through the experience. Other online activities are also provided to assist students to develop ideas that contribute to the assessment tasks. After completion of the placement, students will be required to attend a second mandatory 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 that centre around students’ professional development and career planning: *Career Information Interview* (Report and Presentation); *Placement Report*; and *Portfolio* (Self Reflection Statements and Post Placement Development Statements).
5. Key Dates

Summary

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Mode</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop 1</td>
<td>Tuesday 2 July</td>
<td>Face to Face</td>
<td>Scholarships Office</td>
</tr>
<tr>
<td>Placement and Course Work</td>
<td>1 July – 11 Oct</td>
<td>Online</td>
<td>Moodle</td>
</tr>
<tr>
<td>Project Placement Report</td>
<td>Friday 27 September</td>
<td>Online</td>
<td>Moodle</td>
</tr>
<tr>
<td>Workshop 2</td>
<td>Thursday 3 October</td>
<td>Face to Face</td>
<td>Scholarships Office</td>
</tr>
<tr>
<td>Final assignment submission</td>
<td>Friday 11 October</td>
<td>Online</td>
<td>Moodle</td>
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NB. Students must have undertaken Introduction to the Workplace in a prior session to enrol in Professional Practice 1 for Semester 2.

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>Workshop 1</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</td>
<td>Commence online course work via Moodle in conjunction with 140-160 hours placement &amp; project</td>
<td>Online via Moodle</td>
<td>Note: Online activities and engagement will commence after workshop 1, online self reflection contributions throughout the session will contribute to grade for Assessment 3.</td>
</tr>
<tr>
<td>during Semester Winter break/Semester 2</td>
<td>To confirm placement and student insurance DPP office placement forms must be submitted to DPP office before placement hours commence.</td>
<td>Online to DPP office via Placement Management System</td>
<td></td>
</tr>
<tr>
<td>Placement Project Development</td>
<td>Placement project proposal must be submitted and approved within the first 35 hours of placement – do not leave this to the last minute – submit draft ideas early for feedback</td>
<td>Online via Moodle</td>
<td>The proposal is either approved to proceed or sent back for revision and resubmission. The proposal is not a graded assessment.</td>
</tr>
<tr>
<td>Assessment Submission: 5pm</td>
<td>Submit assessment tasks</td>
<td></td>
<td>Assessment 2: Placement Project Report</td>
</tr>
<tr>
<td>Workshop 2 (Assessment Delivery)</td>
<td>Students are expected to deliver presentations, asked to peer review others’ presentations and share placement experience in group discussion</td>
<td>Face to Face</td>
<td>Assessment 1: Career Information Interview Presentation and written report submission</td>
</tr>
<tr>
<td>Final Assessment Submissions</td>
<td>5pm, Friday 11 October</td>
<td>Online via Moodle</td>
<td>Assessment 3: Post Placement Development Statements</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>Analysis Report (750 words) and Presentation (10 mins)</td>
<td>30%</td>
<td>1,2,4,6</td>
<td>Presentation to occur at Workshop 2: Thursday 3 October and written report due 5pm same day</td>
</tr>
<tr>
<td>Assessment 2: Placement Report</td>
<td>Written Report (1500 words)</td>
<td>45%</td>
<td>3,4,5</td>
<td>5pm, Friday 27 September</td>
</tr>
<tr>
<td>Assessment 3: Portfolio</td>
<td>Self Reflection Statements (online discussion) and Post Placement Development Statements (500 words)</td>
<td>25%</td>
<td>1,2,3,4,6</td>
<td>Online self reflective discussion will occur throughout session. Post placement development statements will be due 5pm, Friday 11 October</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total 100%</td>
</tr>
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8. Submission of Assessment Tasks

Submission:
Oral presentations and sharing are to be delivered at the allocated Workshop 2. 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](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

Recommended Readings
To get the most from the course work it is highly recommended that students refer to the following reading list to broaden their understanding of the course content.

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
9. ‘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

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

11. 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 and links employers with students and graduates. [http://www.careers.unsw.edu.au/](http://www.careers.unsw.edu.au/)

**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](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/](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](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](http://www.studentequity.unsw.edu.au)

**UNSW IT Service Centre**  
If you require support for IT related matters contact the [IT Service Centre](http://www.it.unsw.edu.au).
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](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/](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](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](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](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.