**UNSW Course Outline**

# CDEV3200 Co-NNECTIONS Placement - 2024

Published on the 08 Oct 2024

## General Course Information

**Course Code :** CDEV3200
**Year :** 2024
**Term :** Term 3
**Teaching Period :** T3
**Is a multi-term course? :** No
**Faculty :** DVC (Academic) Board of Studies
**Academic Unit :** DVC (Academic) Board of Studies
**Delivery Mode :** In Person
**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

CDEV3200 Co-NNECTIONS Placement is a Work Integrated Learning (WIL) placement course designed to strengthen students' work readiness skills and enhance employability through enabling students to work as an intern with an industry, government, or community partner for

credit towards their degree. The course aims to enhance students' personal and professional development by applying their learning from their university studies as well as from the Co-op Co-NNECTIONS program directly to the workplace through a placement (internship) opportunity.

## Course Aims

This is an innovative, experiential placement WIL course designed to enable students to apply directly the knowledge and skills they have thus far developed in their degree to the practice of work by interning with a partner organisation. Students will learn about professional practice and develop their personal capabilities for work and lifelong learning.

Throughout the placements students will also complete a number of online modules that have been designed to provide support for their required assessment tasks.

# Course Learning Outcomes

| Course Learning Outcomes |
| --- |
| CLO1 : Integrate theory with the practice of work through working as an intern at a partner organisation |
| CLO2 : Apply knowledge, skills and capabilities developed through former and current studies to real-world problems and situations |
| CLO3 : Operate effectively in a professional context to develop employability skills |
| CLO4 : Engage effectively in reflective learning |
| CLO5 : Demonstrate development of professional skills including self-management, problem solving, communication, and networking |

| Course Learning Outcomes | Assessment Item |
| --- | --- |
| CLO1 : Integrate theory with the practice of work through working as an intern at a partner organisation | • Interim Task<br>• Portfolio<br>• Placement Presentation |
| CLO2 : Apply knowledge, skills and capabilities developed through former and current studies to real-world problems and situations | • Interim Task<br>• Portfolio<br>• Placement Presentation |
| CLO3 : Operate effectively in a professional context to develop employability skills | • Goal Setting<br>• Portfolio<br>• Placement Presentation |
| CLO4 : Engage effectively in reflective learning | • Goal Setting<br>• Interim Task<br>• Portfolio<br>• Placement Presentation |
| CLO5 : Demonstrate development of professional skills including self-management, problem solving, communication, and networking | • Interim Task<br>• Portfolio<br>• Placement Presentation |

# Learning and Teaching Technologies

Moodle - Learning Management System

# Learning and Teaching in this course

The overall approach taken in this course is based on the belief that learning is an active process requiring engagement and immersion.

The course assumes the ability and willingness of students to actively engage in their internship work and to draw lessons from this to complete their assessment tasks.

# Additional Course Information

The UNSW Work Integrated Learning (WIL) website: https://www.wil.unsw.edu.au/

# Assessments

## Assessment Structure

| Assessment Item | Weight | Relevant Dates |
| --- | --- | --- |
| Goal Setting<br>Assessment Format: Individual | 15% | |
| Interim Task<br>Assessment Format: Individual | 15% | |
| Portfolio<br>Assessment Format: Individual | 40% | |
| Placement Presentation<br>Assessment Format: Individual | 30% | |

## Assessment Details
### Goal Setting

Assessment Overview

Students will consider the professional skills they would like to develop during their

term and devise a plan to meet these goals.

Course Learning Outcomes

- CLO3 : Operate effectively in a professional context to develop employability skills
- CLO4 : Engage effectively in reflective learning

Detailed Assessment Description

Please see Moodle for more Assessment details.

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](#).

## Interim Task

### Assessment Overview

The nature of task will depend on the site and partner, but could be:

- Presentation of initial ideas where required; OR
- Online tasks OR
- Interim reflection

### Course Learning Outcomes

- CLO1 : Integrate theory with the practice of work through working as an intern at a partner organisation
- CLO2 : Apply knowledge, skills and capabilities developed through former and current studies to real-world problems and situations
- CLO4 : Engage effectively in reflective learning
- CLO5 : Demonstrate development of professional skills including self-management, problem solving, communication, and networking

### Detailed Assessment Description

Please see Moodle for more Assessment details and rubrics

### 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](#).

## Portfolio

### Assessment Overview

Each student will produce a portfolio showing the development of targeted skills through

evidence collected and analysis throughout their placement.

Students will use the nominated platform to collect, store and curate evidence of their skill and goal progression as they go through their placement.

Portfolios will be checked regularly by the course authority. The portfolio includes a wrap-up analysis/reflection.

### Course Learning Outcomes

- CLO1 : Integrate theory with the practice of work through working as an intern at a partner organisation
- CLO2 : Apply knowledge, skills and capabilities developed through former and current studies to real-world problems and situations
- CLO3 : Operate effectively in a professional context to develop employability skills
- CLO4 : Engage effectively in reflective learning
- CLO5 : Demonstrate development of professional skills including self-management, problem solving, communication, and networking

### Detailed Assessment Description

Please see Moodle for more Assessment details and rubrics

### 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.

## Placement Presentation

### Assessment Overview

At the end of your placement you will give a presentation at your workplace in order to share your learnings with your supervisor, team, and UNSW staff member.

Your presentation might include:

- internship overview (e.g. context, scope, aims, outcomes)
- professional development lessons learned
- personal development lessons learned
- other relevant issues.

<u>Course Learning Outcomes</u>

- CLO1 : Integrate theory with the practice of work through working as an intern at a partner organisation
- CLO2 : Apply knowledge, skills and capabilities developed through former and current studies to real-world problems and situations
- CLO3 : Operate effectively in a professional context to develop employability skills
- CLO4 : Engage effectively in reflective learning
- CLO5 : Demonstrate development of professional skills including self-management, problem solving, communication, and networking

<u>Detailed Assessment Description</u>

Please see Moodle for more Assessment details and rubrics.

<u>Generative AI Permission Level</u>

**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.

# General Assessment Information

**Assignment Submission Procedure**

**1. Online submission**

All individual written assessments must be submitted electronically either via Turnitin or Assignment on Moodle. Individual assignments submitted electronically do not require cover sheets.

Ensure that your student ID number is in the top right-hand corner of each page for individual

assignments and the team number plus student ID of all members is in the top right-hand corner of any group assessments. Full information about how to prepare assignments for electronic submission can be found in the Turnitin Student Guide: https://student.unsw.edu.au/turnitin.

In the unlikely event that a problem should occur when submitting assignments online, students should send their assignment to their tutor and lecturer in charge before the deadline and re-submit using Turnitin as soon as the problem is rectified.

## 2. Referencing style

Harvard Referencing is required for all your assessments.

There is software available to you to make referencing easier: Word has a built in referencing tool (https://support.office.com/en-us/article/Create- ) As a UNSW student you also have free access to using and downloading Endnote on your computers: https://www.myit.unsw.edu.au/software-students

## 3. Word Limit

Word limits provide a guide so that you understand the expectations of your lecturers and tutors. Thus, the word limit plus or minus 10% of that limit is acceptable. If you submit a task that is too long, the marker will cease reading the submission once the word limit + 10% has been reached. So, for example if your word limit is 1000 words, the marker will cease reading at 1100 words.

## 4. Plagiarism

Students need to familiarise themselves with appropriate referencing standards as well as what constitutes plagiarism. If you are unsure, help is available here: https://student.unsw.edu.au/plagiarism. If you would like further assistance look at the 'Working with Academic Integrity" online module.

Instances of plagiarism will be referred for review and educative action as appropriate

Marks will be deducted for inappropriate referencing.

## 5. Use of Generative Artificial Intelligence (AI)

For our assignments, you may use generative artificial intelligence for simple editing assistance only.

Information on the use of generative AI can be found here: https://www.student.unsw.edu.au/assessment/ai

Please note that your submissions may be passed through an AI-generated text detection tool. Students do not have access to the Generative AI report. 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.

AI use must be cited correctly using your citation system, check the UNSW guide here: https://www.student.unsw.edu.au/ai-referencing

## 6. Formatting requirements

Times New Roman, 12pt font and 1.5 line spacing is recommended.

## 7. Feedback

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances.

## 8. Special Consideration, Late Submission and Penalties

Late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after five days (120 hours) of the original deadline unless Special Consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assignment has been submitted.

Extensions to assessment deadlines will be granted only in exceptional circumstances, and where adequate supporting documentation can be provided. Requests must be made through the UNSW Special Consideration process. For details about this process, see: https://student.unsw.edu.au/special-consideration

Please note that work commitments **do not** constitute grounds for an extension.

<u>Grading Basis</u>

Standard

<u>Requirements to pass course</u>

In order to pass this course you must achieve an overall mark of at least 50%.

# Course Schedule

## Attendance Requirements

There will be meetings throughout the internship with the course authority to check on progress, air concerns and discuss key professional learning. These meetings will be called to fit within student schedules around work and study, but it is mandatory to attend these meetings at the agreed time.

# Staff Details

| Position | Name | Email | Location | Phone | Availability | Equitable Learning Services Contact | Primary Contact |
|----------|------|-------|----------|-------|--------------|-------------------------------------|-----------------|
| Convenor | Suzanne Schibeci | | Ground Floor, John Goodsell Building, Kensington Campus. | | By appointment via email | Yes | Yes |

# Other Useful Information

## School-specific Information

The University provides a wide range of support services for students, including:

**Moodle eLearning Support**

For online help using Moodle, go to: https://student.unsw.edu.au/moodle-support For technical support, email: itservicecentre@unsw.edu.au; Phone: 9385 1333.

**UNSW Academic Skills**

https://www.student.unsw.edu.au/skills

Provides academic skills support services, including workshops and resources, for all UNSW students. See website for details.

**Library services and facilities for students**

https://www.library.unsw.edu.au/study/services-for-students

**IT Service Centre**

https://www.myit.unsw.edu.au

Provides technical support to troubleshoot problems with logging into websites, downloading documents, etc. Office: UNSW Library Annexe (Ground floor).

Phone: 9385 1333.

**UNSW Counselling and Psychological Services**

https://student.unsw.edu.au/wellbeing

Provides support and services if you need help with your personal life, getting your academic life back on track or just want to know how to stay safe, including free, confidential counselling. Office: Level 2, East Wing, Quadrangle Building; Phone: 9385 5418; Email: counselling@unsw.edu.au

**Equitable Learning Services**

https://student.unsw.edu.au/els

Provides assistance to students who are trying to manage the demands of university as well as a health condition, learning disability or have personal circumstances that are having an impact on their studies.

Phone: 02 8374 9201; Email: els@unsw.edu.au

**WIL Central:**

E: wil.central@unsw.edu.au

**After-hours emergency contacts:**

UNSW Security Services T: + 61 (2) 9385 6666