UNSW Course Outline

AVIA3299 Aviation Work Placement 2 - 2024

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General Course Information

Course Code : AVIA3299
Year : 2024
Term : Term 2
Teaching Period : T2
Is a multi-term course? : No
Faculty : Faculty of Science
Academic Unit : School of Aviation
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 is the second of the Aviation work placement courses and builds on the skills and experiences gained in AVIA3199 Aviation Work Placement 1. **AVIA3199 must be completed as a co-requisite or pre-requisite to AVIA3299.**

This work placement course is for School of Aviation students who wish to extend their work placement experience by completing a longer work placement (over two terms) or a more intensive placement (more hours in one term). Placements may be paid or unpaid. The three work placement options available to students are provided below - the same eligibility and approval processes apply for all work placement options.

- **Option A:** 105-hour placement completed in 1 term; enrolment pattern = AVIA3199; total of 6 UOC
- **Option B:** 210-hour placement completed in 1 term; enrolment pattern = AVIA3199 and AVIA3299 in the same term; total of 12 UOC
- **Option C:** 210-hour placement completed over 2 terms; enrolment pattern = AVIA3199 in one term and AVIA3299 in the following term; total of 12 UOC

In completing an extended or intensive option, students will have the opportunity to further develop professional workplace skills and engage in deeper self-reflection and analysis of the experience as a stepping stone into a graduate career.

Like AVIA3199, AVIA3299 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 a School of Aviation major or specialisation;
- 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.

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 a broad range of transferrable workplace skills
- Enable deep analysis and self-reflection of professional performance through an extended workplace experience

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 developments in personal professional performance through deep analysis and self-reflection.
CLO5 : Describe and display a broad range of transferrable professional competencies in complex workplace situations.

Course Learning Outcomes	Assessment Item
CLO1 : Integrate theory with professional practice by applying disciplinary knowledge in a workplace setting.	• Work Placement e-portfolio • Work Placement Preparation
CLO2 : Identify and apply professional skills and capabilities within a scientific workplace.	• Supervisor's Report • Work Placement e-portfolio • Work Placement Preparation
CLO3 : Operate effectively in the workplace, in line with organisational expectations.	• Supervisor's Report • Work Placement e-portfolio
CLO4 : Evaluate developments in personal professional performance through deep analysis and self-reflection.	• Work Placement Preparation • Work Placement e-portfolio
CLO5 : Describe and display a broad range of transferrable professional competencies in complex workplace situations.	• Supervisor's Report • Work Placement Preparation • Work Placement e-portfolio

Learning and Teaching Technologies

Moodle - Learning Management System | Zoom

Assessments

Assessment Structure

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

Assessment Details

Supervisor's Report

Assessment Overview

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

• Professionalism

• Motivation and attitude

• Independence and initiative

• Contribution to the workplace

Note: If you are engaging in the same placement across both AVIA3199 and AVIA3299, a single Supervisor Report will be provided across both courses. If your placement for this course is different from your previous AVIA3199 placement, you will receive a separate Supervisor Report for AVIA3299.

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.
- CLO5 : Describe and display a broad range of transferrable professional competencies in complex workplace situations.

Work Placement e-portfolio

Assessment Overview

Fortnightly Submissions (25%)

You will complete reflective professional development-posts throughout the term (250-300

words each).

Prompt questions will guide you to reflect on:

• how you are utilising skills and knowledge from your science courses in the workplace;

• the skills and attributes you identified as development goals in your Placement Plan assessment

• challenges and successes you encountered during the placement

You will receive regular feedback by course teaching staff.

Final Submissions (25%)

Final Post (Reflection) due end of placement.

You will write a 1000-word post on how successful you were in achieving the course learning outcomes during the placement and how this helped you to a) achieve your placement goals and b) support your graduate career goals. You must address at least one concept from each of the online WIL Modules you completed, and include a discussion of how you employed skills and knowledge derived from your other coursework in your Program.

Final Post (Showcase) due end of placement.

This is an opportunity for you to showcase the work you undertook during the placement. Given the variety of placement experiences possible, the nature of this post is dependent upon your individual placement experience. For students undertaking project work, you may include copies of a report, presentation, data sets or other deliverables you produced. For students shadowing staff or undertaking ad-hoc duties throughout the placement, you will identify (with input from your placement supervisor) three key tasks that you are particularly proud of/performed to a high standard for your portfolio 'showcase'. In either situation, you will be required to discuss feedback you received on your showcased items and consider what you did well and what you could improve upon. This discussion should amount to 1000-words.

You will receive feedback by course teaching staff.

Note: If you are engaging in the same placement across both AVIA3199 and AVIA3299, the e-Portfolio will be assessed across both courses. If your placement for this course is different from your previous AVIA3199 placement, you will need to complete a new e-Portfolio for AVIA3299.

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 developments in personal professional performance through deep analysis and self-reflection.
- CLO5 : Describe and display a broad range of transferrable professional competencies in complex workplace situations.

Work Placement Preparation

<u>Assessment Overview</u>

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 transferrable skills that you aim to develop during the placement experience. These skills should align with your graduate career aspirations. Note: If you are engaging in the same placement across both AVIA3199 and AVIA3299, the Placement Plan will be assessed across both courses. If your placement for this course is different from your previous AVIA3199 placement, you will need to complete a new placement plan for AVIA3299.

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

You will complete 3 online WIL modules of 90-120 minute duration each. You will do a summative quiz at the end of each module, each worth 2.5%. Automated online feedback will be provided.

Note: Across AVIA3199 and AVIA3299, you must complete one School (discipline-specific) module, and choose 5 different professional development modules to complete from the collection of modules available. If you have completed AVIA3199 in a previous Term, you must ensure that you choose three new modules for AVIA3299.

<u>Course Learning Outcomes</u>

- 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 developments in personal professional performance through deep analysis and self-reflection.
- CLO5 : Describe and display a broad range of transferrable professional competencies in complex workplace situations.

General Assessment Information

<u>Grading Basis</u>

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.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Tay Koo					No	Yes
	Lorda Omeissah					No	No

Other Useful Information

Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University's conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.
- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the UNSW Student Code of Conduct Website.

Academic Honesty and Plagarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.
Further information about referencing styles can be located at https://student.unsw.edu.au/referencing

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage. At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.
Further information about academic integrity, plagiarism and the use of AI in assessments can be located at:

- The Current Students site,
- The ELISE training site, and
- The Use of AI for assessments site.

The Student Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: https://student.unsw.edu.au/conduct

Submission of Assessment Tasks

Penalty for Late Submissions
UNSW has a standard late submission penalty of:

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

Any variations to the above will be explicitly stated in the Course Outline for a given course or assessment task.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

Special Consideration

If circumstances prevent you from attending/completing an assessment task, you must officially apply for special consideration, usually within 3 days of the sitting date/due date. You can apply by logging onto myUNSW and following the link in the My Student Profile Tab. Medical documentation or other documentation explaining your absence must be submitted with your application. Once your application has been assessed, you will be contacted via your student email address to be advised of the official outcome and any actions that need to be taken from there. For more information about special consideration, please visit: https://student.unsw.edu.au/special-consideration

Important note: UNSW has a "fit to sit/submit" rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

Faculty-specific Information

Additional support for students

- The Current Students Gateway
- Student Support
- Academic Skills and Support
- Student Wellbeing, Health and Safety
- Equitable Learning Services
- UNSW IT Service Centre
- Science EDI Student Initiatives, Offerings and Guidelines

School Contact Information

Email:

aviation@unsw.edu.au

Telephone:

Undergraduate Courses - +61 2 9385 5756 (Katie Wang)

Postgraduate Courses - +61 2 9385 5787 (Michelle Lee)