UNSW Course Outline

SOMS3199 SOMS Work Placement 1 - 2024

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General Course Information

Course Code : SOMS3199
Year : 2024
Term : Term 3
Teaching Period : T3
Is a multi-term course? : No
Faculty : Faculty of Medicine and Health
Academic Unit : School of Biomedical Sciences
Delivery Mode : Multimodal
Delivery Format : Standard
Delivery Location : Kensington
Campus : Sydney
Study Level : Undergraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

This course enables science students studying majors in the School of Biomedical Sciences (SBMS) to apply their disciplinary knowledge and transferable skills in a professional context, through a work placement experience at an organisation external to UNSW. Students will have

the opportunity to develop key professional skills that align with their career goals and contextualise their field of study in a professional workplace setting.

The main component of the course is a minimum 105-hour work placement related to the student's field of study. The placement can be paid or unpaid. This supervised workplace experience is supported by professional development and discipline-specific modules that students can select from, in line with their individual career goals.

SOMS3199 will count as a science or free elective and is graded on a satisfactory/unsatisfactory basis.

The course is available to domestic and international students. If a domestic or international student wishes to undertake an overseas work placement, extra conditions will apply before the placement and enrolment into the course is approved.

Eligibility and Enrolment

Enrolment is subject to approval and completion of required pre-requisites. Permission to enrol will only be granted if the student:

- Is completing the 3991 program or a SBMS major in a Science program (Anatomy, Immunology, Neuroscience, Pathology, Pharmacology, Physiology);
- Has secured a supervised work placement compatible to their major of study, which has been reviewed and approved by the School; and
- Has completed the required pre-requisites (48 units of credit, minimum 65 WAM, passed pre-requisite Preparation for WIL modules)

Please note:

- the course is only available to students who are commencing a new work placement compatible to their major of study. Students seeking to enrol with paid or unpaid work they are already undertaking outside their studies will not be considered.
- Students are required to experience a job hunting/recruitment process and secure a relevant work placement prior to seeking approval for enrolment. Work placements are *not* provided for students.
- Further details on how to find and secure a work placement, the application and approval process, course content and assessments, can be found at: https://www.science.unsw.edu.au/student-life/student-opportunities
- It is the student's responsibility to check if they have space in their program for this elective.
- This course cannot be taken during an Honours year.

Extended work placement experiences

Students who wish to extend their experience by either completing a longer placement (over two terms) or a more intensive placement (more hours in one term), can combine SOMS3199 with SOMS3299 SOMS Work Placement 2. The three options available to students are provided below. All three options are subject the same eligibility and approval processes outlined above.

- Option A: 105-hour placement completed in 1 term; enrolment pattern = SOMS3199; total of 6 UOC
- Option B: 210-hour placement completed in 1 term; enrolment pattern = SOMS3199 and SOMS3299 in the same term; total of 12 UOC
- Option C: 210-hour placement completed over 2 terms; enrolment pattern = SOMS3199 in one term and SOMS3299 in the following term; total of 12 UOC

Course Aims

The course aims to:

- Increase students' understanding of how scientific thinking is applied in a professional context.
- Enable students to apply disciplinary knowledge in a workplace setting.
- Provide an environment where students can develop their abilities in professional and reflective learning.
- Enhance student employability through the development of desirable workplace skills.

Relationship to Other Courses

Assistance with progression checking:

If you are unsure how this course fits within your program, you can seek guidance on optimising your program structure from staff at the Nucleus Student Hub.

- Progression plans for UNSW Medicine and Health programs can be found on the UNSW Medicine & Health website.
- Progression plans for UNSW Science programs can be found on the UNSW Science website.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Integrate theory with professional practice by applying disciplinary knowledge in a workplace setting
CLO2 : Identify and apply professional skills and capabilities within a scientific workplace.
CLO3 : Operate effectively in the workplace, in line with organisational expectations.
CLO4 : Evaluate personal professional performance in a workplace through critical self-inquiry and reflective learning.

Course Learning Outcomes	Assessment Item
CLO1 : Integrate theory with professional practice by applying disciplinary knowledge in a workplace setting	• Work Placement Preparation • Work Placement e-portfolio
CLO2 : Identify and apply professional skills and capabilities within a scientific workplace.	• Supervisor's Report • Work Placement Preparation • Work Placement e-portfolio
CLO3 : Operate effectively in the workplace, in line with organisational expectations.	• Supervisor's Report • Work Placement e-portfolio
CLO4 : Evaluate personal professional performance in a workplace through critical self-inquiry and reflective learning.	• Work Placement Preparation • Work Placement e-portfolio

Learning and Teaching Technologies

Moodle - Learning Management System | Zoom

Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle (or Open Access).

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the 'Acceptable Use of UNSW ICT Resources' policy particularly on respect for intellectual property and copyright, legal and ethical use of ICT resources and security and privacy.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Work Placement Preparation Assessment Format: Individual	30%	
Work Placement e-portfolio Assessment Format: Individual	50%	
Supervisor's Report Assessment Format: Individual	20%	

Assessment Details

Work Placement Preparation

Assessment Overview

Placement Plan (15%) Due Week 1 of placement

You will create a professional development plan for your placement. Using a template and in collaboration with your workplace supervisor, you will clarify the main goals and activities of your placement. You will identify key technical and transferable skills that you aim to develop during the placement experience. These skills should align with your graduate career aspirations.

WIL Modules x3 (15%). Due end of Week 3.

You will complete 3 online WIL modules of 90-120 minute duration each. You must complete one School (discipline-specific) module and choose 2 professional development modules to complete from the collection of modules available. You will do a summative quiz at the end of each module, each equally weighted. Automated online feedback will be provided.

Course Learning Outcomes

- CLO1 : Integrate theory with professional practice by applying disciplinary knowledge in a workplace setting
- CLO2 : Identify and apply professional skills and capabilities within a scientific workplace.
- CLO4 : Evaluate personal professional performance in a workplace through critical self-inquiry and reflective learning.

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.
If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for 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.
For more information on Generative AI and permitted use please see here.

Work Placement Preparation - Placement Plan: you may use standard editing and referencing

software, but not generative AI. You are permitted to use the full capabilities of the standard software to answer the question (e.g. Microsoft Office suite, Grammarly.). If the use of generative AI such as ChatGPT is detected, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include FL, suspension and exclusion.

Work Placement Preparation - WIL Modules: not applicable.

Work Placement e-portfolio

Assessment Overview

You will complete four parts in the Work Placement Portfolio. These tasks will guide you to practice essential workplace and employability skills, including problem solving, self-reflection, job application proficiency and interview techniques.
Parts 1 and 2 will be completed during your placement, and Parts 3 and 4 will be completed after your placement. Further guidelines and instructions for all tasks will be provided in Week 1.

Part 1: Overcoming Challenges in the Workplace (10%)
Due week 5 of your placement

You will complete a 300-word (maximum) reflection on a challenge you've faced and overcome in the first five weeks of your placement. Using the STAR +R (Situation, Task, Action, Result and Reflection) template provided, you will evidence your ability to solve problems in the workplace and how you applied your knowledge and experiences (e.g., studies and work experiences) to overcome the challenge. This task will help you connect your skills to actions and to evaluate and reflect on your experience.

Part 2: Self-Assessment Report (15%)
Due final day of placement
In the last week of your placement, you will complete a Self-Assessment Report (approximately 650 words) using a provided template. This task provides a structured opportunity to critically reflect on 1) the progress made on the goals set in your Placement and 2) how your placement has influenced your post-graduation plans. To prepare for this task, you are encouraged (but not required) to discuss the questions provided with your supervisor, a mentor, or a trusted friend.

Part 3: Job Application Skills (15%)
Due 2 weeks after your placement end date
This assessment evaluates your ability to navigate the job search process, identify suitable employment opportunities, and effectively communicate your relevant experience in a job

application. You will identify two current job listings related to the experience gained in your placement and your previous educational or extra-curricular experience. You will then choose one selection criteria from each job listing (in line with provided guidelines) and write a response in 250 words each (maximum).

Part 4: Mock Interview (10%)
Due 2 weeks after your placement end date
You will complete a timed and recorded mock interview (7-10 minutes) consisting of three questions. You will be provided with interview practice material, a step-by-step guide on how to use the recorded interview platform, and a practice question to help you become familiar with the system. The mock interview task will allow you to practice and refine your oral communication and interview skills, which are crucial for job interviews and future career success.

Feedback
For each part, you will receive feedback on Moodle in the form of a marked rubric and written comments, as applicable, within approximately two weeks after submission.
Hurdle
To receive a satisfactory mark on “Assessment 2: Work Placement Portfolio”, you must achieve a satisfactory mark for all of the 4 activities within the portfolio.

Course Learning Outcomes

- CLO1 : Integrate theory with professional practice by applying disciplinary knowledge in a workplace setting
- CLO2 : Identify and apply professional skills and capabilities within a scientific workplace.
- CLO3 : Operate effectively in the workplace, in line with organisational expectations.
- CLO4 : Evaluate personal professional performance in a workplace through critical self-inquiry and reflective learning.

Hurdle rules

To receive a satisfactory mark on “Assessment 2: Work Placement Portfolio”, you must achieve a satisfactory mark for all of the 4 activities within the portfolio.

Generative AI Permission Level

Planning/Design Assistance

You are permitted to use generative AI tools, software or services to generate initial ideas, structures, or outlines. However, you must develop or edit those ideas to such a significant extent that what is submitted is your own work, i.e., what is generated by the tool, software or service should not be a part of your final submission. You should keep copies of your iterations to show

your Course Authority if there is any uncertainty about the originality of your work.
If your Convenor has concerns that your answer contains passages of AI-generated text or media that have not been sufficiently modified you may be asked to explain your work, but we recognise that you are permitted to use AI generated text and media as a starting point and some traces may remain. 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.
For more information on Generative AI and permitted use please see here.

Work Placement Portfolio: We encourage you to use GenAI in the **planning and designing** of your task, prior to the development of your final submission. However, you must consider 1) task-specific guidelines on using GenAI in the relevant assessment instructions and 2) UNSW guidelines on using GenAI.

Supervisor's Report

Assessment Overview

Your workplace supervisor will complete a report addressing your professionalism on the placement. Specifically, the report template asks the workplace supervisor to use a rubric of performance criteria on the following attributes:

- Professionalism
- Motivation and attitude
- Independence and initiative
- Contribution to the workplace

Course Learning Outcomes

- CLO2 : Identify and apply professional skills and capabilities within a scientific workplace.
- CLO3 : Operate effectively in the workplace, in line with organisational expectations.

Generative AI Permission Level

Not Applicable

Generative AI is not considered to be of assistance to you in completing this assessment. If you do use generative AI in completing this assessment, you should attribute its use.
For more information on Generative AI and permitted use please see here.

General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page (or Open Learning).

For student information on results, grades, and guides to assessment see: https://student.unsw.edu.au/assessment

Grading Basis

Satisfactory

Course Schedule

Attendance Requirements

Please note that lecture recordings are not available for this course. Students are strongly encouraged to attend all classes and contact the Course Authority to make alternative arrangements for classes missed.

Course Resources

Recommended Resources

Recommended resources for this course are provided on the course Moodle page.

Additional Costs

There are no additional costs associated with this course.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Matthew Perry		WW 3E		By appointment via e-mail	No	Yes

Other Useful Information

Academic Information

As a student of UNSW Medicine & Health you are expected to familiarise yourself with the contents of this course outline and the UNSW Student Code and policies and procedures related to your studies.

Student Code of Conduct

Throughout your time studying at UNSW Medicine & Health, you share a responsibility with us for

maintaining a safe, harmonious and tolerant University environment. This includes within the courses you undertake during your degree and your interactions with the UNSW community, both on campus and online.

The UNSW Student Code of Conduct website provides a framework for the standard of conduct expected of UNSW students with respect to both academic integrity and your responsibility as a UNSW citizen.

Where the University believes a student may have breached the code, the University may take disciplinary action in accordance with the Student Misconduct Procedure.

The Student Conduct and Integrity Office provides further resources to assist you to understand your conduct obligations as a student at UNSW.

Academic Honesty and Plagarism

Academic integrity

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to the principle of academic integrity, and ethical scholarship of learning is fundamental to your success at UNSW Medicine & Health.

Plagiarism, contract cheating, and inappropriate use of generative AI undermine academic integrity and are not tolerated at UNSW. For more information see the Academic Integrity and Plagiarism toolkit.

In addition to the information you are required to review in your ELISE training, UNSW Medicine & Health strongly recommends that you complete the Working with Academic Integrity module before submitting your first assessment task.

Referencing

Referencing is a way of acknowledging the sources of information that you use to research your assignments. Preferred referencing styles vary among UNSW Medicine & Health disciplines, so check your course Learning Management System (e.g. Moodle or Open Learning) page for information on preferred referencing styles.

For further information on referencing support and styles, see the Current Student Referencing

page.

Academic misconduct and plagiarism

At UNSW, academic misconduct is managed in accordance with the Student Misconduct Procedure. Allegations of plagiarism are generally handled according to the UNSW Plagiarism Management Procedure. Plagiarism is defined in the UNSW Plagiarism Policy and is not tolerated at UNSW.

Use of Generative AI and other tools in your assessment

UNSW has provided guiding statements for the use of Generative AI in assessments. This will differ, depending on the individual assessment task, your course requirements, and the course stage within your program.

Your course convenor will outline if and how you can use Generative AI in each of your assessment tasks. Inappropriate use of generative AI is considered academic misconduct.

Options for the use of generative AI include: (1) no assistance (for invigilated assessments); (2) simple editing assistance; (3) drafting assistance; and (4) full assistance with attribution; and (5) Generative AI software-based assessments. See your individual assessment descriptions for the level of permitted use of generative AI for each task and see your course Moodle (or Open Learning) page for the full instructions on permitted use of generative AI in your assessment tasks for this course.

Instructions may include a requirement to submit the original generative AI responses, or drafts of your original work, or provide on request.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

UNSW has a short extension procedure for submission of assessment tasks. Not all tasks are eligible, and eligible tasks have a predetermined extension length. UNSW Medicine and Health have set School-level extension lengths for eligible assessment tasks. See your course assessment descriptions for more information.

Students must check the availability of a short extension in the individual assessment task information for their courses.

Short extensions do not require supporting documentation. They must be submitted through Special Consideration before the assessment task deadline. No late applications will be accepted.

Late penalties apply to submission of assessment tasks without approved extension.

Special consideration

In cases where illness, misadventure or other circumstances beyond your control will prevent you from submitting your assessment by the due date and you require an extension, you need to formally apply for Special Consideration through myUNSW.

UNSW has a **Fit to Sit/Submit rule**, which means that by sitting or submitting an assessment on the scheduled assessment date, you are declaring that you are fit to do so and cannot later apply for Special Consideration. Examinations include centrally timetabled examinations and scheduled, timed examinations and tests managed by your School.

Important information relating to Short Extension and Special Consideration is available here, including eligibility for Special Consideration, circumstances where students with Equitable Learning Plans can apply for Short Extensions and Special Consideration, and the appeals process.

Examinations

Information about the conduct of examinations in your course is provided on your course Moodle page.

Timed online assessment tasks

If you experience a technical or connection problem during a timed online assessment, such as a timed quiz, you can apply for Special Consideration. To be eligible to apply you need to contact the Course Convenor and advise them of the issue immediately. You will need to submit an application for Special Consideration immediately, and upload screenshots, error messages or other evidence of the technical issue as supporting documentation. Additional information can be found on: https://student.unsw.edu.au/special-consideration

Other assessment tasks

Late submission of assessment tasks

UNSW has standard late submission penalties as outlined in the UNSW Assessment Implementation Procedure, with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per calendar day (including Saturday, Sunday and public holidays).

Late submissions penalties are capped at five calendar days (120 hours). This means that a student is not permitted to submit an assessment more than 5 calendar days (120 hours) after the due date for that assessment (unless extension or exemption previously agreed).

Failure to complete an assessment task

You are expected to complete all assessment tasks for your courses. In some courses, there will be a minimum pass mark required on a specific assessment task (a “hurdle task”) due to the need to assure clinical competency.

Where a hurdle task is applicable, additional information is provided in the assessment information on your course Moodle page.

Feedback on assessments

Feedback on your performance in assessment tasks will be provided to you in a timely manner. For assessment tasks completed within the teaching period of a course, other than a final assessment, feedback will be provided within 10 working days of submission, under normal circumstances.

Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Any variation from the above information that is specific to an assessment task will be clearly indicated in the course and assessment information provided to you on your course Moodle (or Open Learning) page.

Faculty-specific Information

Additional support for students

The university offers a wide range of support services that are available for students. Here are some links for you to explore.

- The Current Students Gateway: https://student.unsw.edu.au
- Academic Skills and Support: https://student.unsw.edu.au/academic-skills
- Student support: https://www.student.unsw.edu.au/support
- Student Wellbeing, Health and Safety: https://student.unsw.edu.au/wellbeing

Mind Smart Guides are a series of mental health self-help resources designed to give you the psychological flexibility, resilience and self-management skills you need to thrive at university and at work.

- Mind Smart Guides: https://student.unsw.edu.au/mindsmart
- Equitable Learning Services: https://student.unsw.edu.au/els
- Guide to studying online: https://www.student.unsw.edu.au/online-study

Most courses in UNSW Medicine & Health use Moodle as your Learning Management System. Guidance for using UNSW Moodle can be found on the Current Student page. Difficulties with Moodle should be logged with the IT Service Centre.

- Moodle Support: https://student.unsw.edu.au/moodle-support

The IT Service Desk is your central point of contact for assistance and support with remote and on-campus study.

- UNSW IT Service Centre: https://www.myit.unsw.edu.au/services/students

Course evaluation and development

At UNSW Medicine & Health, students take an active role in designing their courses and their overall student experience. We regularly seek feedback from students, and continuous improvements are made based on your input. Towards the end of the term, you will be asked to

participate in the myExperience survey, which serves as a source of evaluative feedback from students. Your input to this quality enhancement process is valuable in helping us meet your learning needs and deliver an effective and enriching learning experience. Student responses are carefully considered, and the action taken to enhance educational quality is documented in the myFeedback Matters section of your Moodle (or Open Learning) course page.

School-specific Information

Laboratory or practical class safety.

For courses where there is a laboratory or practical-based component, students are required to wear the specified personal protective equipment (e.g., laboratory coat, covered shoes, safety glasses) indicated in the associated student risk assessments. The student risk assessments will be provided on the course Moodle page and must be read and acknowledged prior to the class.

Master of Science in Health Data Science courses

Courses in the Master of Science in Health Data Science are hosted through Open Learning. Additional resources are available on the Health Data Science Student Hub.

School Contact Information

School guidelines on contacting staff:

Course questions

All questions related to course content should be posted on Moodle (or Open Learning) or as directed by your Course Convenor.

In cases where email communication with course convenors is necessary, we kindly request the following:

- Use your official email address for any correspondence with teaching staff.
- We expect a high standard of communication. All communication should avoid using short-hand or texting language.
- Include your full name, student ID, and your course code and name in all communication.

Our course convenors are expected to respond to emails during standard working hours of Monday to Friday, 9am-5pm.

Administrative questions

If you have an administrative question about your program of study at the School please submit your enquiry online at UNSW Ask Us.

Complaints and appeals

Student complaints and appeals: https://student.unsw.edu.au/complaints

If you have any grievances about your studies, we invite you to address these initially to the Course Convenor. If the response does not meet your expectations, you may then contact:

School Grievance Officer, Prof Nick Di Girolamo (n.digirolamo@unsw.edu.au)

Master of Science in Health Data Science programs: School Grievance Officer, Dr Sanja Lujic (s.lujic@unsw.edu.au)