



WORK INTEGRATED LEARNING SCHOLARSHIP CODE OF CONDUCT

The Code of Conduct sets out the practices relating to the Work Integrated Learning work experience offered through the University of Wollongong Scholarship Program. Its purpose is to make clear what is expected from students, supervisors and the University, and to minimise difficulties caused by misunderstanding or lack of communication.

Responsibilities of the Student

Students will:

- behave ethically and in a manner which upholds the good name of the University of Wollongong;
- complete the Work Placement Insurance paperwork and submit to the University at least two weeks prior to starting the work experience;
- be familiar with the goals and requirements of the work experience and have the capacity to undertake the placement;
- contact placement site prior to their first day on placement and introduce themselves to the supervisor;
- complete the Work Experience Report provided by the Scholarship Office;
- ensure that the work experience is completed within the time frame agreed upon by the University, student and sponsoring organisation;
- be punctual and inform their supervisor and Department if they will be late or cannot attend the placement for any reason;
- work hours set by the supervisor as long as it is not excessive;
- adhere to policies and procedures of the placement site;
- use resources available at the placement site for the purposes they are intended;
- take responsibility for their own health status and, if necessary, take appropriate action/care to protect the well being of clients.

Responsibilities of the Sponsoring Organisation

The supervisor will:

- ensure that students read the company's policies and Code of Conduct;
- act as a role model introducing students to acceptable professional behaviour;
- adopt the role of helper and facilitator of learning;
- provide a positive learning environment;
- provide a variety of learning experiences in keeping with the placement requirements;
- clarify aims and expected outcomes of the placement with the student;
- assist the student in identifying resources;
- arrange regular and sufficient interviews with the student to discuss progress or difficulties;
- arrange and provide a safe work environment;
- orient students on the first day of the placement to reduce anxiety about working in an unfamiliar environment;
- submit the Work Experience Report provided by the University;
- maintain regular contact with the Scholarship Office on the student's progress.



Responsibilities of the Scholarship Office and University

The Scholarship Office will:

- be in regular contact with the sponsoring organisation;
- if necessary, mediate between supervisors and students on any issues;
- report and address any concerns from the student and/or sponsoring organisation in relation to the work experience.
- insure students to cover them against injury while on work experience as well as direct travel to and from work site.

Name of scholarship recipient

Sponsoring Organisation

Date

Please sign and fax or mail to:

University of Wollongong

Attention: Scholarship Officer

Student Central, Building 17

Northfields Avenue, Wollongong NSW 2522