The Unit - Professional Practice in Bioscience

- Runs in Trimester 2 each year
- Two major components:
  - Minimum of 80 hours unpaid/voluntary work experience (hurdle requirement)
  - Coursework in T2 (career planning, job readiness, resumes, interviews, etc.)
- We strongly recommend that you organise and complete your work placement before classes commence in T2 (i.e. any time from now, but MUST be completed by Week 10 of Trimester 2)
- Most important unit you will do while at Deakin in terms of career planning and getting a job

The BIG question - What do you want to do as a career???

- This is your opportunity to try different potential career paths, make valuable contacts and begin to establish your professional network
- Add the work placement experience to your resume
- List your work placement supervisor as a referee
- Make every opportunity a resume building opportunity!!

Placements - What you need to do

- It is your responsibility to organise your own placement
- We strongly recommend that it be arranged and undertaken before the Unit commences in T2
- Must be course related and approved by us
- Minimum 80 hours (can be 2 x 40 hour placements)
- Placements cannot be considered retrospectively (i.e. previous work experience or work experience that has not been approved by us cannot fulfill the requirements for SLE390)
- Read all the documents on the website (http://www.deakin.edu.au/life-environmental-sciences/students/professional-practice)

Pre-requisite requirements for work placements

- Must have completed 12 credit points to enrol in SLE390
- Must have completed and passed STP010 Introduction to Work Placements
  - (Please Note: You must obtain at least 70% in the online quiz to pass this unit)
- Must be enrolled in SLE390 to undertake a placement
- If you intermit or discontinue your course, or withdraw from SLE390 you cannot undertake a placement

Enrolment: SLE390 and STP010

- STP010 Introduction to Work Placements
- Pre-requisite for SLE390 and the Work Placement
- Fully online unit
  - approximately 4-6 hours
  - must be completed and passed before your work placement can be approved
Placement Organisations

- A list of potential organisations you can contact is available on the website
- This list includes suggestions only – you DO NOT have to undertake your placement at one of the listed organisations; we encourage you to seek out other organisations of interest and relevance to your studies and career aspirations
- Legal and insurance agreements must be in place before placements can be approved and commenced. If there is no agreement in place, then we need to organise one, which can take several weeks.
- The organisations are under no obligation to accept you even if there is an agreement in place

Getting started

- Approach organisations in a professional manner – see website and the STP010 video modules for details and tips on contacting organisations
- Negotiate the dates of your placement with the potential supervisor, being flexible as far as possible but bearing in mind your other university commitments (work placements must be arranged to fit around your other university commitments)
- **Complete the Application for Placement Form and have it signed by your supervisor (or forward an email from your supervisor with Application form attached)**
- The Organisation ABN and Organisation Name must be as they appear on the Australian Government’s ABN Register
- Return the completed application form to the Professional Practice Placements Coordinator
- We check all the details on the form and ensure that the placement organisation is appropriate
- **Incomplete forms or incorrect information will not be processed and will cause delays in commencement of your work placement**

Once you submit the application form to the School of L&ES

- The Professional Practice Placements Coordinator will contact the organisation and send them the legal paperwork required
- **Allow a minimum of one month for legal paperwork to be completed**
  **PLEASE NOTE:**
  - The time taken is often out of our control and dependent on how quickly the host organisation responds to us.
  - You cannot submit your application on Friday and expect to start your placement on the following Monday
- You cannot commence a placement until the Professional Practice Placements Coordinator has advised you that the placement has been approved and finalised
- Placements cannot be considered retrospectively
- Conduct yourself in a courteous and professional manner at all times while on placement
- On completion of the placement, if appropriate, consider sending your supervisor and organisation a note of “thanks”. People are busy but willingly give their time and resources to supervise you.

Start / End Dates

- Start placement: **ONLY once you have been advised by Professional Practice Placements Coordinator that the placement has been approved**
Complete placement by the end of Week 10 of Trimester 2 in which you are enrolled in SLE390
The placement dates will be included when you receive confirmation/approval from the Professional Practice Placements Coordinator
You must advise the Professional Practice Placements Coordinator of any change in your placement dates

**Insurance**

- The University provides personal accident insurance cover whilst you are completing your placement, but provides limited benefits. Please refer to the website links for specific information.
- You must be enrolled in the unit and undertaking a placement as part of your course/unit requirements.
- The project and organisation must be approved.
- The website link is: [http://www.deakin.edu.au/life-environmental-sciences/students/professional-practice](http://www.deakin.edu.au/life-environmental-sciences/students/professional-practice)

**Placement Completion**

- An evaluation form is sent to your supervisor from the Professional Practice Placements Coordinator before you commence your placement
- The evaluation form must be completed by your supervisor, **signed by you and your supervisor** and returned by your supervisor directly to the Professional Practice Placements Coordinator at the end of your placement
- Please remind your supervisor to complete and email the form to the Professional Practice Placements Coordinator. You cannot pass this unit until we receive the completed evaluation form from your supervisor - (hurdle requirement)

**Need Advice/Assistance?**

- Please use your Deakin email when contacting Deakin staff
- Include your student ID, the unit code and your course

**Unit Chair:**

Dr Sharon La Fontaine, Burwood Campus, Room L2.09.2
Phone: 92517669
Email: sharon.lafontaine@deakin.edu.au

**Geelong Coordinator:**

Dr Morley Muralitharan, Geelong Campus, Room ka5.159
Phone: 52272850
Email: morley.muralitharan@deakin.edu.au

**Placement advice:**

Heather Andrews, Professional Practice Placements Coordinator, Burwood Campus, Room R2.24
Phone: 9244 6800
Email: les-professionalpractice@deakin.edu.au
Course advice:

Vincent Kavenagh, Burwood campus
Phone: 92517451
Email: vincent.kavenagh@deakin.edu.au

Indu Rathore, Burwood campus
Phone: 9251 7453
Email: indu.rathore@deakin.edu.au

Rosie Robertson, Geelong Campus
Phone: 52272536;
Email: rosie.robertson@deakin.edu.au