



University of
South Australia

BUSS 3010 – Industry Project 1

Host Organisation Information Kit



Experience. The Difference.

At UniSA we believe incorporating real world experience into academic study is one of the best ways to maximise learning outcomes and enhance career opportunities. UniSA's continued close work with industry and the professions has helped us develop some of the most relevant programs and courses in Australia.

By undertaking placements with professionals in the field our students develop core skills that will help them to improve their graduate employment prospects and bridge the gap between study and work. We hope that you will also find that your placement student/s bring valuable skills, knowledge and enthusiasm to your organisation.

This Kit will provide you with information on your student's placement course, along with tips and suggestions on how to make the placement experience successful for both you and the student.

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Introduction

The course BUSS 3010, Industry Project 1, is open to all business students, except those enrolled in Bachelor of Sport and Recreation Management or Bachelor of Tourism and Event Management. Students may undertake a project in fields such as manufacturing, research, administration, logistics and supply chain, and not-for-profit.

The Industry Project 1 course was developed to provide undergraduate students with the opportunity to experience real-life issues within local, national or international companies, to develop skills in both technical and professional areas and to improve their graduate employability. By allowing a broad definition of what comprises “professional experience” the student group as a whole will gain insight into a wide range of career opportunities through the presentation sessions to be held following completion of the placements.

Details of previous projects are publically available for viewing at <http://ep.unisa.edu.au/view/view.php?id=8786>

Objectives and deliverables

Projects can focus on a particular area of management or have a more generalised approach depending on the relevance to the host organisation. Flexibility for students to seek out opportunities aligned with their career objectives is also encouraged throughout the project.

Students are mentored by a staff member from within the host organisation and are also appointed an academic mentor. At the close of the placement students are required to produce an academic report for presentation within the University. They may also, as negotiated, produce findings on a project for their host organisation.

On completion of the course students should have developed the ability to:

- plan and carry out a guided project in an organisation
- link management concepts, techniques and practices to the practical operations of enterprises
- develop personal goals to enable them to increase personal skills and competencies through observation, discussion and practice in a workplace setting.
- communicate the findings of this and similar projects appropriately.

What will you, as a host organisation, gain from participating in a UniSA Placement?

- A cost effective and low risk way of staffing special projects or completing specific tasks.
- Access to expertise in specific areas with minimal investment.
- Access to fresh ideas and knowledge acquired through recent study.
- Professional development opportunities for staff who supervise or mentor students.
- Good public relations – your company is seen to be investing in the future.
- Identification and retention of local talent – the chance to preview and evaluate potential employees and reduce recruitment costs.
- An increased profile of your organisation amongst talented students.
- The opportunity to contribute to a better prepared and motivated future workforce.
- Promotion of a learning culture within your organisation.

What can you expect from a UniSA student on placement?

By the time our students undertake placements, they are in the second half of their required studies. Some students are in their final year whilst others are completing their second year of study. Students are in the process of acquiring the essential skills and knowledge to be able to make an immediate and positive contribution to their workplace.

Prior to commencing their placement students take part in 14 hours of professional development in preparation for placement. These sessions cover attitudes and personality, goal setting, time and stress management, ethics, politics and diversity, etiquette and dress, communication, accountability and workplace relationships, and career planning (including the development of an up to date curriculum vitae).

All UniSA programs aim to develop seven Graduate Qualities that we believe will make our students an asset to your organisation.

UniSA Graduate Qualities assist to develop:

- a strong knowledge of their professional area
- a willingness to continue to learn
- effective problem solving skills
- the ability to work both collaboratively and autonomously
- a strong sense of social responsibility
- excellent communication skills
- an international perspective.

While on placement, our students are expected to:

- conduct themselves in a professional manner in all their dealings with you, your staff and your clients
- adhere to the terms and conditions of work as agreed to in the signed Industry Agreement
- undertake the work agreed to your satisfaction
- dress appropriately for the workplace
- arrive punctually for work and any meetings they need to attend
- report any absence from work as early as is reasonably possible.

However, students are not employees, so please remember that:

- your student's hours of work will largely be determined by all his/her academic commitments, which must take priority;
- the placement may be your student's first experience of the professional workplace, so there may be a brief period of adjustment while s/he becomes accustomed to your expectations;
- if you are concerned about any aspect of the work placement, please contact the Course Coordinator or Administrator, as soon as possible – see Contacts on page 16.

Workplace Arrangements

Working Hours

Students are expected to complete between 226 and 240 hours work with the host organisation within the 15 weeks of a standard study period. This may be mutually negotiated as a set number of hours per week, or the number of hours may vary from week to week according to the needs of the organisation and the nature of the placement. Similarly, the hours can be completed over an intensive period or extended over several weeks as required.

Students will be required to keep a record of the hours worked and a copy of this will be sent to the Host Organisation Supervisor at the completion of the placement for verification.

Location

The 226-240 hours should be spent "on location" within the host organisation – either in concentrated periods or in a less intense but more frequent basis. The location can be any area where a graduate from a relevant Business or Management undergraduate degree may eventually work. Learning about the everyday aspects of an organisation, forming strong networks with people, and feeling like a part of an organisation can only really occur if the student is physically located at the organisation.

Confidentiality and Intellectual Property

Students are advised that they will be expected to abide by your organisation's policies regarding confidentiality and intellectual property.

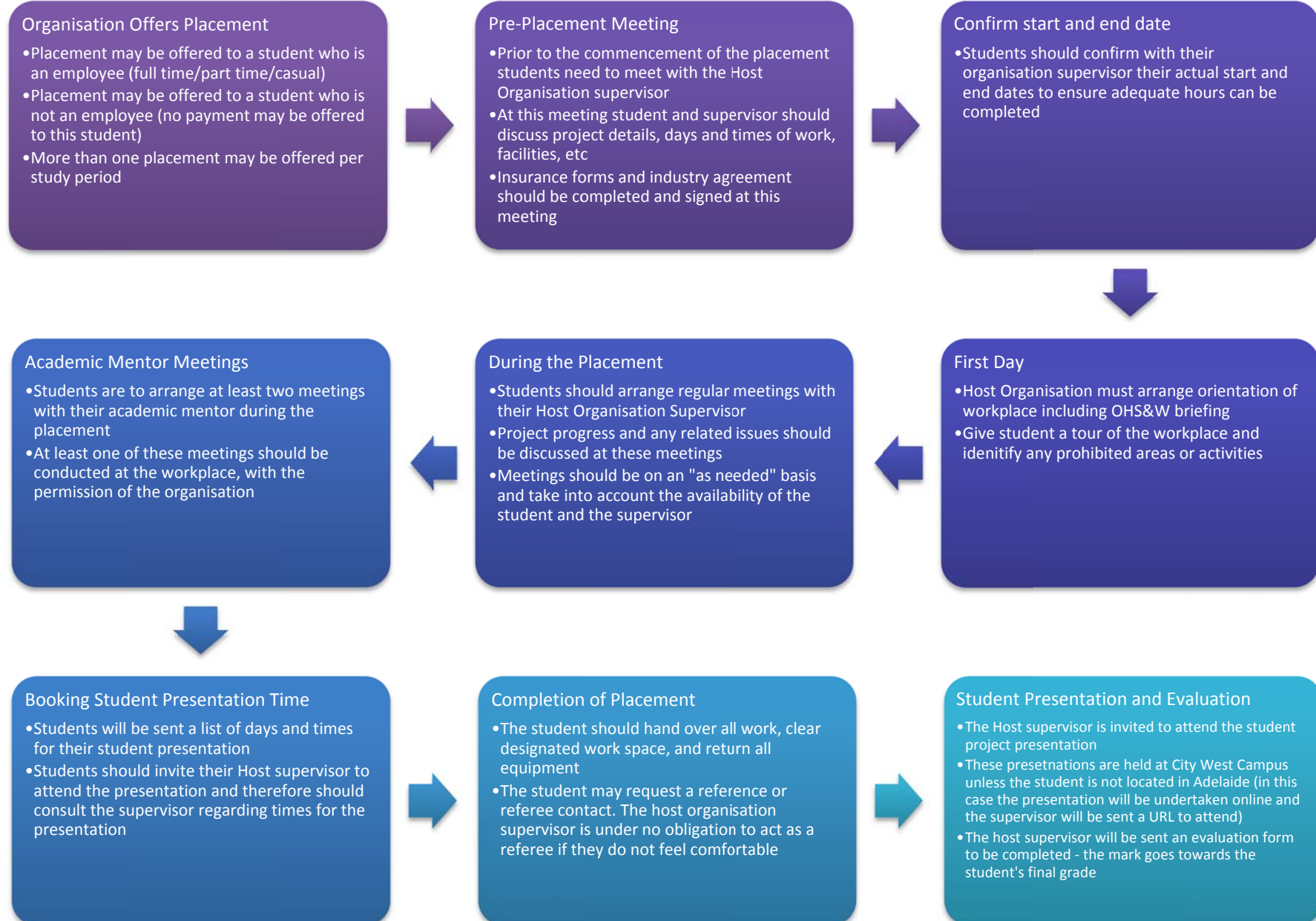
If you require the student to sign an intellectual property agreement it would be useful to discuss this with the student and the UniSA Academic Supervisor to ensure all parties understand the agreement. The agreement must not infringe on the right of the student to have their assignments for the course assessed.

Insurance

Students are covered with public liability and professional indemnity insurance for the duration of the placement. An insurance form must be signed by the host organisation supervisor and the course coordinator and submitted to the Project Administrator prior to the commencement of the placement.

Process Flowchart

The flowchart on the following page summarises the process for Host Organisations. Additional information is found in the pages after the flowchart.



First day checklist

In order to make the most of your student's time, and to ensure that his/her first day goes smoothly, it's worth taking the time to prepare for your student's arrival. The following checklist will help you identify the practical considerations of hosting a student.

Pre-placement checklist for Host Organisations:

- Make sure that your student has met with you to discuss the project/placement and arranged for you to sign a **UniSA insurance form and Industry Agreement** prior to commencement of the placement.
- Discuss the placement with management and staff and inform them of the student's name, job title and start date. Those staff who will be working closely with the students should be made aware of what s/he can expect from the student and what the student will hope to gain from the placement.
- Identify a supervisor to support the student during the placement and explain his/her role and responsibilities.
- Identify a "back up" supervisor or alternate arrangements in case of absences of the student's supervisor
- Collate information about your business, services, products or industry. This can be sent to the student prior to the placement's commencement, or given to him/her at their pre-placement meeting.
- Prepare an induction program and materials for the student. This may follow your organisation's usual induction procedure, or be specific to the work placement.
- Arrange for an Occupational Health and Safety briefing on the student's first day, including any training or tour that may be necessary.
- Organise a workspace and any necessary equipment, such as a computer, installation of software etc.
- Send the student a letter of offer detailing the start date, the supervisor to whom s/he will report, the organisation's dress code, and public transport/ parking access.
- Ensure that any other paperwork, such as a non-disclosure agreement, has been sent to the student for completion, or is ready for signature on his/her first day.
- Identify initial tasks and write them in a placement brief for the student to follow.

A thorough induction means the student will feel settled more quickly and be well prepared to succeed in your workplace

Induction checklist for Host Organisations:

- Talk to the student about your organisation; its history, structure, culture and values. Encourage the student to ask questions.
- Explain your expectations in relation to start and finish times, lunch breaks, dress code, professional conduct and confidentiality.
- Brief the student on your organisation's OHS&W policies and procedures and identify any particular OHS&W issues for the student's role. This should include:
 - Emergency procedures
 - How to raise health and safety issues
 - First-aid arrangements and accident reporting
 - Fire procedures
 - Safe handling procedures
 - Protective clothing arrangements
 - Instruction on equipment use
 - Any other relevant issues
- Give the student a tour of the workplace, including lunch room and toilets.
- Introduce the student to key staff members, explain their roles and what interaction, if any, the student is likely to have with them while working on the project.
- Explain internal and external communication facilities (telephone, e-mail, post etc).
- Identify any prohibited areas or activities.

During the placement

While your student will make every effort to behave as an employee, it is important to remember that s/he is still a student, and may need a little more supervision than a new staff member. Here are some suggestions for ensuring that your student makes a valuable contribution to your workplace:

1. Develop a project or task schedule to help the student manage his/her responsibilities, and to help you track their progress.
2. Try to set tasks that are both challenging and achievable within the given timeframe.
3. Explain how the student's project or task fits into your organisation's goals or strategy so s/he understands the "bigger picture".
4. Ask the student to demonstrate a task to ensure it has been adequately explained and that s/he fully understands what is required.
5. Increase the complexity and responsibility of assignments as the student begins to familiarise him/herself with the work environment.
6. Encourage the student to ask questions and approach you with any problems s/he is experiencing within the workplace.
7. Set up a regular time to provide feedback to the student and discuss the progress of the project. The student will appreciate having a designated time in which they can ask questions and review their work.
8. Be generous with your praise. Like all of us, students will appreciate being told when they are doing a job well.

Top tips for placement success

- 1. Make your placement brief as detailed as possible.** The more information your student has about the background, purpose and anticipated outcomes of his/her placement, the more likely you are to be happy with the end result. A written project brief available for the student at your preliminary meeting will assist the student in completing their project proposal which must be submitted prior to the commencement of the placement.
- 2. Prepare thoroughly for your student's arrival.** See page 8 for a preparation checklist. Don't forget that the student must arrange for you to sign a **UniSA insurance form and Industry Agreement** prior to the commencement of the placement. A copy of these documents will be forwarded to you within the first two weeks of the placement.
- 3. Be clear about your expectations.** Explain clearly to your student what is expected of him/her in terms of dress, behaviour, interaction with clients etc.
- 4. Encourage your student to ask questions.** It is important that your student feels comfortable seeking clarification or further information.
- 5. Give constructive feedback on your student's work.** Your student will respond positively to feedback that is given in a thoughtful manner, and, like all of us, will especially appreciate praise for a job well done!
- 6. Set up a regular "check-in" time with your student to discuss progress, performance and any problems that may arise.**

Troubleshooting

While we make every endeavour to ensure students are thoroughly prepared for their work placement, occasionally problems arise as the student adjusts to the work environment. Should you have any concerns, we encourage you to contact your Academic Mentor immediately. You may also find these tips useful in resolving problems.

The student is unable to complete the work required of them.
<ul style="list-style-type: none"> • Confirm that the student understands the task and has the necessary skills and capabilities to execute it. • Ensure the student is equipped with all information and equipment necessary to complete the task. • Check that the student is working on tasks in order of priority. • Ensure the student listens to instructions. • Ascertain whether the student has been allocated extra tasks by other members of staff. • Assess timeframes in accordance with the student's capabilities.
The student appears unwilling to complete the work required of them.
<ul style="list-style-type: none"> • Determine whether there is a reason the student is unable to complete the work. • Assess whether the student is being challenged enough by the tasks allocated to them. • Take care not to confuse inhibition with lack of motivation. • Ask the student if they are experiencing any other difficulties in relation to and extraneous from the placement.
The student is late or absent. The student's behaviour is otherwise inappropriate.
<ul style="list-style-type: none"> • Explain to the student that his/her behaviour/lateness is unprofessional and that s/he will have to conform to your expectations in future if the placement is to continue. • If the student is absent without notification, please inform the Academic Supervisor immediately.
The student is injured during the placement.
<ul style="list-style-type: none"> • Ensure the student receives appropriate medical attention and notify the Academic Supervisor so that they can deal with insurance matters.

Conclusion checklist

Students are asked to ensure that they complete the following tasks upon the conclusion of their placement:

- Student has handed in all completed work.
- Supervisor is aware of any uncompleted work, and where necessary this has been handed over to employees who may be involved in its completion.
- All equipment including tools, equipment, stationary, uniforms and access cards/keys is returned.
- Designated work spaces are cleared out.
- Student has had the opportunity to farewell and thank other staff members for their assistance.
- Student has had the opportunity to ask any remaining questions about employment opportunities and working in the industry.

Students may also:

- ask you for a reference (students are advised that supervisors are under no obligation to provide a reference)
- wish to establish ongoing professional networks with your organisation (students are advised to ask suitable colleagues if this is appropriate and what the best way is to do this, e.g. by email, coffee every couple of months or so, etc.).

Assessment and Evaluation

As part of placement students will be expected to make a presentation regarding the work they have done on placement. The presentation will be made to university staff and co-students. The host organisation is also invited to attend these presentations which will be held at the University's City West Campus. *Note: Students who are unable to present in Adelaide due to physical location or work commitments will undertake their presentation using Virtual Classroom. Host Organisation supervisors will be sent a URL so that they may participate in the presentation if they wish to.* In addition to this you may, as negotiated, include a presentation to staff of your organisation as part of the placement.

Organisations are asked to provide feedback regarding both the student's performance, and the administrative arrangements from the University. The evaluation form is included on the following pages. An electronic copy will be emailed to you at the end of the placement.

Your feedback will form part of the student's assessment, and provide the student with valuable guidance in areas they are doing well in and areas they might need to improve.



Placement Evaluation Form for: *Student Name*

Thank you for hosting a student of Industry Project 1. Your feedback is an essential part of the student’s assessment and will provide him/her with valuable guidance on areas they do well in and areas where they can improve.

Please take the time to complete the questions below and return via email to Sandra.Barker@unisa.edu.au

On a scale of 1-5 please indicate your agreement or disagreement with the following statements:

The student demonstrated a sound knowledge of theory as it related to the placement.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Comments: _____

The student was able to apply his/her academic learning to the workplace.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Comments: _____

The student worked well within a team and/or with others.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Comments: _____



The student communicated effectively in both taking direction from his/her supervisor and in reporting on progress.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Comments: _____

The student developed a sound understanding of the professions in the relevant management field and the skills required to work within this field.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Comments: _____

The student completed the required 224-240 hours in this placement.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Comments: _____

Please include all other comments that are relevant to the student and/or the placement

Other comments: _____

Please award the student a mark out of 20 for their work conducted at your organisation

Organisation Mark: _____ / 20

Contacts

Course Coordinator

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Course Coordinator

Industry Project 1

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Project Administrator

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Thank you for your participation in the School of Management Industry Project 1.