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1. **Staff Contact Details**

   Taye Morris  
   Manager  
   UNSW Careers and Employment  
   Tel: 9385 5432  
   E: t.morris@unsw.edu.au  

   Eva Chan  
   Senior Careers Consultant  
   UNSW Careers and Employment  
   Tel: 9385 5430  
   E: e.chan@unsw.edu.au  

   Address: Careers and Employment, Level 2, East Wing, Quadrangle Building  
   Consultation: Mon 2-3pm or by appointment

2. **Course Details**

   **Unit of Credit:** 6 UoC

   **Course Aims:**
   This course will enable students to explore and gain a practical understanding of the requirements and expectations of the professional workplace through a placement and work integrated learning activities. They will develop their knowledge, capabilities and employability skills, become familiar with relevant career theories and relate this to their own career planning.

   **Student Learning Outcomes:**
   At the conclusion of this course, students should be able to:

   A. Identify, develop and demonstrate a range of graduate capabilities and employability skills in a chosen industry;

   B. Reflect upon and articulate personal strengths, capabilities and areas of development;

   C. Demonstrate professionalism, accountability and ethical behaviour in a professional setting;

   D. Relate and integrate placement experiences with career development theories and future career plans.

   **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

Diploma of Professional Practice (DPP)
UNSW aspires to develop graduates who are rigorous scholars, capable of leadership and professional practice in an international community. The Diploma of Professional Practice (DPP) consists of 48 units of credit and aims to provide students with opportunities to further enhance their capabilities, skills and knowledge to pursue professional careers nationally and internationally.

Professional Experience 1 (PE1)
This course will focus on guiding and supporting students to;

• gain exposure to the world of work through practical experience that will help their career development and improve their graduate recruitment prospects
• systematically reflect upon and develop their knowledge, skills and capabilities as professional practitioners, team players, future leaders and global citizens

Students will be supported by Careers and Employment to source a work placement for a minimum of four weeks (full time equivalent, i.e. 140-160 hours).

This course will be taken concurrently with students’ undergraduate studies and is facilitated through workshop participation, online learning and work integrated learning activities.

The assessment tasks in PP1 are designed to engage students in active and productive learning. Students will create a portfolio of evidence to showcase what they have learned and how they have developed as professionals during their placement and the course.

Their workplace supervisor will be asked to provide feedback on the student’s ability to demonstrate professionalism, accountability and ethical behaviour in a professional setting.

Students who have completed the Professional Experience 1 (PE1) course are eligible to enroll in Professional Experience 2 (PE2) in the Diploma of Professional Practice.

4. Teaching Strategies

Professional Experience 1 (PE1) is a work integrated learning course with the predominant component comprising of experiential learning through the placement. It uses student-centered and active learning approaches to engage students in their learning through participation in 2 compulsory workshops. The 1st prepares the student for the placement and the 2nd helps integrate their learning after the placement. The assessment tasks have been designed using ‘assessment as learning’ teaching principles.
5. **Key Dates**

**Summary:**

**Workshop 1: Mon 17 Feb 2014, 2-5pm**

**Workshop Topics**
- Placement Planning (for students who are yet to secure a placement)
- Goal setting
- Professionalism / placement expectations
- Assessment Tasks

**Workshop 2: Thurs 22 May 2014, 12-3pm**

Each student delivers a 15 minute presentation on their placement and course experience including 5 minutes question time.

6. **Attendance & Participation**

**Face to face components:** Attendance and participation in the 2 workshops are essential components of the learning process. Students who have inadequate attendance (i.e. below 90% of the contact hours) may receive a UF (unsatisfactory fail) for the course.

Students will be expected to have completed at least 80% of their placement hours by Workshop 2, Thursday 22nd May 2014. They must submit a plan outlining how the remaining hours will be completed by the end of the Summer Session.

7. **Course Outline – Semester 1 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Components</th>
<th>Delivery</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of approval of placement</td>
<td>Placement hours can begin to be counted</td>
<td>Workplace</td>
<td></td>
</tr>
<tr>
<td>Mon 17th Feb 2014</td>
<td>Workshop 1 2pm-5pm room 2008, East Wing, Quadrangle Building</td>
<td>Face to Face</td>
<td></td>
</tr>
</tbody>
</table>

Mid Semester Break 18 Apr to 27 Apr

| Wed 21 May 2014              | At least 80% placement hours (128 hours / 16 days) must be completed             | Workplace        | Workplace supervisor’s report – Wed 21 May 2014                             |
|                             |                                                                                  |                  | Placement Portfolio – Wed 21 May 2014                                       |
| Thurs 22 May 2014           | Workshop 2                                                                       | Face to Face     | Presentation - Thurs 22 May 2014 12-3pm room 2008, East Wing, Quadrangle Building |
| Fri 6 June 2014             | All placement hours must be completed                                            | Workplace        |                                                                             |
8. **Assessment Summary**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Type</th>
<th>%</th>
<th>Learning Outcomes</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Supervisor’s Report on Student’s</td>
<td>Report</td>
<td>10%</td>
<td>C</td>
<td>Wed 21 May 2014</td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Portfolio</td>
<td>Portfolio</td>
<td>70%</td>
<td>A, B, D</td>
<td>Wed 21 May 2014</td>
</tr>
<tr>
<td>Placement Presentation</td>
<td>Individual</td>
<td>20%</td>
<td>A, B, D</td>
<td>Thurs 22 May 2014 12-3pm</td>
</tr>
<tr>
<td></td>
<td>Presentation</td>
<td></td>
<td></td>
<td>room 2008, East Wing,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quadrangle Building</td>
</tr>
</tbody>
</table>

**Total:** 100%

9. **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](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.

10. **Resources**

**Readings**
(All readings will be made available on Moodle)

**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 best to email your course convenor prior to confirm your 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](http://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](http://www.lc.unsw.edu.au) for more information.

**11. 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](http://www.lc.unsw.edu.au/plagiarism/index.html). In brief:

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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