



DESN3052 DESIGN PROJECTS 5B: DESIGN DIRECTIONS 2

SEMESTER 1, 2020

INFORMATION FOR PLACEMENT PROVIDERS

Thank you for providing this placement opportunity for a University of Newcastle Visual Communication/Design Undergraduate. Hands-on professional practice forms a vital part of the student learning experience and we hope this will be a positive experience for both the student and the host organisation.

Students approach potential organisations to host a professional placement as part of their third year of Design studies at the University of Newcastle. Each student will provide a CV and digital portfolio to the host organisation. If the organisation agrees to host a professional placement, the student will ask the host organisation representative (i.e. the supervisor) to complete the online **Placement Agreement Form**:

<http://survey.newcastle.edu.au/TakeSurvey.aspx?SurveyID=DESN3052>

Please read this form carefully, preferably with the student present. It asks for a brief outline of the student's agreed role and tasks, as well as times to attend. This can be a good time to discuss the scope of the placement for both student and host organisation. Please note that for insurance and UON course requirement purposes, students can not start placement until the **Placement Agreement Form** has been submitted, and their placement formally approved by the Placement Coordinator.

The course requires the host organisation to commit to a placement of 80 hours. This may be completed in a single block (e.g. 10 days at 8 hours a day), or a combination of block and intermittent times. The specific dates and times must be arranged and agreed in consultation with the supervisor before the placement begins. The host organisation will also be involved in the assessment by completing a feedback survey at the completion of the placement.

After reading the guide, if you have any questions about the professional placement, please contact the Industry Placement Coordinator on bettina.hodgson@newcastle.edu.au

SOME POINTS TO CONSIDER

Be clear about your expectations of the student

When your student starts the professional placement in your workplace help your student by articulating clearly what you expect. You should have some idea of what you want from the student based on the information provided on the online **Placement Agreement Form**. Go over it with the student. Your student doesn't want to 'stuff up' or look like a 'failure'.

Remember, the student will have the education but maybe not the real world experience just yet.

Supervisors should provide an orientation for the student. Welcome your student to the workplace both formally and informally. Introduce the student to other members of your workplace team and let the student know that you and your organisation are happy that he or she is here. Emphasise that questions are OK.

Assist the student to 'fit' in and learn the basics of your organisation; how it functions and the nature of how the student will interact with colleagues.

- Provide an overview of your organisation and/or department
- Provide a clear direction on the number of hours to be worked (as per the Placement Agreement Form), appropriate attire, phone etiquette, work ethic, office decorum, resources, and other similar issues
- Review the student's responsibilities and discuss expectations of the placement for both student and your organisation.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences
- Consider providing the student with not just a supervisor but also a mentor. A mentor can be a source of additional information about the organisation.

Providers should provide practical experience

The nature of the work placement should be the equivalent of an entry-level professional or more advanced work depending on the skills and experience of the student. Providers should minimise administrative and clerical duties. Duties such as photocopying and filing should be no greater than other colleagues. Students should not 'shadow' or observe a mentor but be actively engaged and making contributions to the host provider.

Don't just assume your student will know how to do something in the way you want it done. Provide instruction as you set the task.

Expect the student to make mistakes and help fix them. A mistake could be the result of inexperience or failing to think ahead or a difference of communication styles. The student will appreciate your assistance and the development of a working relationship.

Help the student to show you what he or she is good at

Help the student to feel secure in your workplace and a part of your team, so the student can demonstrate his or her skills.

Does the student need a special clearance to work in your organisation?

Please help us to ensure any additional documentation particular to your organisation (e.g. a health check, Prohibited Employment Declaration, or a Criminal Record Check) is completed prior to the student commencing the placement.

Students will complete a report on their placement

This will include:

1. A journal of their workplace experience
2. A report analysing the professional experience
3. A visual portfolio demonstrating the type of work they have undertaken. This can be examples of work completed whilst on placement or, if issues of confidentiality arise, an equivalent substitute.

It will be helpful to the student if the placement is concluded with a formal final evaluation of some kind so the student and organisation may share results and provide feedback to each other on the experience.

We will contact you.

The Placement Coordinator will contact the host organisation, by email initially to ask the placement supervisor a series of questions about the student's attitude, compatibility with the professional work environment, and

suitability for the profession. These questions are contained in the online **Placement Feedback Survey Form**. Your response will form part of the student's assessment.

What to do if you have a problem with the placement.

If you have an issue with the student's workplace performance, counsel the student as you would any other employee and contact the Placement Coordinator immediately. Let us know so a small issue can be resolved quickly and easily early in the placement rather than at the end of a placement when it may be too late.

What happens if a student is injured while on a placement?

The University of Newcastle current **Insurance Policies** are held with CS&C-Insurance for all enrolled students (undergraduate and postgraduate) on a 24-hour a day basis 365 days a year. The policy provides cover whilst the student is engaged in course related activities and/or practical placement or community placement activities. It is an accident cover only and does not cover illness.

INSURANCE

The University of Newcastle Student Placement Insurance:

<http://www.newcastle.edu.au/current-students/learning/work-experience-and-volunteering/insurance>

Further details can be obtained by contacting:

insurance@newcastle.edu.au

Once again, thank you for providing our students with an important learning experience. If you have any questions, please contact the Industry Placement Coordinator on bettina.hodgson@newcastle.edu.au

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