Subject Title: Industry Placement

Subject Code: STM5IPL

LMS Subject link:

https://lms.latrobe.edu.au/course/view.php?id=156073

Student cohort: Postgraduate

SUBJECT LEARNING GUIDE

Semester 2, 2024

Campus: Melbourne

Subject Coordinator: **Alysha De Livera**

Instance Coordinator: **Alysha De Livera**

SUBJECT DETAILS

Subject Code:	STM5IPL
Subject Title:	Industry Placement
Teaching Period:	Semester 2
Location(s):	Melbourne
Credit Points:	30
Delivery Mode:	Blended
AQF Level:	9
Subject relationships:	WIL

ENROLMENT REQUIREMENTS

Prerequisites:	Admitted into Master of Data Science (SMDS) and Subject Coordinator's approval.
Co-requisites:	
Assumed Skills & Knowledge:	
Special Study Requirements:	This is a select entry subject and requires Subject Coordinator approval. Students must submit an Expression of Interest and must contact careers to assist with their resume and cover letter. Students must have completed 120 credit points (SMDS) and attend the preplacement workshop. Students are encouraged, and will get guidance, to source their own placement. A limited number of university sourced placements are also available.
Required resources:	-
Additional subject requirements:	-
Class materials:	-

STAFF CONTACTS

Subject Coordinator:	Dr Alysha De Livera
Email:	STM5IPL@latrobe.edu.au
Location:	213, PS2, Bundoora
Consultation time/s:	Please arrange via email
Instance Coordinator:	As above

ABOUT THIS SUBJECT

This subject has been developed to allow students undertaking the Master of Data Science to enhance their formal learning in a practical setting and develop their understanding of (Australian) workplace culture. Students will undertake the equivalent of 2 days of placement per week over a 12 week period where they will plan, execute and evaluate an appropriate workplace project.

SUBJECT INTENDED LEARNING OUTCOMES (SILOs)

Upon successful completion of this subject, you should be able to:

1   Apply, describe and justify subject and course knowledge in relation to industry skills requirement.

2   Apply learned skills to industry, and describe, analyse and evaluate application of such skills to industry.

3   Describe, compare, comment, and justify skills alignment with industry requirement.

LEARNING ACTIVITY SCHEDULE

Week	Learning Activity	Topic	Contact hours
Prior to week 1	Information session	Sourcing your placement	2
1	Online video course	Workplace culture, professionalism and making the most of your placement	2
1-12	Placement	Individual project	168
	Total		172

Students should also regularly check this subject's LMS site for updated information.

SELF-DIRECTED STUDY

In addition to the learning activities specified, you are expected to allocate approximately **10 hours per week of self-directed study in this subject.** This time includes subject preparation, completing learning activities, readings, assessment preparation and other related work to enhance your participation in this subject and your learning at La Trobe.

LEARNING RESOURCES & TECHNOLOGIES

Resource Type	Title	Author and Year	Publisher
Required			
Online material	Workplace Culture, Professionalism and Making the Most of your Placement	Anna Luciani, 2019	LMS

ASSESSMENT AND FEEDBACK SUMMARY

	Date in week	%	Assessment Activity	Feedback method	ILOs assessed
1	1	10	Write a resume and cover letter	Student will get feedback and practical advice from the Careers Team.	1,3
2	3 and 12	10 and 40	Initial/final project report	Student receive a graded copy of each project report. Feedback to the initial report includes guidance related to their placement project and report writing by the academic supervisor.	1,2
3	8	20	Placement reflection	Students will receive a graded copy of the assessment item with practical advice on their reflection and career path.	1,3
4	12	20	Employer evaluation	Employer will provide regular feedback to student on placement performance. Supervisor in workplace to complete final evaluation form that will assess student performance and give feedback.	2

*Students should keep a copy of all assignments submitted for assessment.

* Penalties apply if you submit an assessment task after the due date. Refer to the **Assessment (Late Submission of Tasks) Policy** at https://policies.latrobe.edu.au/document/view.php?id=148&version=1 for further information.

Turnitin is a web-based text-matching software system used at La Trobe University to assist you in writing your assignments and checking for similarity with existing published work. Please remember to allow adequate time for you to submit your assignment to Turnitin. **It is your responsibility to have your assignment submitted by the assessment due date.** Not receiving an originality report is not an acceptable reason for requesting an assignment extension unless it is a required part of the assessment.

HURDLE REQUIREMENTS

There are a variety of assessment hurdles or conditions for passing a subject other than the overall mark. **Hurdle Requirements** may be built into the assessment of the learning outcomes of your subject.

There are no Hurdle Requirements for this subject.

ADJUSTMENTS FOR ASSESSMENT

You may be affected by a range of adverse circumstances while you are preparing for or undertaking an assessment task. There are avenues for adjustments to your assessment depending on the circumstances you face. For more detailed information refer to the Assessment Procedure – Adjustments.

REQUEST AN EXTENSION OF TIME TO SUBMIT AN ASSIGNMENT TASK

Penalties apply if you submit an assessment after the due date.

Please note that the La Trobe University policy regarding late submission of assessment tasks relates only to individual assessment tasks that are worth 15% or more.

Late solutions to assessments will not normally be accepted. Exceptions will only be considered where prior arrangement is made with the instance coordinator. **Poor time management is not an acceptable reason for an extension.**

For information about late submission policy for assessments worth 15% or more, go to **Assessment (Late Submission of Assessment Tasks) Policy** at https://policies.latrobe.edu.au/document/view.php?id=148&version=1

SPECIAL CONSIDERATION

If you are not able to complete an assessment task on the scheduled date due to exceptional circumstances beyond your control, you may be eligible for **Special Consideration**.

If the assessment task is worth 15% or more of the total assessment for this subject and you have experienced serious short term, adverse and unforeseen circumstances that substantially affect your ability to complete an assessment task to the best of your potential, you may be eligible to apply for **Special Consideration.** To do this or find more information, go to http://www.latrobe.edu.au/special-consideration

For Special Consideration for assessment tasks worth less than 15% of your total mark, contact your Subject Coordinator.

For Information about the Special Consideration policy, go to **Special Consideration Policy** at https://policies.latrobe.edu.au/document/view.php?id=205

ACADEMIC INTEGRITY

"Academic integrity means being honest in academic work and taking responsibility for learning the conventions of scholarship. Academic integrity education is integral to the learning experience at La Trobe University. The University requires its academic staff and students to observe the highest ethical standards in all aspects of academic work, and it demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic misconduct and all forms of cheating". (La Trobe University Academic Integrity – Procedures and Responsibilities, 2015).

The penalty for submitting an assignment as your own that is actually the work of a third-party, may be as severe as *"exclusion from the University without readmission"*. Refer to the **Academic Integrity - Schedule of Responses and Penalties for Academic Misconduct** at https://www.latrobe.edu.au/__data/assets/pdf_file/0006/847923/Academic-Integrity-Schedule-of-Responses.pdf

You should familiarise yourself with the **Academic Integrity** website at http://www.latrobe.edu.au/students/academic-integrity, and complete the **Academic Integrity Module (AIM)** in your LMS.

If you have any questions regarding **Academic Integrity**, your Subject or Course Coordinator will be able to assist.

STUDENT FEEDBACK ON SUBJECT SURVEYS

The **Student Feedback on Subjects (SFS) Survey** is one of the quality assurance processes that occur across the University. In this survey, you can tell us about your learning experiences in this subject. We

value your feedback. Your views are taken seriously and assist us to improve the learning experience for future students. The surveys will be available for you to complete towards the end of the subject.

Feedback from previous students who completed this subject is available in the LMS site for this subject.

For more information you may contact surveys@latrobe.edu.au.

CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES

As a La Trobe coursework student, you have a number of rights and responsibilities. La Trobe statutes and regulations, as well as policies and procedures govern your rights and responsibilities. LaTrobe University aspires to provide an outstanding student experience conducive to scholarly activity and supportive of your learning goals.

The **Charter of Student Rights and Responsibilities** is a brief summary of your rights and responsibilities as a student at La Trobe. The Charter was developed in consultation with La Trobe students. A copy of the **Student Rights and Responsibilities** can be found at https://policies.latrobe.edu.au/document/view.php?id=225.

STUDENT COMPLAINTS

The **Student Complaints Management System (SCM)** is a formal mechanism for students to lodge concerns about any aspect of their University experience. A student complaint may be about any aspect of University life, such as an administrative matter, a problem with a subject or course, or the conduct of a student or staff member.

For more information about the **Student Complaint process** and how to lodge a complaint, visit the **Complaints and Feedback** page at https://www.latrobe.edu.au/students/support/complaints.

GETTING HELP AND SUPPORT AT UNI

A range of services at La Trobe can assist you with your studies, health and wellbeing.

For the full range of services and facilities available for you, go to **Student Help and Support** at http://www.latrobe.edu.au/students/support.

STUDYING ONLINE

The La Trobe Guide to Studying Online has been designed to provide practical tips and guidance to support you with the transition to studying online. This LMS subject is available for all students – enrol here.

While you are studying from home, please be sure that you can continue to access our learning support services through the Learning Hub (academic skills, English language, Maths and Science) via Zoom appointments that you can book by accessing the Learning Hub LMS page or by emailing LearningHub@latrobe.edu.au. You also have access to assignment feedback and online study support chat through Studiosity that can be accessed from any subject LMS page. You can also access the Library services remotely through the library website.

LIBRARY

Your **Library** offers many ways to support your study. To discover more about how the Library can help, visit your **Library website** and explore the following essential resources:

- **Achieve@Uni**
  https://www.latrobe.edu.au/students/study-resources/learning/achieve -
  Learn skills to help complete your assessments
- **Assessment Planner**
  http://www.latrobe.edu.au/library/assessment-thesis-support/plan-my-assessment –
  Create a personal assessment schedule
- **Expert Help Guides**
  https://latrobe.libguides.com/ - Find expert discipline and specialist help for your research
- **Referencing at La Trobe University**
  http://latrobe.libguides.com/referencing/ - Understand how and why to reference
- **Academic Referencing Tool**
  www.lib.latrobe.edu.au/referencing-tool - Get detailed examples of referencing styles
- **Chat to library staff**
  www.latrobe.edu.au/library - Access the text chat service from the Library website
- **Contact us**
  www.latrobe.edu.au/library/about/contact - Call or email your Library

ASK LA TROBE

ASK La Trobe is a service open to all La Trobe students who need guidance with administrative matters during their time at La Trobe.

ASK La Trobe can provide you with help relating to enrolments and timetabling, fees and financial support, exams, results and graduations & student life and support services.

Go to **ASK La Trobe – Current Students** at http://latrobe-current.custhelp.com/app/home and start by looking at our **FAQs,** or visit us at your campus **ASK La Trobe Help Zone**.

If you can't find what you're looking for:

- **Call** 1300 La Trobe (1300 528 762)
- **Ask a question** online at http://latrobe-current.custhelp.com/app/ask
- **Visit** the **ASK La Trobe Help Zone.** Join the queue for the Bundoora, Bendigo or city campuses using the **QLess: Virtual Queuing system**.

LEARNING AND SUPPORT PROGRAMS

There are many resources, including services, to help you with your academic studies at La Trobe. Go to the **Learning and Support Programs** page at http://www.latrobe.edu.au/students/study-resources/learning for further information.

HEALTH AND WELLBEING

Your health and wellbeing are an important part of being a successful student. Studying can be stressful, and many factors can affect your mental and physical health, in and outside of the University.

Check out the services available to you at La Trobe to support your health and wellbeing at www.latrobe.edu.au/wellbeing.