



Swinburne University of Technology | Faculty of Design | Industry Placement

HANDBOOK FOR STUDENTS UNDERTAKING INDUSTRY PLACEMENT

November 2010

see Faculty of
Design website for
current listing

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INTRODUCTION

As a student who has been selected for the Industry Placement program at Swinburne, you are about to commence an exciting, challenging and extremely rewarding experience. The Industry Placement program will introduce you to a wide range of new experiences, all of which should support your overall professional development and enhance your progress towards becoming a skilled professional in the field of your choice.

There will be many aspects of this experiential learning for which no handbook or guide can fully prepare you. However there are also many matters about which you can be briefed and which you must know at this point in time as you commence your journey. This handbook has been designed to provide this background information.

Your responsibility is to read and understand the contents of this handbook before you start. Ask your Industry Placement Academic Mentor or Industry Placement Coordinator if you need clarification on any aspects.

WHAT IS INDUSTRY PLACEMENT?

Industry Placement is:

- a program offered at undergraduate level in which students have the opportunity in their second last year of study, to undertake a paid industry placement (usually 4 days per week), for 24 or 48 weeks in an area related to their studies and intended future career.
- a long established collaborative program between the university and industry – over 40 years at Swinburne. Industry and the faculty determine the nature of the placements and the university determines their suitability for the Industry Placement program. Students are chosen to participate in Industry Placement on the basis of their academic abilities and level of maturity to enter the workplace.
- an accredited third year subject with assessable outcomes. It is formally acknowledged by the University in academic transcripts and on graduand's testamurs.
- supported by the University through a system of Industry Placement Academic Mentors assigned to placed students
- a curriculum pathway into the fourth year Honours Program.
- the collaboration of industry, universities and students in a program of experiential learning which complements the learning undertaken in University courses

Specifically, Industry Placement fits into your academic program as a unit of study for which you enrol.

Refer to the Appendices for specific information about this e.g. documentation, fees, dates and unit of study codes.

2. WHAT ARE THE BENEFITS OF UNDERTAKING INDUSTRY PLACEMENT?

For participating students, Industry Placement aims to meet the following objectives:

- enable the integration of academic studies with real world application in the workplace
- enhance students' understanding of contemporary workplaces – developments and trends, priorities, concerns, regulations and policies, etc
- foster personal growth, maturity and self confidence
- enhance interpersonal and generic workplace related attributes and skills
- enhance professional and technical skills
- encourage reflective and analytical behaviour
- enhance the ability of returning students to understand and value the relevance of course units of study
- help clarify future career directions and develop general work readiness
- develop networks and contacts in the field
- develop portfolio material useful in future career seeking activities
- enhance students' employability and transition from academia to work through the development of the above outcomes
- provide insights into diverse ways of learning and encourage a commitment to lifelong learning.

As the title 'Industry Placement' suggests, this program focuses on the enhancement of your learning via design industry experience. The experiential learning implicit in Industry Placement encourages you to observe, reflect, analyse, synthesise, evaluate and apply what you have learnt in your academic studies to practical and 'real life' situations. Industry Placement should also influence and enhance how you approach the remainder of your studies after completing Industry Placement.

Industry Placement represents a significant component of your personal and professional growth.

3. WHY DO EMPLOYERS SUPPORT INDUSTRY PLACEMENT?

A diverse range of design organisations have and continue to support the Industry Placement program at Swinburne as it;

- enables industry input into the training of future professionals
- enriches hosting workplaces by introducing employees who bring new ideas and fresh perspectives
- allows for the completion of important tasks in a cost effective way
- encourages the development of diverse relationships and connections with the University (such as gaining access to academics' expertise and providing links for future research opportunities)
- provides employees involved in supporting students the opportunity to develop management and training skills
- encourages organisations to reflect on current practices and possibly reconsider their training, induction and staff development processes
- enables the recruitment of future employees where appropriate.

4. PREPARING TO START YOUR PLACEMENT - ADMINISTRATIVE MATTERS

Before you leave the University to start your position, there are a number of administrative actions to be taken.

The following checklist should be used to ensure these matters have been finalised:

- enrolment in the appropriate Industry Placement unit of study: HDP050 Industry Placement 1 and/or HDP055 Industry Placement 2
- enrolment in any additional unit of study you may undertake whilst on Industry Placement: HDCOM312 Design for Production and HDCOM322 Information and Interface Design (CD recommended).
- completion and submission of any documentation required by your Faculty
- Submission of any documents required by your Faculty: Employer contract, Credit Acknowledgement form and Amendment to enrolment form.
- attendance at any Faculty briefings: Industry Placement Preparation seminar
- knowledge of who is assigned as your Industry Placement Academic Mentor and their contact details.

Students placed overseas will be advised about how the supervision will be managed for them. In such situations, students must contact the Industry Placement Coordinator and complete all relevant forms.

There are other matters about which you should know:

- Communication with you whilst you are on Industry Placement will usually occur through emails, via phone or Blackboard.
- Industry Placement is a subject and will have applicable fees. Local students refer to the following website for information about fees <http://www.swin.edu.au/studentoperations/fees/undergraduate>.
- International students continue to pay normal international fees. International students must extend their visa for twelve months to meet Honours year commitments.

Further information can be obtained from the Industry Placement Coordinator.

5. OPTIMISING THE BENEFITS YOU GAIN FROM DOING INDUSTRY PLACEMENT

There are several aspects to consider ensuring that the Industry Placement experience works to best serve the needs of all parties involved in the program. As a student undertaking placement, it is important for you to become familiar with the aspects covered in this section to help optimise the benefits of the experience to you.

Please take the time to study the areas outlined below.

6. OVERALL APPROACH TO THE INDUSTRY PLACEMENT.

There are many factors which will help you make the most of your Industry Placement experience. The following advice reflects the experience of past students and university staff associated with Industry Placement over the many years it has been offered at Swinburne. Much of this advice is a reflection of what employers will expect of an Industry Placement student placed with their organisation.

We suggest you carefully consider the hints below now and refer back to them as necessary during your placement.

- Get to understand the **culture** and protocols of your workplace recognising that these will be different from those you are familiar with at both university and your previous places of work. You are advised to get a solid grasp of what behaviours and actions are appropriate, observe and ask about these things.
- Always show courtesy and consideration for others.
- The way you **dress** will also relate to this aspect of adapting to a new environment - dress to the highest common denominator if in doubt, and adapt as you become more certain of your environment.
- Avoid involvement in **office politics**, work out the culture and learn by observation
- Show personal **commitment** and enthusiasm at all times. Always try to do your best. Many people have put a substantial effort into ensuring that placements work well but the effort you put in personally will be a significant determinant of the value you get from the experience. This commitment from you will be shown in such things as punctuality, attention to detail, meeting deadlines, showing respect for others and a willingness to go that extra mile.
- **Learn** from all the circumstances and actions you find yourself involved in. As a newcomer to the workplace and to the tasks given to you, you will have a lot to learn. This opportunity to learn will arise in both formal and informal settings. View everything as a learning opportunity – the positive as well as negative experiences. It often takes the passage of time for you to fully understand just what learning has actually taken place.
- You will learn about things specific to the position you are in and about the world of business in general, about people and about yourself. Listen and observe. Seek out opportunities to learn new skills and gain new knowledge.
- Utilise the skills and general experience gained in your part time, casual, and vacation work.
- Set realistic & achievable **goals** – short term and long term.
- Keep trying to seek clarification of what your future career goals might be.
- Develop **networks** and contacts wherever possible, and always be a good team player – the development of the skills required to establish and maintain sound relationships will serve you well in the present and future. Seeing opportunities as they present themselves is a valuable skill but knowing how to build and maintain the relationships necessary to help develop opportunities into something of substance, requires a sophisticated understanding of how people operate.
- Ask for **help** when needed, record information provided, take notes wherever appropriate keep in touch with your industry supervisor even if they appear (and probably are) always very busy.
- **Respect** company property and people's space and be sensitive to confidentiality and security issues.
- Behave **ethically** and when in doubt, ask.

- Be mindful of **equal opportunity and discrimination** issues; be mindful that some comments can easily be misinterpreted; immediately report any unwanted attention to your Industry Supervisor.
- Keep in good **health** – the exhaustion will be more manageable as you adapt to different hours of work, travel and work pace.
- Be **assertive** not aggressive.
- Develop strategies to cope with **boring** aspects of the job should they arise.
- Keep up to date with the **assessable work** required by your Faculty.

Here is what past Industry Placement students have said about the program:

“This experience has opened a whole new range of possibilities for me that I had not considered before and where I now would be happy to take my career in order to develop it further”

“Industry Placement is more than just work experience. It is the chance to open the door to the new world I have always dreamed of”

“Industry Placement has been an amazing experience, possibly the most valuable start to my career”

Life in industry will be different from that you have known. There will probably be challenges in the following areas:

- The nature of the work - new concepts and language, new equipment and software, product knowledge and ways of doing things
- The hours of work - length of the working day, sameness in the pattern of hours, the pace and meeting deadlines, managing multiple tasks and conflicting demands
- Your colleagues – their values, expectations held of a student, their own backgrounds, education and age
- Requirements of work - deadlines, customers (internal and external)
- The clothes
- The protocols and rules of behaviour (stated and subtle) - using discretion, understanding and acknowledging issues of confidentiality
- The culture - professional and personal codes
- The relationships (personal and professional) - hierarchies, new friendships, the number of new people to deal with and assist
- Your dual role as student and employee – moving from being purely involved in student activities and commitments to employee activities and commitments.

As a student you are a key party in the Industry Placement partnership between industry and the University.

7. WORKPLACE INDUCTION PROGRAM

There are many issues which someone starting as a new employee will need to understand. Organisations have a diverse range of approaches to inducting new employees. There are however a few matters deemed essential in the induction of employees as these are governed by legislation. This information will be covered in specific training sessions, in a handbook or manual, a combination of both, or by other means.

Make sure you are conversant with these issues. Ask if you need to. Induction typically covers:

- Duties and responsibilities (the position description).
- Arranging office space and equipment
- Introduction to other members of staff
- Organisational goals and culture
- Occupational Health and Safety issues
- Policies and practices relating to sexual harassment and discrimination and bullying
- Policies and practices relating to privacy
- Protocols relating to the private and professional use of the organisation's communication systems – phone, fax, email internet, intranet
- Policies and practices relating to performance appraisal/review – salary implications, probationary period
- Policies and practices relating to confidentiality and intellectual property
- Access to training programs
- Protocols relating to communication style with external and internal clients/customers, documentation standards etc
- General etiquette, behaviour, language and dress codes
- Reporting structures and relationships
- Travel and parking arrangements
- Hours of work – rostered days off, overtime, etc.
- Payroll and leave
- Reimbursement of cash outlays incurred – travel, accommodation, etc.
- Staff amenities
- Termination/dismissal – causes and processes
- Smoking, drug and alcohol policies
- Use of company equipment and vehicles
- Security – visitors, after hours, equipment, etc
- Social activities
- Resourcing – stationery, desk etc.

7.1 SEXUAL HARASSMENT AND DISCRIMINATION

In Australia, there is Federal and Victorian Legislation which covers matters relating to discrimination and sexual harassment. These laws impact upon workplace practices in Australia/Victoria as well as a wide range of other activities. There are clear definitions of what constitutes harassment and discrimination in sexual and other areas of life.

Discrimination is also defined as it may relate to sex, race, colour, religion, disability, age as well as several other criteria. There are processes established for dealing with situations which might constitute discrimination. Harassment may occur as an isolated incident or repeated incidents and may include a range of behaviours which are unwelcome and distressing for the victim whether this is intended or not - such behaviours may include sexual jokes, offensive phone calls and email messages, leering, sexual propositions, requests for sex, sexually explicit conversations or insults.

As an employee, the Industry Placement student needs to avoid undertaking such behaviour and if the subject of such behaviour, needs to know how to act. If necessary, the student should be able to seek advice from the appropriate HR staff at the work place, the Industry Placement Academic Mentor, the Industry Placement Coordinator or a Swinburne Discrimination and Harassment advisor.

Please refer to <http://www.swin.edu.au/corporate/hr/equity/index.htm>.

Industry Placement Students should:

- understand what might constitute illegal behaviour under the legislation
- be aware of the organisation's policy and procedures relating to discrimination and harassment
- know to whom incidents are to be reported or with whom they can be discussed
- report less serious allegations to the organisation's contact person
- contact the Industry Placement Academic Mentor, Head of Program and/or Faculty Manager or the Industry Placement Coordinator if the matter is serious, ongoing, affecting a student's work, and/or unresolved despite attempts to deal with it within the organisation.

7.2 OCCUPATIONAL HEALTH AND SAFETY

All Victorian workplaces are covered by extensive legislation enshrined in the Occupational Health and Safety Act 2004 and its subsequent amendments. The Victorian Work Cover Authority is responsible for managing workplace health and safety, public safety and workers compensation in Victoria.

Here are some important facts:

- Employers and employees are encouraged to work together towards the common goal of achieving the best possible safety and health standards in all workplaces
- Both employers and employees have clearly stated responsibilities with respect to Occupational Health and Safety
- Employees are required to 'take reasonable care' for his or her own health and safety and of anyone else who maybe affected by his or her acts or omissions at the workplace
- and to co operate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under this Act' Section 25.

Employers are required to provide and maintain as far as is practicable for employees a working environment that is safe and without risks to health' Section 21. This 'duty of care' refers to things such as plant and equipment, work processes, environment, welfare facilities and information e.g. on hazards and on how to use plant and equipment. Employers are required to monitor, keep records, employ suitably qualified people and monitor conditions of work.

The law requires employers to take their responsibility relating to OHS very seriously.

Whilst on placement as an employee of the Industry Partner employer, you should be made aware of:

- how to report an incident/accident or a potential hazard which may cause injury
- who the OHS workplace representatives are and how to contact them
- what type of basic OHS training is provided for new employees - re medical supplies,
- emergency procedures and equipment, first aid, hazards etc.
- what, if any, risks to health might be in the workplace in e.g. using screen based equipment,
- stress, fumes and chemicals, etc.
- the responsibility to be aware and alert, and behave in a sensible and considerate way.

8. UNDERSTANDING YOUR RESPONSIBILITIES AS A STUDENT

You should be aware of the responsibilities attached to your role as a student in the Industry Placement partnership. You are expected to:

- apply yourself to the successful completion of the Industry Placement program adhering to the Faculty requirements for assessable work (see Appendix)
- comply with the internal rules and regulations of the organisation which govern the daily operation of the organisation's business
- co-operate with the organisation and make all reasonable efforts to maintain a high standard of academic and industry-oriented knowledge
- co-operate with the organisation and accept all reasonable working conditions provided by the organisation and be diligent in carrying out the duties allocated
- be discreet when discussing the work carried out, and if required by the organisation, sign a confidentiality agreement in a mutually agreed form provided by them
- comply with all requirements with respect to completion of the degree as determined by the Faculty and University.

9. INDUSTRY PARTNER/EMPLOYER RESPONSIBILITIES

In addition to understanding your responsibilities, you should also be familiar with the following responsibilities of your employer which are outlined to them in the Industry Placement Handbook for Industry Placement Academic Mentors and Industry Supervisors. This is provided at the commencement of a placement.

It is the responsibility of the host organisation to:

a. Assist students to integrate into the workplace

- Ensure relevant regulations are understood
- Maintain watch over student in relation to potentially difficult situations
- Introduce to colleagues – immediate and others
- Ensure necessary resources and training are available
- Ensure that work colleagues understand the role of the Industry Placement student, nature of Industry Placement and the relevant reporting structure.

b. Provide general support and supervision

- Develop a work plan – ensure work is productive, challenging and appropriate to student's current and developing skill level.
- Provide feedback via a performance management plan and timely responses
- Help the student develop positive workplace relationships – professional and social
- Ensure all administrative matters are managed
- Ensure HR related matters such as payroll, leave, induction are managed by the appropriate person
- Maintain links between the employer and the University.

c. Ensure the student arranges all aspects of site meetings

- Attend site meetings with Industry Placement Academic Mentor
- Advise the University of issues or concerns
- Attend mediation/resolution meetings
- Ensure policies are adhered to in terms of termination
- Provide the university with formal (and informal) feedback on operation of Industry Placement and performance of the student.

d. Support the student in undertaking tasks required for Industry Placement assessment

- Gain familiarity with university assessment requirements
- Review and comment on the Reflective Journal and Industry Placement Banner submission
- Support the final assessment task as required
- Encourage ongoing reflection and analysis by students

e. Ensure professional and personal growth occurs

- Ensure appropriate training is offered
- Ensure tasks are appropriate and challenging
- Ensure feedback is constructive and timely

f. Ensure the organisation's targets are met

- Ensure the student's work plan is clear, targets and priorities are defined and time managed well
- Ensure the student understands the relevance and importance of their role in the context of the whole organisation/department.

10. LEARNING WHICH OCCURS DURING YOUR INDUSTRY PLACEMENT.

The assessment tasks associated with the completion of the Industry Placement unit of study (*refer to the Appendix*) are designed to help you identify, analyse and articulate the learning that occurs during your placement. Undertaking these set tasks at the highest level will help you optimise what you take away from the Industry Placement experience and influence your future.

In general the Industry Placement experience will support the development of:

- specific professional knowledge, skills and values
- a general understanding of the nature of contemporary workplaces
- personal generic professional skills and understandings.

11. Managing issues of concern and difficulties in the workplace

Despite the best preparation and intentions, issues requiring intervention and specific action can arise in an Industry Placement work situation. The causes of these issues are many and varied, and whilst not common, do arise in workplaces participating in Industry Placement. Managing these issues successfully will help optimise what you get from the Industry Placement experience. What you learn from negative experiences is often as valuable as that gained from positive ones.

The cause of tensions and difficulties are varied but usually are of the following general nature:

- a. The Industry Partner/Employer considers that the student is not performing to the expected level in terms of:
 - the quality and/or quantity of the student's work, or
 - inappropriate behaviour of the student whilst at work
- b. The Industry Partner/Employer is experiencing major changes (e.g. cessation of business necessitating terminations)
- c. The student considers that the placement is not relevant to the student's course or that there are other issues that are preventing the placement from being successful.

Many organisations have a probationary period of employment for new employees and this often applies to Industry Placement students as well. Sometimes it takes 3 months for a new employee to fully acclimatise, or in fact for problems to be identified by either party. This period is there to help both parties observe and judge the suitability of the employee to the position. Commonly a student's performance will be reviewed at this time and discussions held about any need for improving the performance of a student – additional training might be provided and timelines set to revisit the situation.

Most Industry Placement students move almost without noticing, through the probationary period.

Where there are significant tensions and dissatisfaction by any or all of the parties involved in the Industry Placement partnership, the aim is for issues to be quickly and professionally managed so that all parties are satisfied with the outcome. Rarely does this lead to a termination but if it does the circumstances surrounding the termination will determine what implications there are for the student – e.g. they maybe found another placement if that is possible and appropriate, there maybe financial implications. In addition, an employer may not be included in future Industry Placements.

In instances where it is considered appropriate or useful a student will be encouraged to seek a debriefing consultation with a University counsellor.

In general, students should be guided by the following principles when issues arise initially:

- a. Raise the issue with the appropriate person in the workplace, usually your Industry Supervisor and request that the matter be discussed in a timely manner i.e. not allowing things to drag on or for you to stew over the matter for a long period. If the matter is one which lends itself to you discussing it informally with another Industry Placement student, a buddy allocated to you by the organisation, or just a trustworthy work colleague, try this as it may help put things into perspective or suggest another way of tackling the issue
- b. Contact the Industry Placement Academic Mentor and/or Industry Placement Coordinator and advise them of the issue if it looks like the matter cannot be easily resolved by you – advice may be given and/or a meeting set up between the University staff member and you and/or workplace representative.
- c. If the issue is such that it directly threatens your physical or psychological health or if it constitutes a clear breach of the law, you must **immediately** contact your Industry Placement Academic Mentor. If that is not possible, your Head of Program should be contacted. If neither is possible, you should contact the Faculty General Manager, Faculty of Design and the Industry Placement Coordinator.

The guidelines for resolution of problems list the procedures which are to be followed by all parties to ensure that concerns and difficulties are resolved.

12. SUPPORT FROM THE UNIVERSITY

As Industry Placement is a unit of study, an important component is that you are provided with support from the university through:

- having a Industry Placement Academic Mentor assigned to you for the duration of the placement and either an academic member of staff, staff from the Faculty of Design administration office, or a contracted University employee
- having easy access to the Industry Placement Coordinator who is dedicated to the Industry Placement program.
- having access to the University's student support services such as Careers and Employment counselling, Equity, and Disability advice.
- Understanding the roles of the Industry Placement Academic Mentor and the Industry Placement Coordinator will also enhance good outcomes should you need support and advice.

13. ROLE OF THE INDUSTRY PLACEMENT ACADEMIC MENTOR

The role of the Industry Placement Academic Mentor is to:

- Ensure that the educational objectives of the placement are being met.
- Ensure that the Industry Placement student is performing the tasks required by both the employer and Swinburne to the best of their ability, and in a professional manner. Provide Academic support where required.
- Ensure that matters of concern to either employer or student are conveyed to the appropriate university staff, including the Industry Placement Coordinator. To follow through resolution process and take appropriate action.
- Ensure that the industry supervisors (external) are familiar with the objectives of an Industry Placement.
- Make regular contact with the Industry Placement student and Industry Placement Supervisor through site visits. Site visits should be made at least twice during a standard 48 week placement.
- Assist students with the design and completion of their workplace-focused Industry Placement assignments (Industry Placement Reflective Journal and Industry Placement Banner)
- Assess students' assignments (pass/fail grade awarded), provide result to Industry Placement Coordinators.

14. ROLE OF THE INDUSTRY PLACEMENT COORDINATOR

The role of the Administrator, Students and Programs is to:

- Answer enquiries from both students and employers on Industry Placement.
- Collect all contracts and amendment to enrolment forms for students successful in obtaining a place with an employer.
- Ensure that students enrol in one 12.5 subject per semester.
- Administer all activities associated with Industry Placement events in conjunction with Industry Placement Academic Mentors.

15. AT THE END OF YOUR PLACEMENT

Once your placement is over or nearing completion, there are some tasks requiring your action. These include:

- Completing the Faculty assessment tasks required to pass the Industry Placement unit of study.
- Completing the Industry Placement student feedback survey (refer Appendix)
- Reminding (gently) your workplace supervisor to complete the Industry Placement Employer feedback survey evaluation
- Re-enrolling in units of study in preparation for your return to study in the following semester
- Updating your post-Industry Placement resume – arrange an appointment with a University Careers and Employment officer to assist if you require
- Seeking a reference (if you think it appropriate) or ask that your workplace supervisor be available to act as a referee in your quest for a graduate position in the future

16. WHAT WILL HAPPEN NEXT?

Faculty staff will register your results and these will be reflected in the next transcript you receive. Please contact your Industry Placement Academic Mentor if you have enquiries about this.

Faculty administration staff will also enrol you into the Honours year program. Please contact the Industry Placement Coordinator should you have enquiries regarding this. (Note: All students must complete Honours year to graduate).

Upon graduation, you will receive your testamur on which your Industry Placement unit of study will be included.

APPENDIX 1: UNIT OUTLINE – INDUSTRY PLACEMENT UNIT OF STUDY HDP050/HDP055

Unit Outline

HDP050/055 Industry Placement

Credit Points

37.5 Credit Points

Duration

1 or 2 Teaching Periods (24 or 48 weeks)

Contact Hours

4 days per week with employer

Campus

Prahran

Unit Convenor

Andrew Kean

Prerequisites

Successful completion of Stage 2 (200 Credit Points)

Minimum Credit Grade Average

Applicants with a minimum credit average are required to complete application forms and will be invited to attend both formal Faculty and industry interviews. Selection is made on the basis of this process.

Corequisites

An Elective Unit of 12.5 credit points

Teaching Method

Students are placed in an appropriate industrial situation organised by the Faculty of Design, and supervised by both academic staff and professional practitioners.

Assessment

Summative assessment occurs at the completion of the placement, and is based on the submission of a reflective journal and submitting an information poster to the faculty for display. An academic supervisor, in liaison with the employer, will also provide formative assessment throughout the semester to support participants in developing skills and understanding relevant to the professional environment.

Aims and Objectives

In this unit, students will:

Develop and enhance an understanding of the graduate attributes linked to this Unit,

Develop students' professional design abilities through industry projects

Develop an awareness of design in a business context

Extend their understanding of the process of designing for and with others

Graduate Attributes

Graduates are capable in their chosen profession, vocational or study areas,
Graduates are adaptable and manage change,
Graduates are aware of environments in which they will be contributing.

Content

This Unit aims to provide experiential, discipline-specific learning in an authentic, real-world environment. Through observation, enquiry and practice under the supervision and guidance of professional practitioners and an academic mentor, students will engage in professional experiences, test and critically assess their learning to date.

The experience contextualises existing design skills within an understanding of the impact of client, customer, team dynamics and direction in the design process.

Reading Materials

Students will be required to keep up to date with contemporary design issues through the reading of a wide variety of design magazines and publications (broad and discipline-specific).

JB/NL 2007

APPENDIX 2: INDUSTRY PLACEMENT ASSESSMENT SCHEDULE

In order to successfully complete the Industry Placement unit, you are required to complete two formal academic requirements assessed by the Industry Placement Academic Mentor. Summative assessment occurs at the end of the placement and is based on the submission of a Reflective Journal and exhibiting work at the faculty.

You are encouraged to seek advice and feedback from your Industry Supervisor and Industry Placement Academic mentor continually throughout the placement. You are also required to attend one third year subject (at the University) in addition to your Industry Placement unit of study for each 24 week placement.

The table below outlines the responsibilities of the Industry Placement student, the Industry Supervisor, the Industry Placement Academic Mentor and Administration staff regarding assessment.

ASSESSMENT	DUE DATE	PURPOSE	YOU, THE STUDENT, ARE REQUIRED TO:	INDUSTRY SUPERVISOR'S ROLE	INDUSTRY PLACEMENT ACADEMIC MENTOR'S ROLE
Industry Placement Site Visit Questionnaire	Information is gathered at On-Site Visit	<ul style="list-style-type: none"> identify and monitor the type of learning which occurs as part of the placement provide a focus for reflection and analysis of the learning/ work experience 	<ul style="list-style-type: none"> attend the meeting with the Industry Placement Academic Mentor and Industry Supervisor assist in facilitating the appointment to provide honest answers to questions raised/points discussed in meeting 	<ul style="list-style-type: none"> to discuss the student's performance and learning during their placement ensures that issues are raised/addressed should the need arise 	<ul style="list-style-type: none"> the Industry Placement Academic Mentor discusses the questionnaire site visit with the student and the host employer. ensures that issues are raised/addressed should the need arise
Industry Placement Reflective Journal Project Brief (Formal)	Two (2) weeks after the completion of each 24 placement.	<ul style="list-style-type: none"> Documents the student's personal growth during their placement. Provides a documented record of the professional growth/ learning over the placement. Records a student's experience for future reference/helps identify areas of professional development for the future. 	<ul style="list-style-type: none"> Submit a 1500-2000 word essay outlining the Industry Placement experience as a whole. Must be <i>design specific</i>. (Information to be included on Design/ business practice Communicating Design Technical Skills and Professionalism. To describe/record the learning undertaken during the placement and how these skills and additional knowledge can be applied To analyse/reflect on their time during the placement and the tasks undertaken. How this experience has taught them to tackle tasks differently 	<ul style="list-style-type: none"> To assist the student by providing constructive feedback and support 	<ul style="list-style-type: none"> The Unit Convener places the unit outline on Blackboard as well as the Reflective Journal – Project brief template with specific instructions to follow. The Industry Placement Academic Program mentor assesses the report and discusses with the student.
Industry Placement Display	End of Placement	<ul style="list-style-type: none"> The display is for Industry Placement Students, Industry Placement Academic Mentors and Industry Supervisors to have an opportunity to see some of the work Students have produced during their Industry Placement 	<ul style="list-style-type: none"> Students are required to submit work they produced whilst on Industry Placement using the Industry Placement Banner Guidelines. Content is to be submitted to Industry Placement Coordinator – Level 2 Faculty of Design 	<ul style="list-style-type: none"> To assist their Industry Placement students with preparation of the banner 	<ul style="list-style-type: none"> The Industry Placement Academic Mentor with the technical requirements of the exhibition The Industry Placement Coordinator would manage the display.

APPENDIX 3: GUIDE FOR SITE VISITS (QUESTIONS THAT MAY BE ASKED)

Note: These are some of the questions that may be asked at the on-site visit between you, your Industry Supervisor and the Industry Placement Academic Mentor.

1. Is the student adequately supervised?
2. How many hours do you think the student is working per week?
3. Is the student comfortable in the work environment?
4. List the skills the student has the opportunity to use?
5. Does the student have access to a computer?
6. Is the employer happy with the day release arrangement?
7. Is the employer giving the student freelance work?
8. What are the employer's comments about the student's performance so far?
9. Did the employer make any comments about the student's preparation for the year out?
10. Do you consider the placement educationally worthwhile?

Nature of work:

Type of office:

Number of staff in office:

APPENDIX 4: INDUSTRY PLACEMENT DISPLAY

The Faculty organises the display of current Industry Placement Student work, which is displayed in the PA building, Prahran Campus and onsite in the city.

- The aim of the display is for Industry Placement Students, Industry Placement Academic Mentors and Industry Supervisors to have an opportunity to see some of the work the Students have produced, and to promote the Industry Placement program to students thinking of applying the following year.
- Because of possible confidentiality issues surrounding displays, it is a precondition that participating Industry Placement Employers provide official authorisation for the items selected.
- All Industry Placement Students are required to participate in the display, and your Industry Placement employers normally assist their Industry Placement students with preparation of the banners.
- Guidelines for the Display of work and banner requirements can be sourced from the Industry Placement Coordinator. All Industry Placement employers/Industry Partners are aware that this is a requirement of your unit of study

APPENDIX 5: GUIDELINE FOR THE RESOLUTION OF PROBLEMS

Problems should be resolved on a case-by-case basis that reflects the nature of the problem that has been identified, the student involved and the culture of the organisation involved.

Problems that require resolution may generally be due to one of the following factors:

1. The host organisation is satisfied that the student is not performing to the expected level in terms of:
 - quality and/or quantity of the student's work or
 - inappropriate behaviour of the student whilst at work
2. The host organisation is experiencing major changes (e.g. cessation of business necessitating terminations).
3. The student is satisfied that the placement is not relevant to the student's course or that there are other issues that are preventing the placement from being successful.

PROCEDURE:

1. Prior to placement, the student and the host organisation are advised that they can contact the Industry Placement Academic Mentor, Head of Program, Faculty Manager and the Industry Placement Coordinator to seek advice about the management of any issue.
2. During placement, the student and Industry Supervisor should discuss any initial queries or concerns. The Industry Placement Academic Mentor and the Industry Placement Coordinator should be informed if a problem is identified and causes concern. If concerns are of a serious nature the Head of Program and Faculty General Manager must also be informed.
3. The Industry Placement Academic Mentor should arrange a meeting with the student and the Industry Supervisor in an attempt to resolve the issue. Where appropriate, the Industry Placement Program Academic Mentor should speak with both the student and the Industry Supervisor separately in order to ensure that either party can speak freely and without feeling intimidated or inhibited. The Industry Placement Program Academic Mentor should maintain a written record of these discussions and forward these to the Industry Placement Coordinator.
4. The student should be advised by the Industry Placement Academic Mentor that withdrawal from Industry Placement will only be considered once the implications (including fee implications) have been discussed with the Faculty General Manager or Industry Placement Coordinator.
5. The Industry Placement Academic Mentor should inform the Head of the Program, Faculty General Manager or Industry Placement Coordinator of who may also seek a second meeting with the student and the Industry Supervisor if the problem remains unresolved.
6. The Industry Placement Academic Mentor, having undertaken all appropriate action, will negotiate an outcome satisfactory to all parties wherever possible. The placement may be closed for that particular student and another position may be located for that student. In all cases, the implications of any action for the student, the host employer and Swinburne will be considered. Such implications may include the effects on applicable fees for the Industry Placement student and credit points for subject undertaken.
7. A written record of the resolution process and outcome for each case should be kept by the Industry Placement Coordinator.