Table of Contents

1. Staff Contact Details
2. Course Details
3. Diploma and Course Rationale
4. Teaching Strategies
5. Key Dates
6. Attendance & Participation
7. Assessment Summary
8. Submission of Assessments
9. Resources
10. Referencing and Plagiarism
11. Course evaluation and development
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
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 further understanding of the practical requirements and expectations of a workplace through a second vocational placement in which they will again seek out a way to add value to an organisation and undertake a negotiated project which will also improve their professional skills and capabilities as well as contribute to their growing portfolio of professional experience. In this second placement students will be required to investigate the leadership and organisational culture of their workplace to build a broader awareness of the professional and organisational culture setting they have chosen.

**Student learning outcomes**
At the conclusion of this course, students should be able to:
1. conduct an analysis of the workplace environment in terms of leadership and organisational culture based on relevant theory integrated with their own reflections of the organisation
2. demonstrate initiative and problem solving skills within in a ‘real work’ context
3. demonstrate through ongoing revision, the ability to develop or refine their basic professional skills and capabilities
4. articulate and speculate on the value of their own contributions during the placement
5. articulate and speculate on their own personal and professional development through experience gained in the Diploma Program

**Graduate Capabilities / Attributes**

Scholars who are capable of:
- reflecting and analysing the leadership and work culture of an organisation
- working independently as well as collaboration in a multi-team environment
- creative problem-solving
- effective communication

Professionals who:
- are independent, reflective and lifelong learners
- can demonstrate initiative and add value to an organisation
- are conscious of leadership and organisational culture and their impact on working outcomes
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 2 (PP2)
Professional Practice 2 provides students of the DPP, who have completed Professional Practice 1 (PP1), with an opportunity for a second work placement in a different organisation which will add further value to their career development. Students are encouraged to draw on the lessons, achievements and workplace feedback gained in PP1 and the knowledge and insights from other DPP courses they have completed to maximize benefits gained from this second opportunity in the workplace. Students are required to organise their own second vocational placement of a minimum of four weeks (full time equivalent, i.e. 140-160 hours) based in Australia or overseas. The workplace may be related to their discipline, a workplace chosen to develop targeted skills, or a not for profit organisation where they can gain relevant skills and an appreciation of Corporate Social Responsibility.

As in PP1, 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, ideally in new ways that extend the student’s skills and capabilities beyond what they achieved in their first placement. Students 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 be required to observe, investigate, research and report back on the leadership and organisational culture of their workplace based on relevant theory integrated with their own constructive reflections of the organisation. The knowledge gained from this activity will form the basis of a case study which will be reported on in any way the student sees suitable and then presented to class peers at the second workshop. While the case study product is free form/mode, it must be industry relevant and ideally allowing the student to further demonstrate professional skills required of their chosen working environment, initiative and creativity.

Throughout the placement students will record and critically reflect on certain directed aspects of their performance and that of the organisation. Comparing and contrasting their experience to their first placement, students will be required to discuss their own personal development with their peers online. At the conclusion of the course, students will be asked to deliver an industry relevant portfolio piece which demonstrates professional development over the duration of the Diploma. This piece can be written, graphic or a video (subject to prior approval) and will be shared with peers and industry guests at the second workshop.
4. Teaching Strategies

Central to the course is the second work placement. Prior to the placement students are required to attend a mandatory workshop to ensure they are well prepared for the placement and the associated assessment tasks. This workshop will cover the following topics:

- Outline of placement requirements and the assessable tasks associated with PP2.
- Review and recap on workplace expectations.
- Going beyond your first placement experience – discussion of how to broaden goals of the second placement, enhance skills, broaden industry connections and increase industry/commercial awareness.
- Support during placement - contact structures for assistance within the workplace and at UNSW.

Following this workshop, students will be required to regularly engage in online discussions and 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 the a second workshop at which they will formally present their cultural case study and share case study and professional development show case pieces with their peers in a DPP showcase.

Students are expected to present/submit work for the three placement associated assessable tasks: Leadership and Organisational Case Study - case study show case piece with supporting report and presentation; Placement Project; and Portfolio – directed online self reflections/peer discussion and professional development showcase piece.

5. Key Dates

Summary

| Workshop 1 | 1 July | Face to Face | Scholarships Office |
| Placement and Course Work | 1 July – 5 October | Online | Moodle |
| Project Placement Report | 26 September | Online | Moodle |
| Workshop 2 | 4 October | Face to Face | Scholarships Office |

NB. Students must have undertaken Professional Practice 1 in a prior session to enrol in Professional Practice 2 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: 4-8pm Monday 1 July</td>
<td>Recap on workplace expectations, strategise how to get more from second placement and clarification on placement associated assessments</td>
<td>Face to Face</td>
<td>Assessment 3.</td>
</tr>
<tr>
<td>Placement hours must occur between 1 July – 5 October</td>
<td>Commence online course work via Moodle in conjunction with 140-160hrs placement and project. To confirm placement and student insurance DPP office placement forms must be submitted to DPP office before placement hours commence.</td>
<td>Online via Moodle</td>
<td>Note: Online reflection activities and peer discussion will commence after workshop 1, these contributions throughout the session will contribute to Assessment 3.</td>
</tr>
</tbody>
</table>
### Placement Project Development

The 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. Online via Moodle. The proposal is either approved to proceed or sent back for revision and resubmission. The proposal is not a graded assessment.

### Assessment Submission: 5pm Friday 26 September


### Workshop 2: DPP Showcase (Assessment Submission) 9-1pm Friday 4 October

Attending Workshop 2, students are expected to deliver their formal case study presentation and deliver assessable showcase items to share ideas, development and experience gained with peers. Face to Face. Assessment 1: Leadership and organisational culture case study presentation and report; and Assessment 3: Professional Development Showcase Piece

### 6. Attendance and Participation

It is mandatory for students undertaking this course to attend face to face 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><strong>Assessment 1:</strong> Leadership and organisational culture case study</td>
<td>Showcase piece presentation (10 mins) and supporting written submission (1000 words)</td>
<td>40%</td>
<td>1,3</td>
<td>Showcase Piece will be presented at workshop 2 on Friday 4th October Supporting report submission by 5pm same day</td>
</tr>
<tr>
<td><strong>Assessment 2:</strong> Placement Project</td>
<td>Written Report (1500 words)</td>
<td>30%</td>
<td>2,3,4</td>
<td>5pm Friday 26 September</td>
</tr>
<tr>
<td><strong>Assessment 3:</strong> Portfolio</td>
<td>Self Reflection and Course Contributions (online discussion) and Professional Development Showcase Piece (500 words)</td>
<td>30%</td>
<td>1,2,3,4,5</td>
<td>Online discussion will occur throughout session Showcase Piece will be presented at workshop 2 on Friday 4th October Showcase written submission due 5pm Friday 4th October.</td>
</tr>
</tbody>
</table>

| Total | 100% |
8. Submission of Assessment Tasks

Submission:

Presentations are to be delivered at the allocated Workshop 2. Written assessment tasks and showcase pieces 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

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. In PP2, students will also be expected to seek out further relevant readings to share with their peers in online discussion.

Author: John Kotter
Publisher: Maxwell Macmillan International
Year Published: 1990

2. Organizational culture and leadership: Jossey-Bass Business and Management
Author: Edgar H Schein
Publisher San Francisco: Jossey-Bass
Year Published: 2010

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/

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/](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.library.unsw.edu.au/servicesfor/students.html).

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.