



FACULTY OF SCIENCE, ENGINEERING AND BUILT ENVIRONMENT
SCHOOL OF LIFE AND ENVIRONMENTAL SCIENCES

SLE301 PROFESSIONAL PRACTICE

PLACEMENT ASSESSMENT REQUIREMENTS

The information below is provided to assist you in the assessment for the placement component of the unit. Full details regarding assessment will be provided at the commencement of Trimester 1 on CloudDeakin.

PROFESSIONAL PORTFOLIO

This is to help you reflect upon and articulate the key skills and attributes that you have acquired to date during your (i) work placement; (ii) other work and volunteer experience (iii) your studies at Deakin; and (iv) your extracurricular activities. These attributes are often regarded by employers and professional organisations as highly desirable in graduates, and you may utilise your responses to the questions below in addressing the key selection criteria in future job applications.

Part 1: Reflection on your work placements **(16 marks)**

- a. Outline your career aspirations and goals as listed in your placement application form **(maximum 150 words)**
- b. Where did you undertake your work placement; what was your role; and what specific activities did you undertake? **(maximum 150 words)**
- c. Making reference to your career goals in (a), why did you choose this work place? How will you benefit from working there? **(maximum 150 words)**
- d. Making reference to your Performance Evaluation and/or following discussions with your supervisor, indicate: **(maximum 400 words)**
 - how your placement will contribute towards helping you to achieve your career goals;
 - making reference to the Deakin Graduate Learning Outcomes (DGLOs) (see page 4 of this Study Guide), what professional skills and attributes has your work placement helped you to acquire;
 - what did you learn about yourself, your knowledge and your capabilities;
 - what professional skills or knowledge do you need to improve on or acquire to enhance your employability and/or performance in your preferred work place?
- e. How have your career goals changed as a consequence of your work placement or over the course of this trimester? What are your next steps towards achieving your career goals? **(maximum 150 words)**

Part 2: Reflection on your performance evaluation **(6 marks)**

On completion of your placement and using the Student Performance Evaluation Form, you are required to self-evaluate your own performance during your placement and give yourself a rating according to the criteria on the form. You need to do this before your supervisor completes their sections. Once you have completed your section please take your completed form to your supervisor and discuss your evaluation assessment with your supervisor. At this point your supervisor will complete their sections and then you can sign the form together. Your self- assessment of your performance will most likely be different to your supervisor's assessment of you – which is the whole idea but it is essential that you discuss these differences with your supervisor so that you can reflect and grow from this important feedback. Once both you and your supervisor have completed the form, you will be required to upload it to the relevant drop box on the unit site.



Once both you and your supervisor have completed the evaluation you are required to discuss:

- a) How your evaluation of yourself differed from your supervisor's evaluation?
- b) What insight has this process provided you with regarding your knowledge, performance, capabilities and areas for improvement?
- c) Your plans to address any gaps in your knowledge, skills and performance to help you achieve your career goals?

NB: maximum 150 words for each question.

Part 3: Articulating professional skills and attributes

(50 marks)

The questions below relate to the Deakin Graduate Learning Outcomes (DGLOs). They are designed to help you articulate the key skills and attributes that you have acquired during your work placement and other experiences, so that you may use your responses in addressing key selection criteria for future job applications.

You are required to provide an answer to one of the two questions in the eight categories (below). There should be 8 answers in total. Each answer should be one paragraph in length (**maximum 150 words**). At least four of the responses must be related to your professional practice placement. **Use the STAR technique to structure your responses.** (*NB: if you have no direct experience during your work placement to answer either of (a) or (b) in each category below, then indicate this, create a relevant scenario based on your understanding and experience of your placement organization and indicate how you would respond*)

1. GLO1: Discipline-specific knowledge and capabilities

- a. Were you able to utilize the discipline knowledge and skills gained throughout your degree in your work placement? If so, how?
- b. If the answer to (a) is "No", what type of career or work place would allow you to implement the knowledge gained from your studies?

2. GLO2: Communication

- a. Tell me about a time when you persuaded people to do something your way and the outcome.
- b. Describe a time when you have used your communication skills to resolve a dispute.

3. GLO3: Digital literacy

- a. Describe a time when you used technologies to find, use and disseminate information.
- b. Describe a time when you had to use technology to help you decide between multiple options.

4. GLO4: Critical thinking

- a. Give me an example of when you had to gather information from two or more resources. What patterns or inconsistencies did you notice?
- b. Give me an example of when you have had to 'think on your feet'?

5. GLO5: Problem Solving

- a. Tell me about a time when you have had to decide between two options and how you made a decision?
- b. Describe a time when you used the wrong solution to a problem. What did you do about it?

6. GLO6: Self-management

- a. Tell me about a time when you missed a deadline. What were the consequences?
- b. Tell me about a time when your study or work schedule suddenly changed. How did this affect your other commitments? How did you manage the situation?

7. GLO7: Teamwork



- a. Describe a time when you had to arrive at a compromise with your team, or had to help others arrive at a compromise.
- b. Describe a situation when you were a member of a team that struggled or failed to accomplish its goal. What were the reasons for this?

8. GLO8: Global Citizenship

- a. Describe a time when you had to engage ethically and professionally in diverse communities and cultures.
- b. Describe a situation when you worked productively with diverse communities and cultures in a global context.

Part 4: Reflection on your Mock Interview

(6 marks)

On completion of your Mock Interview and using the Mock Interview Assessment Form, you are required to evaluate your own performance during your interview and give yourself a rating according to the criteria on the form. Only once you have uploaded your self-evaluation will your interviewer evaluation be uploaded (we will do this for you).

1. Upload your own completed interview evaluation form into the Cloud drop box labelled Assignment 2: Self-Assessment of Mock Interview. Once you have done this we will upload your interviewer's assessment of you as feedback for this assessment piece.
2. Compare your performance and self-evaluation with the evaluation provided by your Interviewer and discuss the following points:
 - a) How did your evaluation of yourself differ from your Interviewers evaluation?
 - b) What insight has this process provided you with regarding your knowledge, performance, capabilities and areas for improvement?
 - c) What are your plans to address any gaps in your knowledge, skills and performance to help you improve your performance in future interviews.

NB: maximum 150 words for each question

Part 5: "Me-In-A-Minute" video

(10 marks)

Me-In-A-Minute is a strategy that promotes your acquired knowledge and capabilities through a one-minute video presentation. It can be used to promote your personal brand (i.e. advertise yourself) to prospective employers through your portfolio, social media networks or other digital avenues. You are required to prepare and record a unique, yet professional, video about yourself, indicating what your key strengths and competencies are to potential employers.

Details about Me-In-A-minute can be found at (blogs.deakin.edu.au/meinaminute). Please read through this site carefully and follow the instructions provided. These instructions include background on Me-In-A-Minute, what material to include, ideas on what to write in your script, and how to create and upload your video. If you do not want to use the recording programs suggested you can also record your video on your own device (e.g. your phone). Please upload your video file to the Ass 4 Me-In-A-Minute drop box on cloud.

PLEASE NOTE: It is also highly recommended that you prepare your material **BEFORE** you attempt to record your Me-In-A-Minute. This means that you must be prepared and practiced to ensure that you give yourself the best chance of getting it right. There are instructions about preparation and what to include (6 questions to prepare) on the website (blogs.deakin.edu.au/meinaminute). Photos, videos and other evidence will also be extremely useful (see the website for details).

Format: You must submit this as a video file. No longer than 1 minute in duration.

Standard: The production qualities will not be assessed, but what will be assessed is the quality of your answers and how you present yourself (dress, body language, professionalism etc).



Once you have completed the video please answer the following questions:

- a) What insight has this process provided you with regarding your knowledge, performance, capabilities and areas for improvement?
- b) What are your plans to address any gaps in your knowledge, skills and performance to help you improve your presentation?

NB: maximum 150 words for each question

Part 6: Professional Skills

(12 marks)

In your assignment, please put into practice professional written skills (i.e. correct spelling, grammar, formatting, expression etc.).