

Unit Outline

312122 Professional Writing Placement 323

Semester 2, 2013

Unit study package number:	312122
Mode of study:	Internal
Tuition pattern summary:	Seminar: 2 x 2 Hours Semester Fieldwork: 1 x 18 Days Yearly This unit contains a fieldwork component. Find out more at the fieldwork education website: (fieldworkeducation.curtin.edu.au)
Credit Value:	25.0
Pre-requisite units:	301022 (v.0) Writing and Research for Professional Contexts 311 or any previous version
Co-requisite units:	Nil
Anti-requisite units:	Nil
Result type:	Grade/Mark
Approved incidental fees:	Information about approved incidental fees can be obtained from our website. Visit f ees.curtin.edu.au/incidental_fees.cfm for details.
Unit coordinator:	Name: Rachel Robertson Phone: +618 9266 2615 Email: R.Robertson@curtin.edu.au Building: 208 Room: 409 Consultation times: Please make an appointment by email.
Teaching Staff:	

Administrative contact:	Name: Faye Velickovski Phone: +618 9266 7140 Email: F.Velickovski@curtin.edu.au Building: 208 Room: 428
Learning Management System:	Blackboard (lms.curtin.edu.au)

Acknowledgement of Country

We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present.









Syllabus

This unit provides students with the opportunity to practice and develop their writing skills in an approved public or private sector workplace, undertaking a range of professional writing and associated tasks. Assessment and supervision will be provided by academic and workplace supervisors. The unit also requires communication with peers undertaking their own placement and some assessed reports.










Introduction

Welcome to Professional Writing Placement. This unit provides students with the opportunity to practice and develop their writing skills in a professional environment. Students will spend 2 days a week over 7 weeks (or one day over 14 weeks) in an approved public or private sector workplace, undertaking a range of professional writing and associated tasks. Assessment and supervision will be provided by academic and workplace supervisors. Professional practice is available to students in their final year of a degree in which their major is Professional Writing and to students taking a Graduate Diploma or Masters of Professional Communication. It is recommended that you undertake professional practice in the final semester of your study. You must have successfully completed 301022 Writing and Research in Professional Contexts 311 (or 511) and have approval from the unit coordinator prior to enrolling in this unit.

Unit Learning Outcomes

On successful completion of this unit students can:		Graduate Attributes addressed
1	Apply professional writing and editing skills in a workplace context	  
2	Work independently and collaboratively to develop ideas and policies, and manage practical workplace issues	  
3	Critically reflect on and evaluate professional-writing and associated work-placement tasks and issues	 

Curtin's Graduate Attributes

	Apply discipline knowledge		Thinking skills (use analytical skills to solve problems)		Information skills (confidence to investigate new ideas)
	Communication skills		Technology skills		Learning how to learn (apply principles learnt to new situations) (confidence to tackle unfamiliar problems)
	International perspective (value the perspectives of others)		Cultural understanding (value the perspectives of others)		Professional Skills (work independently and as a team) (plan own work)

Find out more about Curtin's Graduate attributes at the Office of Teaching & Learning website: ctl.curtin.edu.au

Learning Activities

Organisation of Placement

Students are responsible for finding and organising their own placement in a workplace that meets the unit criteria (see below). The choice of employer must first be discussed with the unit coordinator/academic supervisor.

Prior to commencement the academic supervisor, the student and the employer will discuss the nature of the work to be undertaken during the placement. The placement cannot commence before a Letter of Agreement is agreed and signed by all three parties.

Professional practice must commence by the beginning of semester week 3 and be completed by the final week of semester (or as agreed with the unit co-ordinator).

Work will continue during teaching breaks unless special arrangements are made with the employer prior to the commencement of the practice.

The practice must be new work and cannot therefore be undertaken in a workplace where the student is already or has previously been an employee or a volunteer.

A student's absence from the workplace must be supported by a medical certificate and the time must be made up before the end of the placement period.

The professional practice must meet the following criteria:

The work undertaken must be relevant to the student's major area of study and be within their skill range. It is preferable for the student to work on a specific project or projects.

The student will have a designated workplace supervisor to assist them in their practice. The student and academic supervisor will be jointly briefed by the employer on the project(s) on which the student will work.

Students are required to spend 14 working days in the workplace, working for 2 days per week for 7 weeks or as agreed by all parties.

The days and times of attendance are to be agreed with the employer.

The student will complete written assignments related to the work practice and will attend workshops or group meetings and individual meetings as scheduled by the academic supervisor.

Students are required to attend two seminars of two hours each in weeks 1 and 13 (to be confirmed) and to participate in online discussions. The tuition pattern summary noted on page one is incorrect. Your contact hours are your placement (14 days) and 2 x two-hour seminars.

Assessment

Assessment schedule

	Task	Value %	Date Due	Unit Learning Outcome(s) Assessed
1	Employer's report	50 percent	Week: Week 14 Day: Friday Time: 17:00	1,2
2	Reflection	30 percent	Week: Weekly from week 1-13 inclusive Day: Friday Time: 20:00 WST	3
3	Final report	20 percent	Week: Week 12 Day: Sunday Time: 20:00 WST	3

Detailed information on assessment tasks

1. Assessment 1 – Employer's Report (50%)

The employer will provide a report to the academic supervisor on the completion of the placement. This report will constitute 50% of the total marks for the unit. The academic supervisor will obtain the employer's report within two weeks of the completion of the placement or by 8 November at the latest.

2. Assessment 2 – Reflection: Weekly Update Reports and Discussion (30%)

Students are required to reflect on their progress in the placement and report to the academic supervisor on a weekly basis, as well as participate in discussions and joint problem solving with other students on placements.

These reports should include reflections on some or all of the following:

- the progress of projects on which you are working
- the organisation's ideology or values
- instances where your work was appropriate and successful as well as those occasions where you feel you could have done better, or would, another time, choose to approach the work in a different way
- your observations on workplace practices
- your own strengths and the skills you are developing (leading to the TILE Strengths/Weaknesses matrix)
- skills or knowledge you feel you need to learn
- how you might translate your study and placement into a work-related capacity statement (leading to the Capacity Statement)
- how you feel about your own identity and possible future careers.

Discussions should include responses to other students' comments, and participation in peer support and joint problem solving.

The Reflections should be made:

- 1) As **new Blog entries** in Blackboard (**at least 6** new entries for the duration of your placement) – entries are expected to be 250-300 words long.
- 2) As **comments or responses** to other students' Blogs in Blackboard (**at least 6** responses for the duration of your placement).

You must contribute at least one new Blog or a comment/response **every week**. You may contribute both a new Blog and one or more comments during any week. The Unit Coordinator will be reading the Blogs each week and will check that you have made a contribution during the previous 7 days.

Your contributions must start in Week 1 of semester and continue until week 14.

Please note: The header of each new Blog should include the name of the organisation in which you are placed and a title about the content.

3. Assessment 3 – Final Report (20%)

Your 'Final Report' for this unit is not a traditional report, but rather a task that will help you turn your placement and the blog experience into something useful for your future career.

The Report will consist of:

1. The completed *TILE Strengths/Weaknesses* matrix (as supplied on Blackboard).
2. The completed *TILE Who am I?* questionnaire (as supplied on Blackboard) - check with DAWN???
3. A concise summary of approximately 500 words of your placement tasks, challenges and achievements in the workplace and what you have learned from the placement.
4. A capacity statement of approximately 200 words.
5. The completed front page of your iPortfolio, using your capacity statement.

These five items must be completed by **27 October at the latest** and will **all be part of or attached to your iPortfolio**. Please ensure that you have sent an email invitation to the Unit Coordinator to visit your iPortfolio pages where the information is situated.

Please check the Marking Guide on Blackboard for the marking criteria for this task.

We also encourage you to attach a CV to your iPortfolio, and if you do, we will provide you with helpful feedback on it. Your CV is not assessed.

Fair assessment through moderation

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that student work is evaluated consistently by assessors. Minimum standards for the moderation of assessment are described in the Assessment Manual, available from policies.curtin.edu.au/policies/teachingandlearning.cfm

Late assessment policy

This ensures that the requirements for submission of assignments and other work to be assessed are fair, transparent, equitable, and that penalties are consistently applied.

1. All assessments which students are required to submit will have a due date and time specified on the Unit Outline.
2. Accepting late submission of assignments or other work will be determined by the unit coordinator or Head of School and will be specified on the Unit Outline.
3. If late submission of assignments or other work is not accepted, students will receive a penalty of 100% after the due date and time ie a zero mark for the late assessment.
4. If late submission of assignments or other work is accepted, students will be penalised by ten percent per calendar day for a late assessment submission (eg a mark equivalent to 10% of the total allocated for the assessment will be deducted from the marked value for every day that the assessment is late). This means that an assignment worth 20 will have two marks deducted per calendar day late. Hence if it was handed in three calendar days late and marked as 12/20, the student would receive 6/20. An assessment **more than seven calendar days overdue will not be marked**. Work submitted after this time (due date plus seven days) may result in a Fail - Incomplete (F-IN) grade being awarded for the unit.

Assessment extension

A student must apply for an assessment extension on [the Assessment Extension Form](#), as prescribed by the Academic Registrar. The form is available on the Forms page at <http://students.curtin.edu.au/administration>. The student will be expected to lodge the form and supporting documentation with the unit coordinator before the assessment date/time or due date/time. An application may be accepted up to five working days after the date or due date of the assessment task where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date. An application for an assessment extension will not be accepted after the date of the Board of Examiners' meeting.

Additional assessment information

Pass requirements

You must complete all assessment requirements plus receive a mark of 50% or more to pass this unit. If you fail to complete your placement satisfactorily due to your own actions, you will not pass the unit. If you are unable to complete the placement due to reasons beyond your control (ie to do with the host organisation), contact the Unit Coordinator immediately to resolve the situation.

Please note: if you do not complete the blogging task or final report as required, you can still fail this unit, regardless of your employer report.

Referencing style

The referencing style for this unit is MLA.

More information on this referencing style can be obtained at <http://owl.english.purdue.edu/owl/resource/747/01/>

Plagiarism

Plagiarism occurs when work or property of another person is presented as one's own, without appropriate acknowledgement or referencing. Plagiarism is a serious offence. For more information refer to academicintegrity.curtin.edu.au.

Plagiarism monitoring

Work submitted may be subjected to a plagiarism detection process, which may include the use of systems such as 'Turnitin'. For further information, see academicintegrity.curtin.edu.au/students/turnitin.cfm.

Additional information

Important Information and Advice for Students

Advice:

We encourage you to ask questions of your employer, academic supervisor and your workplace supervisor to increase your understanding of your work and of the workplace.

1. You must respect the norms of the workplace in terms of punctuality and dress.
2. All appointments with employer, workplace supervisor and academic supervisor must be observed.
3. Normal courtesies in terms of notification regarding illness or inability to attend meetings are expected in relation to both workplace and university commitments.
4. All work conducted at the workplace will be subject to the employer's confidentiality requirements.
5. Time must be made up for any absence of more than one day.
6. Insurance provisions require that students have an accurate and current enrolment.

Student Difficulties:

The academic supervisor is the first point of contact and you are encouraged to discuss any problems relating to the work practice.

1. Any concerns raised with the supervisor by the employer will be discussed with the student.
2. The student may need to extend or defer the professional practice if absent for reasons of illness (with a medical certificate) for more than two days.
3. If the practice is terminated for reasons beyond the control of the student, and outside the date necessary to enroll in a new course, then the student may complete an independent study contract relevant to their field of study. This will be negotiated with and determined by the unit coordinator.
4. Where the student withdraws from the practice a week's notice will be given to the organisation and to the academic supervisor.

Absence/Illness:

Loss of time for illness in excess of 10% of agreed hours must be made up by the student at a time suitable to the employer.

Insurance:

Curtin University Indemnity Scheme provides cover for all students undertaking practice in the workplace. The insurance cover, subject to policy limitations, indemnifies Curtin University, its agents and employees against negligence on the part of the student and, in turn, it indemnifies Curtin against negligent act or omission on the part of the agency/provider or any of its employees' in respect of its student.

Personal Accident Cover for Students – Personal accident insurance cover is valid if the student is correctly enrolled for the unit.

Additional Personal Accident Cover for Students – Students who are members of the Student Guild are covered by a general insurance policy for personal injury whilst on practice in the workplace. Students should clarify the extent of cover and specific conditions with the Student Guild.

Payment – Students may **not** accept payment from the employer.

Payment for the work practice will:

1. Render the unit invalid for assessment.
2. Invalidate the university insurance cover.
3. The employer will be liable for any injury to the student under Workers Compensation coverage.

Third Party Motor Accident Insurance cover – Under Third Party Motor Accident Insurance cover, and in relation to the professional practice, passengers driven in a car by a student are insured, and depending on the circumstances of the accident, the student may also be covered.

In the event of accident or injury during placement students must contact their School as soon as possible. The University Insurance Officer (Human Resources) must also be advised.

Professional Behaviour and Ethics:

Appropriate professional behaviour – Students will ensure that they are aware of and adhere to all policies in operation in their particular professional practice site.

Sexual harassment is unlawful in Western Australia under the State Equal Opportunity Act 1984 and the Commonwealth Sex Discrimination Act 1984. Curtin University also has a sexual harassment policy which the student should be familiar with. Should students on professional practice consider they are being sexually harassed, they should discuss their complaint immediately with their academic supervisor or a University-appointed harassment officer.

Seminars

The tuition pattern summary noted on page one is incorrect. Your contact hours are your placement (14 days) and 2 x two-hour seminars.

Two two-hour seminars will be held for this Unit and students are required to attend and participate. The seminars are currently scheduled for Friday 3-5pm in week 1 and 13. Please check BLACKBOARD in week 1 for confirmation of these dates and venues. These seminars will include important career development information.

Enrolment:

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.

Supplementary/Deferred exams:

Supplementary and deferred examinations will be held at a date to be advised. Notification to students will be made after the Board of Examiners meeting via the Official Communications Channel (OCC) in OASIS. It is the student's responsibility to check their OASIS account on a weekly basis for official Curtin correspondence. If your results show that you have been awarded a supplementary or deferred exam you should immediately check your OASIS email for details.

Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- the University's Guiding Ethical Principles
- the University's policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University's policies on appropriate use of software and computer facilities

Information on all these things is available through the University's "Student Rights and Responsibilities website at: students.curtin.edu.au/rights.


Disability

Students with a disability or medical condition (e.g. mental health condition, chronic illness, physical or sensory disability, learning disability) are encouraged to seek advice from Disability Services www.disability.curtin.edu.au. A Disability Advisor will work with you and liaise with staff to identify strategies to assist you to meet unit (including fieldwork education) and course requirements, where possible. It is important to note that the staff of the university may not be able to meet your needs if they are not informed of your individual circumstances.

Recent unit changes

We welcome feedback as one way to keep improving this unit. Students are encouraged to provide unit feedback through **eVALUate**, Curtin's online student feedback system (see evaluate.curtin.edu.au/info/). Recent changes to this unit include:

1. Change in weekly reports to involve all students and provide peer support.
2. New placement options via the Public Service Commission.
3. New final report tasks to make it more relevant to future job applications and to eliminate duplication with the blogging task.

	See evaluate.curtin.edu.au to find out when you can eVALUate this unit.
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Program calendar

Seminar Schedule

Two two-hour seminars will be held for this Unit and students are required to attend and participate. Please check BLACKBOARD in week 1 for confirmation of the seminars and what to do to prepare.

Placement Schedule

1. You must start your placement by week 3 of semester at the latest and end by the final week (or make a special arrangement with the Unit Coordinator).
2. You must attend the two seminars during semester.
3. You will need to participate in the weekly blog discussion each week during semester.
4. You should keep a record of what you do and any publications for your portfolio and to help you complete Assessment 3.