Information for Students

Student placement program

Faculty of Arts and Social Sciences
Information for students

Introduction

Welcome to the Faculty of Arts and Social Sciences Student Placement Program. This booklet provides you with the necessary information for you to successfully prepare for, commence and complete a placement, work experience, a project-based learning opportunity or another form of student placement in association with your units of study within the Faculty of Arts and Social Sciences. The material covered in this booklet outlines your rights and responsibilities when undertaking an approved student placement, provides practical and legal information that you need to be aware of, and details where you can seek further information. This booklet should be read in conjunction with your Unit of Study Outline, as well as any additional information you are provided with by your Academic Coordinator and your local Student Placement Officer. Links to relevant websites and policies are provided in each section of this booklet. The University’s 2015 Student Placement Policy sets out the rights and responsibilities of all those involved in student placements. Please refer to this policy for full details.
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Glossary of terms

The following terms are used throughout this booklet:

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<thead>
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<th>Term</th>
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<tr>
<td>Student placement</td>
<td>A student is assigned to undertake supervised learning at a workplace under the terms agreed by the University of Sydney with a Placement Organisation, for the purposes of a student’s practical education. A student placement may be an internship, work experience placement, or a project-based learning opportunity.</td>
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<tr>
<td>Placement Organisation</td>
<td>An organisation with whom a student is undertaking a student placement.</td>
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<td>Student</td>
<td>A student who is currently undertaking studies towards a University of Sydney degree including enrolment in a unit of study which involves a student placement.</td>
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<tr>
<td>Placement Supervisor</td>
<td>The nominated employee(s) of a placement organisation who is/are responsible for the work-based supervision of a student undertaking a student placement.</td>
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<tr>
<td>Academic Coordinator</td>
<td>The Academic Coordinator is the academic staff member who provides academic supervision and marking of assessment tasks during a student placement.</td>
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<tr>
<td>Student Placement Officer</td>
<td>The Student Placement Officer is the professional staff member who, working in conjunction with the Academic Coordinator, administers the student placement. This position may also be known as Internship Officer.</td>
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Making the most of your student placement

Understanding Workplace Culture

Observe how others in the workplace act, and mirror that. If employees modulate their voices when others are on the phone, adjust yours accordingly. Ask if there is a specific way of presenting your work (for example, a preferred font or format). In general, work out or ask your workplace supervisor about the workplace norms and follow them. These details may sound trivial, but they’ll help you stand out from other students.

Another form of workplace culture is cultural diversity. Culture refers to the values, norms, and traditions that affect the way a member of a group typically perceives, thinks, interacts, behaves, and makes judgments. Cultural competence is the ability to interact effectively with people from different cultures. This ability depends on awareness of one’s own cultural worldview, knowledge of other cultural practices and worldviews, tolerant attitudes towards cultural differences, and cross-cultural skills. Develop your cultural competence from the start of your student placement.

Professional Workplace Expectations

General expectations around student conduct and performance in student placements should be understood and met by each student as representatives of the University of Sydney. At the same time, you should feel comfortable conducting yourself in a professional manner at all times. Think of a student placement as a long job interview - this is how your employer may view your placement. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any clients, members, customers, employees, organisations and products or services associated with the Placement Organisation.
- Reporting to the workplace on time, and completing the minimum work hours according to an agreed plan as part of your student placement agreement. Always be punctual and notify your Placement Supervisor if you will be late. Should you have any absences, you may need to complete make-up days which should be discussed with your Placement Supervisor and Academic Coordinator or Student Placement Officer.
- Adopting high standards of professional and ethical behaviour. You should always carry out your tasks to the best of your abilities. This includes engaging in positive, ethical, legal behavior while exhibiting respect for other Placement Organisation employees, their clients, members of the public, and students on placements.

- Using appropriate written and verbal expression in all interactions with University staff, your Placement Supervisor and the Placement Organisation employees, their clients and members of the public. During the student placement be aware that your communication and behaviour needs to be appropriate for the work place. This includes appropriate use of work emails and office telephone mannerisms.

- Recognising and abiding by reasonable rules and regulations/policies required by the Placement Organisation and your Placement Supervisor. This also requires you to observe all established safety and sanitation codes.

- Participating in any pre-placement orientation or any human resources requirements established by the Placement Organisation.

How to Be Your Best during Your Student Placement

As a general guide, consider how you approach the opportunities you are offered as part of your student placement. You should always, for example:

- Ask thoughtful questions and soak up information.
- Maintain a positive and enthusiastic attitude, and develop your listening skills.
- Stay focused, and don’t use social networking sites or text your friends.
- Take on challenging projects with optimism and eagerness to learn.
- Provide quality over quantity. Take the time to do a good job by showing that you pay attention to detail.
- Network as much as possible, it is a great way to make connections in your field.
- Be receptive to feedback. Every so often, ask your Placement Supervisor how you’re doing. What could you do differently? What could you do better? Make it easy for them to give you input that will help you grow. Once you have that feedback, use it.
- Try to apply what you are learning in the classroom to your work. Put the skills and knowledge gained at University to use, and try to recognise the functions and concepts you are seeing in action.
- Be professional. Remember that a student placement is just an extended job interview so don’t take it for granted.
- Meet people from different teams and learn about their roles. Just because someone is in a different position than you currently are, doesn’t mean that you won’t be interested in a similar role in the future. It’s invaluable to learn about all of the different functions of your industry and profession.
- In general, transportation to and from the workplace of your student placement is your responsibility. Use common sense regarding safety precautions.

Appropriate Attire

Students on placements are expected to dress in a professional and appropriate manner for work and to meet the standards the Placement Organisation sets for their employees. That doesn’t mean you need to invest in a new and expensive wardrobe, but some clothing choices that might be acceptable on campus are not appropriate at your student placement. Whether you work behind-the-scenes or with the public, you are a representative of your Placement Organisation and the University during your placement. If you are unsure about any standards, please ask your Placement Supervisor. Any concerns regarding the reasonableness of standards can be discussed with your Academic Coordinator and Student Placement Officer.

Be Seen to Be Professional

You may know you have an excellent memory for all your pending tasks, and where each document is in the piles on your desk, but a messy desk reflects poorly against you. Even if you produce excellent results, they might just remember you as untidy and dis-organised. Ensure you always:
– Keep your desk neat and tidy at all times
– Keep a diary, or list of tasks to do
– Make notes in meetings
– If you finish a task, be proactive and ask for another.

**Social Media**

Students are strongly advised to exercise judgement and caution in the use of social media about their placement prior to, and whilst on, placement. This is to ensure the privacy and confidentiality of the organisation and its clients. It is recommended that students familiarise themselves with the organisation’s policies and requirements on the use of social media and its consequences. If you wish to share information about your student placement site and experiences through social media forums, you must discuss the content with your Placement Supervisor first and ask for advice on what is permissible.

**Benefits of a student placement**

A student placement may be an internship, work experience, or project-based learning opportunity. A student placement allows you to take the skills, knowledge and theories you have learned during your degree and put them into practice in the workplace. It provides you an opportunity to get to know a field of work from the inside by working among professionals and gaining direct insight from them.

**Benefits to Students**

– A student placement provides you with knowledge and practical experience within a professional and business environment that cannot be provided at university.
– Placements can instill in you an appreciation of business processes and management while at the same time learning about company cultures and work ethics.
– Student placements allow you to engage in analysis, decision making, problem-solving and face the challenges of the professional world. A student placement can be one of the best expressions of your academic work, and at a minimum will help you develop the professional skills you will go on to employ throughout your career.
– This can be of great assistance as you make decisions about career choices. It allows you to directly experience the very profession you are considering while contributing to the organisation.
– You have the chance to directly observe the variety of skills and qualities needed for this profession and will provide the opportunity to decide whether it is a good fit for you. It also gives you an opportunity to network with people in your chosen profession and determine what skills are required to be successful.

**Benefits to Placement Organisations**

– Student placements can provide Placement Organisations with a stream of highly talented, motivated young professionals who are dynamic and add value to the organisation.
– Students bring the latest theoretical and methodological movements to an organisation and make a difference. Organisations are seeking interns who are able to offer new and creative input. Students have the chance to bring a new perspective to the working environment.
– Student placements allow Placement Organisations access a prospective employment pool. Employers invest considerable time and resources into training students undertaking placements in all aspects of the work. Some companies view this as a form of leadership training that can pave the way into an entry level job.
Fair Work definitions

Fair Work Australia has determined that unpaid work is lawful if it is a genuine work experience, vocational placement or volunteering arrangement. All student placements offered by academic programs within the Faculty of Arts and Social Sciences are categorised as vocational placements. Fair Work Australia provides definitions of each of these arrangements.

<table>
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<th>Category of unpaid work</th>
<th>Definition</th>
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<td>Vocational placements</td>
<td>A vocational placement is a formal work experience arrangement that is part of an education or training course. Vocational placements can give students important skills to help them transition successfully from study to work, while giving industry and business the opportunity to enrich student learning experiences and increase the number of work-ready graduates. Vocational placements that meet the definition under the Fair Work Act are lawfully unpaid, regardless of whether an employment relationship exists or not.</td>
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| Unpaid internship or work experience | A work experience arrangement or internship is when a person works for an organisation to gain experience in a particular occupation or industry. These arrangements can be a valuable way for prospective employees to make the transition from study to work or explore a new career path. Sometimes these arrangements span several months and can lead to ongoing employment. An unpaid work experience arrangement or unpaid internship can be lawful if it is a vocational placement (see definition above) or if there is no employment relationship found to exist. In particular:  
  - The person must not be doing “productive” work  
  - The main benefit of the arrangement should be to the person doing the placement, and  
  - It must be clear that the person is receiving a meaningful learning experience, training or skill development. |
| Volunteering             | A volunteer is someone who does work for the main purpose of benefitting someone else, such as a church, sporting club, government school, charity or community organisation. Volunteers are not employees and don’t have to be paid. As with work experience and internship (placement) arrangements, all relevant factors must be considered to determine whether a person is a genuine volunteer or whether, in fact, an employment relationship exists even though the worker is called a ‘volunteer’.  
  
  Key characteristics of a genuine volunteering arrangement include:  
  - The parties did not intend to create a legally binding employment relationship.  
  - The volunteer is under no obligation to attend the workplace or perform work.  
  - The volunteer doesn’t expect to be paid for their work.  
  The more formalised that volunteer work arrangements become (for instance if the volunteer is expected to work according to a regular roster) the greater the possibility that an employment relationship will be found. It is less likely that an employment relationship will be found to exist where the volunteer work is undertaken for selfless purposes or for furthering a particular belief in the not-for-profit sector. |
arrange a student placement for you that is not lawful and recognised under the Fair Work Act 2009 (Commonwealth).

For information and resources to help you understand your rights and obligations on the topic of unpaid work, visit www.fairwork.gov.au/unpaidwork or contact the Fair Work Infoline on 13 13 94.

Intellectual property

It is very important that you understand your rights in relation to intellectual property. Placement Organisations may also have specific conditions around intellectual property and commercial confidentiality that you may need to meet before you commence a student placement. The University’s 2016 Intellectual Property Policy sets out entitlements and responsibilities of students in relation to intellectual property, and provides for the appropriate distribution of the proceeds of successfully commercialised intellectual property. Please seek further advice if you are unclear on anything in this policy. The Student Representative Council also offers a legal service and drop in sessions where you can ask for go to seek further advice. Please see: http://srcusyd.net.au/src-legal-service.

Workplace Health and Safety (WH&S)

The University and our Placement Organisation have legal responsibilities to ensure the safety, health and wellbeing of students who are undertaking a student placement. Student placements can vary significantly, but in all cases the University has a duty of care obligation to the student. These obligations include minimum performance standards for preparing for student placements, supervising students while on student placements and obligations following the completion of student placements.

Preparing for a Student Placement

You will be informed of any particular work health and safety issues associated with a designated Placement Organisation or workplace before you embark on your student placement. If you have any health and safety concerns or issues - whether these are prior to or during a student placement - immediately advise your Academic Coordinator or Student Placement Officer so they can help address these issues and provide the support required. The University undertakes responsibility not to place any student within a Placement Organisation or workplace that poses any obvious or tangible risk.

While Undertaking a Student Placement

The Placement Organisation must provide you with a workplace health and safety induction or orientation prior to undertaking any duties as part of your student placement. This can take place on your first day of attending a workplace. The nature and scope of this will depend on the organisation, but as a minimum should cover issues such as working hours, leave, WH&S, and dress and behaviour code, location of amenities, what to do if you identify a workplace hazard or if you are involved in a WH&S incident, and what to do in case of an emergency, including first aid arrangements. Particular emphasis should be placed on ensuring that you understand and comply with the relevant work, health and safety policies of the Placement Organisation, and be given a tour of the workplace.

Please notify your Academic Coordinator and Student Placement Officer immediately if you do not receive a workplace health and safety induction or orientation.

As outlined in the student placement agreement between the University of Sydney and the Placement Organisation, you have the right to be provided with a safe working environment when you are undertaking a student placement. This includes the identification and resolution of any tangible risks or hazards in the workplace.
If you identify a potential safety hazard at the workplace
Please notify your Placement Supervisor immediately, following the procedures provided to you as part of your induction. If the safety hazard is not addressed, if you feel that the workplace poses a safety risk to you, or that you have been directed to do something by your Placement Supervisor that you feel poses a safety risk to you, please immediately contact your Academic Coordinator and Student Placement Officer. Your rights also extend to the protection from workplace bullying and sexual harassment, as well as any unfair expectation of workplace duties and performances. If you feel that you are the subject of workplace bullying, harassment or unfair expectations, please immediately advise your Placement Supervisor, and let your Academic Coordinator know.

Should a health and safety workplace incident occur while you are on placement
Please notify both your Placement Supervisor and your Academic Coordinator immediately. In some cases, your Academic Coordinator may need to record this information on the University’s work health and safety reporting system, and you may be asked to provide further details to track and resolve any issues. Please note that your Academic Coordinator can remove you from the workplace of your Placement Organisation if they feel that your work safety health or wellbeing could be compromised.

After a Student Placement
You may be asked by your Academic Coordinator to provide information about the Placement Organisation or workplace conditions based on your experience of the student placement. This information may be used to provide an ongoing assessment of the suitability of the workplace.

For more information, please visit the WH&S pages at http://sydney.edu.au/whs/

Insurance

When you undertake an internship for academic credit, as part of your studies as an enrolled student of the University of Sydney, you are covered by:

- Three University of Sydney insurance policies; and
- The Public Liability Insurance of the Placement Organisation.

If you suffer, or cause, an injury or damages during your internship, you should immediately contact your Academic Coordinator, your Student Placement Officer and your Placement Supervisor. It is your responsibility to inform these people if any of these circumstances occur.

University of Sydney Insurance Policies

As a student of the University of Sydney, you will have three types of insurance coverage during your student placement. This insurance coverage is based on the Insurance for Students on Work Experience certificate.

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<tr>
<th>Category of insurance</th>
<th>Description</th>
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<td>Public liability</td>
<td>This insurance cover is for any claims of personal injury or property damage by a third party (that is, a member of the public, customer or client) as a result of negligence by a student undertaking duties as directed by the Placement Organisation during their student placement.</td>
</tr>
<tr>
<td>Professional indemnity</td>
<td>This insurance cover refers to any claims by a third party (that is, a client or customer) as a result of damages arising from acts, omissions or breaches of professional conduct and duty by a student undertaking duties as directed by the Placement Organisation during their student placement.</td>
</tr>
<tr>
<td>Personal Accident</td>
<td>This cover relates to any claims of personal injury made by the student while on their student placement. Students are covered when they are at work (that is, on the specific site associated with the Placement Provider), on their way to and from work (that is,</td>
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</table>
whether they take public transport, drive or any other mode of transport from home to the place of their internship work), and on other sites they visit as part of the duties associated with the student placement (that is, if the Placement Organisation directs students to attend alternative work places or sites). Please note, the Medicare gap is not covered in any financial payments made.

For further details of the University’s insurance policies please go to: http://sydney.edu.au/audit_risk/insurance/volunteers.shtml.

Placement Organisation Public Liability Insurance
Your Placement Organisation has public liability insurance. This means that if, during a student’s internship, the student suffers an injury or damages —due to the Placement Organisation’s negligence—the Placement Organisation’s insurance will cover any claims of personal injury by a student. A student on a student placement is not covered by a Placement Organisation’s Worker’s Compensation Insurance because they are not an employee of the Placement Organisation.

Disabilities and special considerations

The Faculty of Arts and Social Sciences prides itself on our diverse student population and is committed to meeting obligations under legislation pertaining to disabilities. Learning opportunities and services available to students with disabilities also extend to student placement opportunities. Please note that while any reasonable accommodation can be made to accommodate your needs and requirements in the workplace, the nature of some Placement Organisations or the duties they require you to carry out may preclude you from participating in particular student placements.

Please note, if you are sick or unable to attend your student placement workplace for any reason, please immediately contact your Placement Supervisor and copy your Academic Coordinator in on any correspondence.

Disability Services
If you have registered, or chose to register, any disabilities that could affect both your academic and workplace performance, Disability Services can liaise with your Academic Coordinator to negotiate ways to provide any reasonable accommodation for your needs and requirements. Please contact Disability Services to provide your consent for this to occur at the earliest opportunity.

However, you may choose not to register with Disability Services. In this case, you must be given the opportunity to disclose any health issues that have a work, health and safety significance before arranging a student placement so that your safety, and the safety of others, can be properly assessed. Your Academic Coordinator will work to ensure that the workplace assignment to you is appropriate for your needs and requirements. If you do not disclose any significant issues, then you risk placement within an inappropriate workplace. While all reasonable accommodations will be negotiated to meet your needs and requirements, some issues may preclude you from a student placement.

Please note, in all cases, and for the purpose of organising reasonable adjustments, only the impact, not the nature, of your disability will be disclosed to the Placement Organisation and/or Placement Supervisor. Some requests may not be able to be accommodated, depending on the nature of the Placement Organisation, workplace, or duties you are required to carry out.

Disability Services is located on Level 5, Jane Foss Russell Building G20; contact 8627 8422 or email disability.services@sydney.edu.au. For further information, visit their website at http://sydney.edu.au/stuserv/disability/.
Special Consideration

Special consideration requests can be used to indicate an emerging or newly advised health issue. Student requests for assistance relating to completion of assessments are assessed in accordance with the regulations set out in the University Assessment Policy and Assessment Procedures. These special considerations also extend to issues or events that could affect your workplace performance.

If an issue or event occurs while you are enrolled in a relevant unit of study, or are on a student placement, you can apply for the following:

− **Special Consideration**: for serious illness or misadventure
− **Special Arrangements**: for specific commitments or requirements that may need to accommodate by the Placement Organisation
− **Simple Extension**: a short extension for workplace attendance or assessment tasks on the grounds of illness or misadventure.

An application for special consideration does not guarantee the application will be granted.

Please note, in all cases, only the impact, not the nature, of your special consideration request will be disclosed to the Placement Organisation and/or Placement Supervisor. Some requests may not be able to be accommodated, depending on the nature of the Placement Organisation, workplace, or duties you are required to carry out.


Privacy and disclosure

In order for your Academic Coordinator and Student Placement Officer to arrange, manage and support you on a student placement, they may need to access information about you or request information from you. This information may include academic transcripts, resumes, emergency contact details, and any other information specific to the student placement.

It is important that you understand your rights and responsibilities in relation to the provision, distribution and retention of your personal information. Information collected will be stored securely and only used or released in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).

Your Rights

− You have the right to be asked for, and have the opportunity to provide, your consent to the provision of personal information, such as your resume, to external partners, such as the Placement Organisation. Please note that while the University of Sydney will only record this information for the purposes for securing a student placement, an external partner may do so for their own internal record-keeping protocols.
− You have the right to access and correct personal information about you held by the University. Please contact your Academic Coordinator or Student Placement Officer for further information.

Your Responsibilities

− You have the responsibility to inform the University of Sydney of any physical or medical conditions which may affect your comfort or safety or the safety of others during the student placement, or any issues that you are aware of that might impact your performance in a designated workplace. Please note, the University of Sydney will only notify an external partner of the impact, not the nature, of any disclosed issues.
− You have the responsibility to meet the documentary or information requirements of a Placement Organisation before commencing your student placement. This may include the provision of Working with Children or Police checks, or your emergency contact details. These requirements will be provided to you before you accept a student placement with a
General student placement expectations

General expectations around student conduct and performance in student placements should be understood and met by each student as representative of the University of Sydney. Specifically, you agree to:

− Enrol in the relevant unit of study and obtain appropriate departmental permission as required. While the Faculty can provide advice, it is not responsible for your enrolment;
− Agree to comply with the Student Placement Schedule. Please keep your own copy.

Non-conformance with any requirement of the student placement program or the Placement Organisation may be referred to the Academic Coordinator, and your student placement may be terminated.

Please note that there is absolutely no expectation of, or entitlement to, employment by the Placement Organisation at the end of the internship.

Pre-Placement Briefing Session

Students undertaking approved placements will be required to attend a pre-placement briefing. Details of this briefing will be advised to you by the Faculty Office, your Academic Coordinator or Student Placement Officer. This pre-placement briefing is compulsory.

This Information Booklet supplements your pre-placement briefing.

Supervision and Contact Hours

A structured placement has been agreed by your Academic Coordinator in consultation with the Placement Organisation. It is expected that every effort will be made to provide an experience which is beneficial to both you and the Placement Organisation. The Placement Organisation is encouraged to challenge the student and to provide regular feedback on their progress. Most students have demonstrated abilities beyond those normally expected of people of a similar age and should respond well to challenges.

The day-to-day supervision of the students during their placement is the responsibility of the Placement Organisation. The Placement Supervisor will monitor your progress and will be your primary contact point if there are any concerns or problems during your student placement, and will provide regular feedbacks. Your Academic Coordinator is responsible for monitoring your overall progress and will maintain contact with you throughout your placement to ensure you are meeting the learning objectives of the placement. You must ensure that you keep to the agreed contact hours with the Placement Organisation and your Academic Coordinator, and respond promptly to any requests for information.

If you have any other concerns, discomfort or uncertainty relating to the placement program at any time, please contact your Academic Coordinator as soon as possible.

Attendance and Absences/Sick Leave

The starting/finishing date for each placement will be agreed between the Academic Coordinator, the Placement Organisation and the student. The Placement Organisation reserves the right to insist on a particular start date, within reason, as they may be coordinating both the commencement of our placements and vacation students on the same day.

If you are absent for reasons of illness or misadventure, you must always notify both your Academic Coordinator and your Placement Supervisor as soon as possible via phone, email or both. Should you
need to take leave due to personal reasons, such as carers leave, please advise your Academic Coordinator at least one week in advance.

**Termination of Student Placements**

There can be a number of reasons why a student placement does not go ahead as planned, or is terminated midway through your placement. Please note the following general conditions around termination that you agree to when expressing interest in undertaking a placement.

You have the right to decline to attend the placement for any reason, or to leave the Placement Organisation location at any time, if you feel that your personal safety or wellbeing is at risk. The University reserves the right to exclude any student from participation in the student placement program for reasons which the University believes are justified.

A student placement may be terminated at any time with just cause, for example, unsafe workplace or lack of security, and the prior approval of the Academic Coordinator. If the student placement is terminated by the Placement Organisation through no fault of your own, such as lack of work or company liquidation, you must complete a student placement elsewhere with the approval of the Academic Coordinator.

If you terminate the internship without just cause, the University of Sydney is under no obligation to provide another internship, which may result in fail grade for the unit of study. Likewise, if the Placement Organisation terminates the student placement with just cause, for example, any criminal behaviour, absenteeism or failure to follow safety, security or other policies and procedures on your part, you may receive a fail grade for the unit of study.

**Feedback and evaluation**

Feedback is an important mechanism for assessing the quality, significance and impact of student placements. Feedback will be sought while students are on placement and upon completion of the student placement. Feedback will be sought from both the student and the Placement. In particular, you may be asked to provide feedback on the nature and quality of your workplace supervision and the overall value of the placement experience in relation to your unit of study or degree. Your Placement Organisation likewise will be asked to provide feedback on your level of preparation for, and your performance while on placement.

**Placement Evaluation**

The Placement Organisation will assess your performance during the placement. It is expected that you will meet the Placement Supervisor on a regular basis throughout the placement to discuss work matters and to receive feedback. This feedback is important to ensure the work required is completed and on time. During the placement, you will also have regular contact with your Academic Coordinator to discuss your progress, your assessment tasks and any other matters related to the placement.

Satisfactory performance during the placement is an integral part of the placement. At the conclusion of the placement, the Placement Organisation will provide feedback to your Academic Coordinator.

**Post-Placement De-Briefing**

At the completion of your placement, you will be required to attend a de-briefing session to provide feedback on your experience. Details of this de-briefing will be advised to you by the Faculty Office, your Academic Coordinator or Student Placement Officer. This post-placement de-briefing is compulsory.

**Managing Expectations**

In most instances, a student placement begins with high expectations and rightfully so. Consult your Academic Coordinator or Student Placement Officer for support in assessing challenges regarding your
internship. You will get as much out of your student placement as you put into it. YOU are responsible for periodically evaluating your student placement and making this experience worthwhile.

Unit of Study information

It is your responsibility to be fully aware of all requirements set out in the unit of study outline which is relevant for your student placement including assessment tasks and the use of Blackboard. These requirements should be read in conjunction with all information set out in the Schedule specific to your student placement and this information booklet.
Student declaration – (student copy)

In undertaking the student placement, I understand that I have duties and responsibilities to abide by the policies and procedures of the University of Sydney, including but not limited to, those referenced in this document.

By signing this declaration, I agree and acknowledge that:

1. I have read and understand the terms herein;
2. I am responsible for:
   - enrolling in the relevant units of study for each student placement program and obtaining appropriate departmental permission as required. (I acknowledge that while the Faculty can provide advice, it is not responsible for my enrolment);
   - complying with any Student Placement Schedule, and keeping my own copy on file;
   - completing the work hours as set out on the Student Placement Scheduled and agreed by the Academic Coordinator and Placement Organisation, in order to complete the relevant unit of study;
   - providing Emergency Contact Details to the University and Placement Organisation as requested;
   - understanding my rights in respect to intellectual property and acknowledging that I have been advised to read the relevant policy;
   - the reasonable care for my own health and safety and that of other personnel who may be affected by my conduct;
   - cooperating with others in relation to actions taken by the Placement Organisation and University of Sydney to comply with Work Health and Safety legislation;
   - not willfully placing at risk the health or safety of any personnel;
   - not willfully or recklessly interfering or misusing anything provided in the interest of health and safety or welfare of any personnel;
   - undertaking tasks in accordance with relevant standard operating procedures or work instructions of the Placement Organisation
   - using the Placement Organisation and University of Sydney procedures to report hazards and incidents; and
   - following the Placement Organisation and University of Sydney procedures for emergencies; and
3. I have attended any compulsory pre-placement seminars or briefing sessions associated with the relevant unit of study, and understand and agree to the content covered therein.

I accept the above terms and conditions and understand the information I have been given.

Student Name: _________________________________________

SID: __________________________________________

Student signature: __________________________________________

Date: _____ / _____ /___________
Student declaration – (Faculty copy, please sign and submit)

In undertaking the student placement, I understand that I have duties and responsibilities to abide by the policies and procedures of the University of Sydney, including but not limited to, those referenced in this document.

By signing this declaration, I agree and acknowledge that:

1. I have read and understand the terms herein;
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   - not willfully or recklessly interfering or misusing anything provided in the interest of health and safety or welfare of any personnel;
   - undertaking tasks in accordance with relevant standard operating procedures or work instructions of the Placement Organisation
   - using the Placement Organisation and University of Sydney procedures to report hazards and incidents; and
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I accept the above terms and conditions and understand the information I have been given.

Student Name: __________________________________________

SID: __________________________________________

Student signature: __________________________________________

Date: _____ / _____ /___________