



## UNSW Course Outline

# FADA6700 ADA Professional Placement - 2024

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## General Course Information

Course Code : FADA6700

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Built Environment

Delivery Mode : Multimodal

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Postgraduate, Undergraduate

Units of Credit : 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

ADA Work Integrated Learning (WIL) - Professional Placement provides you 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 real-life experience in a supervised work setting allows you to apply and enhance your disciplinary knowledge and skills. The course supports your placement experience with a reading program that examines scholarly perspectives on professional practice, including the study of organisations and professional development.

Placement opportunities can be either self-sourced or advertised by the School.

## Course Learning Outcomes

Course Learning Outcomes
CLO1 : Identify and develop a range of skills and knowledge needed to gain future disciplinary employment
CLO2 : Demonstrate capacity to contribute to and work within an organisation, taking responsibility for delegated project tasks in an accountable and ethical way
CLO3 : Articulate reflections on university learning with links to the workplace context, with the opportunity to analyse the host using an organisational framework
CLO4 : Engage in independent, collaborative, and reflective learning towards building student's professional goals and identity

Course Learning Outcomes	Assessment Item
CLO1 : Identify and develop a range of skills and knowledge needed to gain future disciplinary employment	<ul style="list-style-type: none"> <li>• Placement Reflection</li> <li>• Placement Goal Setting and Evaluation</li> </ul>
CLO2 : Demonstrate capacity to contribute to and work within an organisation, taking responsibility for delegated project tasks in an accountable and ethical way	<ul style="list-style-type: none"> <li>• Placement Reflection</li> <li>• Placement Goal Setting and Evaluation</li> </ul>
CLO3 : Articulate reflections on university learning with links to the workplace context, with the opportunity to analyse the host using an organisational framework	<ul style="list-style-type: none"> <li>• Placement Showcase</li> <li>• Placement Reflection</li> </ul>
CLO4 : Engage in independent, collaborative, and reflective learning towards building student's professional goals and identity	<ul style="list-style-type: none"> <li>• Placement Showcase</li> <li>• Placement Goal Setting and Evaluation</li> <li>• Placement Reflection</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Placement Reflection Assessment Format: Individual Short Extension: Yes (3 days)	50%	Due Date: Part 1A due Week 5; Part 1B due Week 11
Placement Showcase Assessment Format: Individual	30%	Due Date: Week 10: 29 July - 04 August
Placement Goal Setting and Evaluation Assessment Format: Individual Short Extension: Yes (7 days)	20%	Due Date: Part 3A due Week 1; Part 3B due Week 9

## Assessment Details

### Placement Reflection

#### Assessment Overview

You will prepare short paper based on research and reflection covering organisational analysis of your host/industry and your personal reflection of the placement experience and your professional development.

Interim feedback provided; summative assessment will be provided using a rubric and marking sheet.

#### Course Learning Outcomes

- CL01 : Identify and develop a range of skills and knowledge needed to gain future disciplinary employment
- CL02 : Demonstrate capacity to contribute to and work within an organisation, taking responsibility for delegated project tasks in an accountable and ethical way
- CL03 : Articulate reflections on university learning with links to the workplace context, with the opportunity to analyse the host using an organisational framework
- CL04 : Engage in independent, collaborative, and reflective learning towards building student's professional goals and identity

#### Assessment Length

Part 1A - up to 750 words, Part 1B - 1000 words

#### Assignment submission Turnitin type

This is not a Turnitin assignment

## Placement Showcase

### Assessment Overview

You will summarise and consolidate your learnings and insights gained through the placement experience.

You will be required to prepare a 3 x 3 presentation (3 slides presented in 3 minutes) that showcases your 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. Feedback and assessment will be provided using a rubric and marking sheet.

### Course Learning Outcomes

- CLO3 : Articulate reflections on university learning with links to the workplace context, with the opportunity to analyse the host using an organisational framework
- CLO4 : Engage in independent, collaborative, and reflective learning towards building student's professional goals and identity

### Detailed Assessment Description

Students must attend the Showcase event in Week 10 for its full duration and present their 3 x 3 item. Class Meeting #3, held in Week 8, will assist students in preparing for this assessment. Host supervisors are invited to attend during their student/s' presentation.

### Assessment Length

Maximum 450 words + 3 slides

### Assignment submission Turnitin type

This is not a Turnitin assignment

## Placement Goal Setting and Evaluation

### Assessment Overview

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

- Assessment 3a (10%): You will lead a report that addresses goals and tasks which were agreed upon with your supervisor in a formal meeting
- Assessment 3b (10%): Final evaluation and report completed by the supervisor on your performance during your placement

Feedback and assessment will be provided using a rubric and marking sheet.

### **Course Learning Outcomes**

- CL01 : Identify and develop a range of skills and knowledge needed to gain future disciplinary employment
- CL02 : Demonstrate capacity to contribute to and work within an organisation, taking responsibility for delegated project tasks in an accountable and ethical way
- CL04 : Engage in independent, collaborative, and reflective learning towards building student's professional goals and identity

### **Detailed Assessment Description**

This assessment requires Host supervisor input and signature.

### **Assessment Length**

Students to follow the templates provided.

### **Assignment submission Turnitin type**

This is not a Turnitin assignment

## **General Assessment Information**

Refer to Moodle for more information on assessments.

### **Use of Artificial Intelligence in Assessments - Simple Editing Assistance Only**

For assessment tasks in this course, you are permitted to use AI-based software prior to completing the writing for your assessment. You are permitted to use standard editing and referencing functions in word processing software – this is limited to spelling and grammar checking and reference citation generation in the creation of your submission. You must not use any functions that generate or paraphrase passages of text, whether based on your own work or not. Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

### **Grading Basis**

Satisfactory

### **Requirements to pass course**

To pass this course, you must:

- achieve the required minimum 120 hours on placement
- submit all assessment tasks
- achieve an aggregated mark of at least 50% for each assessment item

## Course Schedule

Teaching Week/Module	Activity Type	Content
Week 0 : 20 May - 26 May	Topic	Getting Started
	Online Activity	Class Meeting #1 - Compulsory Pre-Placement Briefing
Week 1 : 27 May - 2 June	Topic	All about You: Goals, value of reflection and introduction to organisations
	Assessment	Assessment Task 3A: 10% Placement Goal Setting Agreement Refer to Moodle for details
Week 2 : 3 June - 9 June	Topic	Where have you landed? Workplace/ Organisational Culture
Week 3 : 10 June - 16 June	Topic	Communication within the Workplace
Week 4 : 17 June - 23 June	Topic	Teamwork
	Online Activity	Opportunity for verbal feedback towards Assessment Task 1A during Class Meeting #2
Week 5 : 24 June - 30 June	Topic	Dealing with Challenges – Navigating and Negotiation in your placement
	Assessment	Assessment Task 1A: 20% Week 1-5 blog reflections and draft analysis question Refer to Moodle for details
Week 6 : 1 July - 7 July	Topic	Flexibility Week - Collating and preparation week
Week 7 : 8 July - 14 July	Topic	Your Professional Identity Start preparing showcase presentation draft for compulsory Class Meeting #3: Presentation skills (WK8)
Week 8 : 15 July - 21 July	Topic	The importance of competent presentation skills
	Online Activity	Class Meeting #3: Presentation Skills + Careers Workshop
Week 9 : 22 July - 28 July	Topic	Collating Week
	Assessment	Assessment Task 3B: 10% Final Placement Review Refer to Moodle for details
Week 10 : 29 July - 4 August	Topic	How work ready are you? Gaps to fill before graduation
	Assessment	Assessment Task 2: 30% Placement showcase presentation Refer to Moodle for details
Week 11 : 5 August - 11 August	Topic	You've made it!
	Assessment	Assessment Task 1B: 30% Final reflective analysis and Blog submission Refer to Moodle for details

## Attendance Requirements

You are expected to be regular and punctual in attendance at all classes for the School of Built Environment courses in which you are enrolled. If and where individual courses have specific attendance requirements, these will be stated in the course outline.

If you do not attend, engage, or participate in scheduled class activities, including lectures, tutorials, studios, labs, etc, you run the risk of failing a course.

If illness or unexpected and beyond your control circumstances prevent you from completing a task on time, or substantially disturb your assessment performance, you should apply for [Special Consideration](#), as soon as practicable, accompanied by appropriate documentation.

No special consideration will be provided if you miss out on essential course information and materials, or if you miss assessment tasks and deadlines due to unexplained absences or an unapproved lack of attendance.

You may be advised by the Course Convenor to withdraw from the course if significant learning activities are missed.

**There are 4 mandatory Class Meetings** scheduled for students to attend:

- ***Class Meeting 1, Pre-placement Briefing, O-Week*** - Friday 24th May at 1 - 2.30pm, online. This session will be recorded and made available on Moodle. It is expected that students who cannot attend *watch the recording prior to starting their placement in Week 1.*
- ***Class Meeting 2, Week 4*** - Monday 17th June at 1 - 2.30pm, online
- ***Class Meeting 3, Week 8*** - Monday 15th July at 1 - 2.30pm, online
- ***Class Meeting 4, Placement Showcase, Week 10*** - Friday 2nd August, location and time tba by course convenor on Moodle. The showcase is mandatory as students will share their 3 x 3 presentation (assessment 2) for grading. Supervisors are invited to attend during their student/s' presentation.

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

## Course Resources

### Prescribed Resources

Please see the Leganto list 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 maximising opportunities at the host organisation and identify some of the joys and challenges of a placement. Weekly suggested readings and resources 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 functions 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

We encourage and support students to maintain regular contact with the course convenor to provide informal feedback throughout the course. For specific issues or detailed feedback, please arrange a meeting with the course convenor via email.

In this course there is an option for students to provide anonymous feedback via the course's Moodle page, which is directly sent to the convenor. As a final step, students are invited to share their insights and experiences by completing the MyExperience survey. The feedback gathered each year is integral to the continuous enhancement and development of the course.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Iva Durakovic		Level 2, Office 2011, Anita B. Lawrence Centre		Online - please email to arrange a meeting time	Yes	Yes

## Other Useful Information

### 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.



## 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

## Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

## 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](#).

## School Contact Information

beadmin@unsw.edu.au