

# FADA6700

ADA Professional Placement

Term 3, 2022



## Course Overview

### Staff Contact Details

#### Convenors

Name	Email	Availability	Location	Phone
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### School Contact Information

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## Acknowledgement of Country

UNSW Arts, Design and Architecture Kensington and Paddington campuses are built on Aboriginal Lands. We pay our respects to the Bidjigal and Gadigal peoples who are the Custodians of these lands. We acknowledge the Aboriginal and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and pay respect to their unique values, and their continuing and enduring cultures which deepen and enrich the life of our nation and communities.



Image courtesy of the Office of the Pro Vice-Chancellor Indigenous [UNSW's Indigenous strategy](#)

## Course Details

### Units of Credit 6

### Summary of the Course

ADA Work Integrated Learning (WIL) - Professional Placement is an elective providing Arts, Design and Architecture students an opportunity to gain targeted professional work experience, and to explore the dynamics, requirements, and expectations of a workplace. Aligned with the UNSW's emphasis on work integrated learning (WIL), this course provides opportunities for students to develop practical knowledge, capabilities, and employability skills within a supervised and immersive setting.

Students spend 120 hours with a host organisation on a placement or project. Self-guided reading on organisational theory, plus research on a particular aspect of the internship will enhance student's understanding of their host organisation.

Placement opportunities can be either self-sourced or advertised by the school, please contact the Faculty WIL Unit for further details: [ada-wil@unsw.edu.au](mailto:ada-wil@unsw.edu.au)

### Course Learning Outcomes

1. Identify and develop a range of skills and knowledge needed to gain future disciplinary employment
2. Demonstrate capacity to contribute to and work within an organisation, taking responsibility for delegated project tasks in an accountable and ethical way
3. Articulate reflections on university learning with links to the workplace context, with the opportunity to analyse the host using an organisational framework
4. Engage in independent, collaborative, and reflective learning towards building student's professional goals and identity

### Teaching Strategies

The learning and assessment in this course is aimed at giving students the real life experience for applying and further enhancing their knowledge and skills in relation to their degree.

The internship schedule is supported by a reading program that examines different approaches including the study of organisations, industry perspectives, and professional development. Students are expected to identify links from university learning to their placement experience.

Students will spend 120 hours at a host organisation generally one or two days per week to fit around the ten-week term. The student is allocated a host supervisor who will provide orientation, feedback on the student's work and support. Student consultation with the host supervisor can assist in gaining access to relevant information and greater insight into how the organisation works.

As this course incorporates a reading program, students are expected to be independent and self-directed learners. The Course Convenor meets students at the start their internship, throughout the Term at scheduled seminars and is available for consultation/ academic support on an as-needs basis.

Under the UNSW 3+ model students could have the option to complete the course in a more intensive mode over Summer Term, although this will be dependent upon scheduling and resourcing to

accommodate.

## Assessment

**N.B. THE PRE PLACEMENT SEMINAR IN O WEEK ON THURSDAY 8th September FROM 10 AM - 11 30 AM WILL BE ONLINE. ALL STUDENTS MUST ATTEND AS KEY DETAILS ABOUT THE COURSE AND ASSESSMENTS WILL BE OUTLINED.**

Refer to Moodle for more information on assessments.

Assessment task	Weight	Due Date	Course Learning Outcomes Assessed
1. Placement Reflection	50%	24/11/2022 11:55 PM	1, 2, 3, 4
2. Placement Showcase	30%	16/11/2022 12:00 PM	3, 4
3. Placement Goal Setting and Evaluation	20%	10/11/2022 10:00 PM	1, 2, 4

### Assessment 1: Placement Reflection

**Start date:** 19/09/22

**Assessment length:** Part A -draft plan 750 words,Part B-analysis 1500 words

**Due date:** 24/11/2022 11:55 PM

Students have a choice of either an Essay, E-folio or Report covering:

1. Organisational analysis of the host/ Industry
2. Personal reflection of the placement experience and their professional development

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

#### Additional details

**Assessment 1 has 2 parts - part A ( essay summary ) 750 words due end of week 5, Sunday 16th October at 11 55 pm. Part A is the plan for 1B.**

**N.B. \*\* Part B ( final analysis ) 1500 words is due week 11, Thursday November 24th at 11 55 pm**

**1A and 1B are part of the same assesement so there is no self similarity between the two items.**

### Assessment 2: Placement Showcase

**Start date:** 24/10/2022 12:00 PM

**Assessment length:** Maximum 450 words

**Due date:** 16/11/2022 12:00 PM

This assessment summarises and consolidates student's learnings and insights gained through the placement experience. Emphasis is placed on the soft and unexpected skills learnt and what students

will do with this knowledge moving forward. How has this experience shaped your professional identity now and in the future?

Students are required to prepare a 3 x 3 presentation (3 slides presented in 3 minutes) that showcases their experiences, reflections, and learnings throughout the placement.

Presentations will be visual and verbal at a showcase event with Industry partners and supervisors invited to attend.

### **Additional details**

Students must attend the online Showcase event on Wednesday 16th Showcase at 12 pm to present their 3 x 3 item. A seminar will be held before this to assist students in preparing for this assessment. Host supervisors are invited to attend during their student/s' presentation.

## **Assessment 3: Placement Goal Setting and Evaluation**

**Start date:** 12/09/22

**Assessment length:** Students to follow the required format.

**Submission notes:** IF HANDWRITTEN MUST CONTAIN 20 WORDS OF TEXT TO UPLOAD.

**Due date:** 10/11/2022 10:00 PM

This assessment simulates a real industry performance review cycle which students will encounter once they enter the workforce.

- Assessment 01a (10%): Student led report articulating goals and tasks agreed with their supervisor to be achieved through a formal meeting
  
- Assessment 01b (10%): Final evaluation and report completed by the supervisor on the student's performance during their placement with reference to their

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

### **Additional details**

**3a ( Goal setting ) - due 11 55 pm on Sunday 18/9/22 (end week 1 ) To be completed with Host supervisor at placement during the first week of placement.**

**\*\* N.B. 3b . (Final evaluation review) due 10 pm Thursday 10/11/22 ( week 9 )**

## Attendance Requirements

All students must attend the pre placement seminar in O week on Thursday 8th September at 11 am - 12 30 pm - online.

Seminar 2, Week 4 - Wednesday 5th October at midday - 1 30pm - online

Seminar 3, Week 8 -Wednesday 2nd November at midday - 1 30 pm - online

The showcase on Wednesday 16th November at 12 pm ( week 10) is also mandatory as students will share their 3 x 3 presentation (assessment 2). Supervisors are invited to attend during their student/s' presentation.

If Seminars occur on a placement day, students need to inform supervisors in advance and organise to attend. Although seminars are recorded, they are an interactive time for students to debrief, share learning and provide some peer support to co-students.

## Course Schedule

[View class timetable](#)

### Timetable

Date	Type	Content
Week 9: 7 November - 11 November	Assessment	Placement Goal Setting and Evaluation: IF HANDWRITTEN MUST CONTAIN 20 WORDS OF TEXT TO UPLOAD.
Week 10: 14 November - 18 November	Assessment	Placement Showcase



## Resources

### Prescribed Resources

Please see the leganto on Moodle that includes key texts which are all provided electronically . There is also a list of articles on interning that provide insight into ways of maxmimsing opportuniites at the host organisataion and identify some of the joys and challenges of being an intern. Weekly suggested readings and resources are provided on Moodle and are linked closely to the weekly prompt questions that students answer in their Wordpress blog that we provide.

### Recommended Resources

Depending on whether the student's host is a not for profit ( NFP ) , government or private enterprise, there are specific texts appropriate for each to assist students in accessing relevant readings on how their organisation is structured, how it funcations and some of the challenges it may face. Please see the week by week suggested readings and reach out to the Convenor for additional suggested readings as needed.

### Course Evaluation and Development

The Convenors have used student feedback from T1 and T2 ( MyExperience and a FADA6700 survey) to ensure this new course is as relevant as possible to the placement experience. Informal feedback will be sought after each of the seminars as well as seeking feedback from students during consultations as to what was helpful, and what more might be needed to help students in linking their placment experience to the assessments. MyExperience feedback will be used to improve student learning. Feedback from students in T1 2022 included how useful the seminars were, not only in learning about other student's intern experience, hearing about the links that other students were making with the organisation theory and their intern experience. Also ways to navigate a remote/ hybrid internship were shared and how to better connect to their team members, as well as the chance to share the gains and challenges they were making in their placement. Students who attended the individual consultations commented that it assisted with completion of assessments ( 1a, 1b and 2) and appreciated Convenor feedback on their ideas. The Showcase was seen to be a highlight for many students, not only in sharing their own learning but to hear from all the other students as well.

# Submission of Assessment Tasks

## Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au)

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle:

<https://student.unsw.edu.au/how-submit-assignment-moodle>

## Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

## Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

## Image Credit

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## CRICOS

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