

These Guidelines describe the respective responsibilities of the University (including those of relevant members of staff), students and industry and community collaborators ("Collaborator") engaged in Work Integrated Learning ("WIL") for the following programs offered by the School of Business and Law:

- ECU Work Placement Program (FBL3501 and BUS6900)
- ECU Internship Program (FBL3400, FBL3500, FBL6505 and FBL6510)
- ECU Sport, Recreation and Event Management Micro-Placement Program (SPM1102, SPM2111, TSM2202, SPM2104, TSM3501)

These Guidelines must be read in conjunction with, and subject to, any express written agreement between ECU and the Collaborator concerning the relevant WIL activity.

1. What is Work Integrated Learning?

Work Integrated Learning (WIL) is the intentional integration of theory and practice. It is the process whereby students learn through experience in practical settings. WIL is learning which is embedded in the experience of work, whether it is paid or unpaid, full-time or part-time. It may be embedded into a course or unit or completed as an extra or co-curricular activity. Other terms used to describe WIL include practicum, internships, fieldwork, cooperative education, field education, sandwich course and service learning.

ECU is committed to embedding WIL in all undergraduate and postgraduate courses by ensuring that all aspects of teaching, learning, and research are inspired by industry and community collaboration.

WIL at ECU aims to enhance the skills and attributes that have been identified as being critical to the success of our graduates – making significant contribution to our graduates' work and industry readiness. During WIL, students have the opportunity to learn by doing and being provided with valuable feedback – providing them with the opportunity to develop the skills and capabilities that employers and community expect.

2. The benefits of Work Integrated Learning

Your organisation can benefit from participating in this program in the following ways:

- Staff development through interaction and engagement with students and ECU staff.
- Developing links with the University and other organisations.
- The opportunity to identify prospective employees.
- The opportunity to provide feedback that shapes what future students are taught.
- A mutually-beneficial collaboration with ECU and its various Faculties and Schools.

3. Roles and Responsibilities for WIL Activities

The WIL experiences covered by the Guidelines relate to the following units in the School of Business and Law:

- ECU Work Placement Program (FBL3501 and BUS6900)
- ECU Internship Program (FBL3400, FBL3500, FBL6505 and FBL6510)
- ECU Sport, Recreation and Event Management Micro-Placement Program (SPM1102, SPM2111, TSM2202, SPM2104, TSM3501)

When arranging the WIL experience, the ECU Coordinator will inform the Collaborator which program the experience refers to (if this has not been conveyed to the Collaborator already). Further information about the units listed above is set out in the Briefing Sheets at Appendix One.

ECU Coordinators' Responsibilities

The relevant ECU Coordinator is responsible for:

- a) Liaising with students engaged in WIL activities and ensuring that assessment is conducted in accordance with ECU's Assessment Policy.
- b) In consultation with potential Collaborators, identifying opportunities for WIL activities and allocating students to those activities.

- c) Providing adequate and appropriate information for Collaborators about ECU's expectations of all parties involved in WIL activities.
- d) Regularly consulting with Collaborators about the performance of students placed in those organisations and providing and recording details of timely feedback provided to students engaged in WIL activities.
- e) Communicate to students regarding any specific requirements Collaborators have in terms of intellectual property rights for works created by students during WIL activities prior to commencement of those activities so that the students can make an informed decision in as to whether they wish to proceed. Collaborators will be required to communicate any specific requirements they have in relation to intellectual property prior to receiving students and any assignment or licence documentation will be the responsibility of the Collaborator.

Student's Responsibilities

An ECU Student undertaking a WIL experience is responsible for:

- a) Complying with all applicable policies, procedures and requirements of the Collaborator (including any confidentiality requirements).
- b) Complying with and, where relevant, providing evidence of meeting any pre-requisites for attendance at the workplace, including certification requirements and participation in induction programs.
- c) Alerting the University and the Collaborator to any medical condition or disability that might impact on the student's capacity to carry out their tasks and responsibilities during WIL.
- d) Committing themselves to full and active participation in the WIL experience and its assessment.
- e) At the earliest opportunity, raising with the relevant ECU Coordinator any issues impacting adversely on their participation in the WIL experience, including issues relating to their supervision, intellectual property rights, conflicts of interest or inter-personal conflicts.
- f) Acting in a professional manner consistent with the ECU Student Charter and in accordance with the provisions of relevant ECU Statutes and Rules.

Collaborator's Responsibilities

A Collaborator is responsible for:

- a) Committing itself to active and responsive participation in all aspects of a WIL experience, including:
 - unless alternative supervision arrangements have been agreed upon, providing supportive supervision by staff members of the organisation;
 - providing regular feedback on student's progress in WIL; and
 - responding in a constructive and timely manner to requests by the University or a student for changes in arrangements for a WIL experience.
- b) Providing a safe workplace and adequate training, including induction programs, in occupational health and safety policies, procedures and practices.
- c) Ensuring that adequate and appropriate information is provided to students about its relevant policies and procedures.
- d) Unless alternative supervision arrangements have been agreed upon, appointing an individual workplace supervisor for each student placed in the organisation, with responsibility for:
 - supporting and mentoring the student throughout the WIL experience, including providing adequate induction and information about the organisation's policies and procedures;
 - being aware of the expectations for the student which are inherent in the WIL experience, including those relating to the range of experiences and learning opportunities to be provided to the student;
 - providing regular feedback to the student and the University supervisor about the student's progress and maintaining records of such feedback;
 - contributing to the assessment of the student by providing periodic evaluations of their performance and participating in the determination of their final result in the unit (as prescribed by the ECU Coordinator); and
 - consulting the University supervisor at the earliest opportunity if concerns arise about the student's progress or conduct during the WIL experience or if inter-personal disputes involving the student occur in the workplace.
- e) Informing all staff at the WIL experience location that the student is engaged in a WIL experience

or activity and describe the nature and purpose of the program.

- f) Contacting the ECU Coordinator immediately if the student is absent from the WIL experience, ill, injured, or asked to leave before the expiration of this agreement.
- g) Communicating to the relevant ECU Coordinator any specific requirements it has in relation to intellectual property prior to the receiving any students.
- h) Notifying and inducting the student into the appropriate Occupational Health & Safety systems within the WIL workplace including but without limitation:
 - Health and safety policies;
 - Emergency and evacuation procedures (including emergency numbers);
 - First aid arrangements (including names and phone numbers of first-aiders);
 - Procedures for reporting accidents/incidents/risks;
 - Name and location of health and safety representative; and
 - Details on the process for managing and resolving health and safety issues.

4. Additional Matters

Confidentiality

The Student and the University acknowledge the need to respect commercial-in-confidence and other material owned by the Collaborator. ECU students may have access to privileged or confidential information in the course of their WIL experience or activities and ECU will direct all students to comply with any procedures or policies of the Collaborator in terms of confidentiality. If the Collaborator has any specific requirements such as requiring students to sign confidentiality undertakings, these requirements should be conveyed by the Collaborator to the ECU Coordinator prior to receiving any students.

Insurance

ECU has insurance policies in place that extend to students participating in unpaid WIL activities. Certificates of Currency for these policies can be provided upon request.

The WIL experience does not give rise to an employment relationship between the student/s and the Collaborator or ECU. Unless the student and Collaborator, on their own volition, enter into an employment contract or arrangement (which will be a private arrangement not involving ECU), students shall not be paid for their time on the WIL experience.

If students become employed or are paid in anyway, it will become necessary for the Collaborator to maintain insurance cover (including worker's compensation insurance) for that student. Once an employment agreement is in place between the student and the host, ECU's insurance cover will no longer extend to the student.

5. Workplace Supervisor Guidelines

Workplace supervisors are critical in the success of WIL and developing students through on-the-job training, coaching and mentoring. Students are very keen to observe and evaluate other professionals in the workplace and engage in feedback and self-reflection to further develop and refine their own skills for professional success.

Some suggested guidelines for the workplace supervisors are set out below.

a. Project/program of work scope

Consider and document the scope of the proposed work the student will complete, outlining thoughts on the nature of the project/program of work and the required student skills. This clarifies, for all parties, the type of work the student will be completing during their placement.

b. WIL preparation

- Ensure colleagues in the work area are aware the student will be coming on WIL and the purpose of

their work. Workplace colleagues are very important to the value and enjoyment a student gains from the workplace experience.

- If required given the nature of the WIL activity, ensure the student has a work station and the necessary equipment to perform their role in the workplace. Agree with the student on the start and finish dates and the day(s) they will be attending the workplace during this period.

c. Project/program of work outcomes

Negotiate the learning outcomes with the student at the beginning of the WIL experience. This will include the student's roles and responsibilities during the WIL experience, their learning goals and expected outcomes/deliverables upon completing the WIL experience.

d. Workplace induction

Ensure students are given a warm welcome and are suitably inducted to matters relating to Occupational Health and Safety; confidentiality; ethical behaviour; organisational culture; dress code; professional conduct; organisational structure; reporting requirements; and organisational policies and procedures.

e. Ongoing supervision

Unless alternative supervision arrangements are agreed upon with the University, supervise the student in a manner that enhances their learning experience. Suggested practices may include:

- Setting realistic and measurable goals with the student at the beginning of the WIL experience and evaluating completed tasks and achieved outcomes to enhance their future performance.
- Making time for informal and open discussions on the student's strengths and any areas requiring improvement.
- Conducting regular performance management meetings, drawing on the input and feedback of other supervisors, peers and/or mentors as appropriate.
- Encouraging student participation in team meetings to understand the bigger picture and to gain a better understanding of what is required of them and others within the workplace.
- Enabling participation, if appropriate, in professional development workshops, seminars or similar events in the workplace.
- Developing greater student awareness of organisational protocol and industry/community expectations of their role and responsibilities. Inadequate preparation in these areas can cause students to feel inferior and lack confidence during their WIL experience.
- Adopting a mentoring role by encouraging students to reflect on their performance and ways they could improve in the future. Asking questions is critical to student learning as it encourages them to relate theory to practice and checks their disciplinary knowledge and understanding. It is also important to encourage students to reflect on their performance in employability skills such as team work, self-management and communication.
- Helping students gain a better understanding of what constitutes professional demeanour, ethical behaviour and efficient working practices through discussion, meetings, direct observation and feedback.
- Providing adequate support or advice regarding career choices and job requirements to enable students to gain an insight into what their profession entails on a day-to-day basis.
- Contacting the ECU Coordinator if any issues or concerns arise during the WIL experience.

f. Evaluating Performance

Evaluate student performance to assess whether the project outcomes and learning goals have been met. This should involve a de-briefing with the student at the end of the WIL experience and completing a supervisor's evaluation which may form part of the student's assessments for the unit.

6. Collaborator Paperwork to Complete

Subject to any alternative agreements, forms or other arrangements that are agreed upon between the Collaborator and ECU for a particular unit, Collaborators are asked to assist with completing a Workplace Supervisor Evaluation Form. This form will vary, depending on the type of WIL experience the student is undertaking. The evaluation forms part of the student's assessment for the academic unit associated with the WIL experience. The completed form should align with the feedback given to students (and the ECU

Coordinator) during the WIL experience. The ECU Coordinator will provide you with an evaluation form for reporting back on the student's performance and achievement.

If you have any concerns or questions when completing the evaluation, please discuss these with the ECU Coordinator. This form needs to be completed and returned towards the end of the student's WIL experience. The student or ECU Coordinator will advise the exact due date.

Appendix One: ECU School of Business and Law Brief Sheets

Work Placement Program Brief Sheet

Hours	<p>The student is required to complete between 100 and 150 hours of work experience during one university semester cycle.</p> <p>The students must produce a timesheet, signed by their workplace supervisor, to evidence the completion of a minimum of 100 hours. It is expected that these hours will be spent predominantly in the work setting although there is some allowance for tasks to be undertaken outside the professional setting. Completed hours may be spent on a specified work-based project or a series of tasks which combine to form a program of work suitable to the student's capabilities and relevant to their studies.</p>
Assessments	<p>The student will be required to submit the following assignments to complete the Work Placement Program:</p> <ul style="list-style-type: none">• <i>Placement Plan</i>: Due week 3 to 4 of placement (flexible if student starts early/late). Students develop a learning plan for their placement, outlining intended outcomes, strategies, performance indicators and evidence of mastery. This requires discussion and approval with their workplace supervisor to ensure the plan is realistic to the work setting. Supervisor review will ensure there are no breaches in confidentiality as evidence produced to demonstrate achievement of learning outcomes may be included in the student's final Portfolio assignment. This will be visible only to ECU academic staff directly involved in the assessment, delivery or coordination of WIL.• <i>Portfolio</i>: Due week 13 (conclusion of WIL experience) This comprises a series of tasks where students review their performance and reflect on their learning during their placement. Students will embed evidence of their workplace achievements into their reflective activities.• <i>Workplace supervisor evaluation</i>: Due week 13 (conclusion of WIL experience) Completion of a 2-3 page report on student performance during the placement and confirmation of the number of completed hours using a standardised timesheet provided by the student. Supervisors will evaluate student performance against the learning plan developed at the beginning of the work placement (Placement Plan).

Internship Program Brief Sheet

Hours	<p>The student is required to complete a minimum of 450 hours of work experience during one university semester cycle.</p> <p>The students must produce a timesheet, signed by their workplace supervisor, to evidence the completion of their completed hours. It is expected that these hours will be spent predominantly in the work setting although there is some allowance for tasks to be undertaken outside the professional setting. Completed hours may be spent on a specified work-based project or a series of tasks which combine to form a program of work suitable to the student's capabilities and relevant to their studies.</p>
Assessments	<p>Students are required to submit the following assignments for the Internship Program:</p> <p><i>0 to 225 hours (weeks 1 to 6)</i></p> <ul style="list-style-type: none"> <p>Program Appraisal: Due by approximately week 2</p> <p>Students develop a learning plan for their internship, outlining intended outcomes, strategies, performance indicators and evidence of mastery. This requires discussion and approval with their workplace supervisor to ensure the plan is realistic to the work setting. Supervisor review will ensure there are no breaches in confidentiality as evidence produced to demonstrate achievement of learning outcomes may be included in the student's final Portfolio assignment. This will be visible only to ECU academic staff directly involved in the assessment, delivery or coordination of WIL.</p> <p>Portfolio: Due in approximately week 6</p> <p>This comprises a series of tasks where students review their performance and reflect on their learning during their internship. Interns will embed evidence of their workplace achievements into their reflective activities.</p> <p>Workplace supervisor evaluation: Due in approximately week 6</p> <p>Completion of a 2-3 page report on student performance during the internship and confirmation of the number of completed hours through a standardised timesheet provided by the student. Supervisors will evaluate student performance against the learning plan developed at the beginning of the internship (Program Appraisal).</p> <p><i>225 to 450 hours (week 7 to 12)</i></p> <ul style="list-style-type: none"> <p>Work-based Project Proposal: Due by approximately week 8</p> <p>Students develop a proposal for a major project to be completed as part of their 225 hours. Students will outline intended outcomes, a timeline, strategies for completion and performance indicators. This should be in liaison with the workplace supervisor to ensure the proposal is realistic and will produce useful tangible outcomes for the organisation.</p> <p>Work-based Project Report and Oral Presentation: Due by approximately week 12</p> <p>Students are required to submit a 10-page report to their workplace and to their ECU Supervisor. This will comprise a significant component of their final mark for this part of the internship. They are also required to present their project's findings in an oral presentation of 15 minutes, conducted in the workplace and ideally attended by internal/external stakeholders to whom the findings are relevant.</p> <p>Workplace supervisor evaluation: Due by approximately week 12</p> <p>The workplace supervisor will be required to confirm the number of completed hours, via the student's timesheet, and evaluate their performance on their work-based project and their workplace performance in general. They will be asked to evaluate and provide specific comments on the quality of the student's oral presentation.</p>

ECU's Sport, Recreation and Event Management Micro-Placement Program Brief Sheet

<p>SPM1102</p> <p>Hours and Assessment</p>	<p>In this first- year unit, students are required to undertake a minimum of 10 hours work experience through a micro-placement in a sport or recreation programming setting. Students are required to undertake approximately 5 hours of observations and the remaining hours assisting with 'hands on' work that involve them in leadership and programming in this setting.</p> <p>As part of their assessment, the student must complete and submit a written report which critically reviews the program in relation to leadership, programming and diversity and inclusion practices and provides a reflection of their work experience.</p> <p>Host supervisors are asked to complete a <i>Host Supervisor's Assessment Form</i> at the completion of the micro-placement and sign off to verify the number of hours and experiences/tasks completed.</p>
<p>TSM2202</p> <p>Hours and Assessment</p>	<p>In this first-year unit, students have the opportunity of undertaking a micro-placement of a minimum of 8 hours work experience (e.g., at least one or two shifts of 4-8 hours duration) as an event 'volunteer'.</p> <p>As part of their assessment, the student must complete and submit a written assignment which critiques one aspect (e.g., marketing and sponsorship; event venues and staging; event impacts and legacies; project management) of how the event was managed and operationalised and provides a reflection of their work experience.</p> <p>Host supervisors are asked to complete a <i>Host Supervisor's Assessment Form</i> at the completion of the micro-placement and sign off to verify the number of hours and experiences/tasks completed.</p>
<p>SPM2111</p> <p>Hours and Assessment</p>	<p>In this first-year unit, students are required to undertake a minimum of 20 hours work experience through a micro-placement in a not-for-profit, incorporated sport organisation/club. Students are required to undertake approximately 5-10 hours of observations and the remaining hours assisting with 'hands on' work that involve them in better understanding the management practices and operational aspects of the organisation.</p> <p>As part of their assessment, the student must complete and submit a written report on the management practices and operational aspects of their sport organisation/ club.</p> <p>Host supervisors are asked to complete a <i>Host Supervisor's Assessment Form</i> at the completion of the micro-placement and sign off to verify the number of hours and experiences/tasks completed.</p>
<p>SPM2104</p> <p>Hours and Assessment</p>	<p>In this second-year unit, students have the opportunity of undertaking a minimum of 20 hours work experience through a micro-placement in a permanent, staffed sport or recreation facility setting.</p> <p>As part of their assessment, the student must complete and submit a written report which provides discussion and evidence of their placement experience and learning relevant to the effective management of the facility's operations, including a reflection of two workplace behaviours relevant to facility operations management and their career progression in the sport and recreation industry.</p>

	Host supervisors are asked to complete a <i>Host Supervisor's Assessment Form</i> at the completion of the micro-placement and sign off to verify the number of hours and experiences/tasks completed.
TSM3501 Hours and Assessment	<p>In this third-year unit, students are required to undertake a micro-placement of a minimum of 15 hours work experience involved in some aspects of the management, operations and/or delivery of an event.</p> <p>As part of their assessment, the student must complete and submit a written report based on their research, analysis and appraisal of the management and operational domains of the event in these key areas:</p> <ol style="list-style-type: none"> 1. Introduction, background, purpose, and history 2. Creation, Staging and Design 3. Planning and Scheduling 4. Supply Chain Management 5. Location Management and Choice 6. Risk Management (including Making the Event Safe and Secure) 7. Greening and Sustainability 8. Social Media Marketing and the promotion 9. Performance Evaluation <p>Host supervisors are asked to complete a <i>Host Supervisor's Assessment Form</i> at the completion of the micro-placement and sign off to verify the number of hours and experiences/tasks completed.</p>