

# Bachelor of Laws

Supervisor Guide – Independent Project



JAMES COOK  
UNIVERSITY  
AUSTRALIA



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## INTRODUCTION

James Cook University (JCU) offers a Work Integrated Learning (WIL) placement program which is designed as a pathway for students to acquire industry experience and enhance graduate employability. The Independent Project subject is part of this program and enables students who are already employed, the opportunity to undertake a relevant project for their workplace.

As an industry partner you are playing a vital role in developing the workforce of the future by being a part of the education experience. Placements are designed to develop and integrate employability skills into programs of study by increasing the interaction of industry and students through placement experiences to develop and deliver learning experiences that benefit all stakeholders.

## AIMS AND OBJECTIVE OF PLACEMENTS

The aim of this subject is to enable students to apply knowledge and skills developed through their degree in a practical workplace setting. The benefits of placements to partner organisations include: access to students with current, relevant knowledge and developing skills; opportunity to improve learning outcomes for graduates and the opportunity to share ideas and resources with JCU College staff and students.

The role of the workplace supervisor is to provide guidance; allocate appropriate tasks; supervise and provide interim and final feedback to the student. The workplace supervisor is responsible for appraising the student's performance, which requires a formal report.

This guide sets out the obligations of all stakeholders. You should not hesitate to contact the JCU subject lecturer at any time before or during the placement if you have any queries. The JCU subject lecturer will endeavour to visit the workplace during the placement to meet with the student and supervisor.

## PLACEMENT PROCESS

### Student

Once student has discussed (and employer has agreed upon) a relevant project with employer, student submits application for project proposal to JCU in order to have application assessed by the WIL in Law Coordinator.

During the placement, student will also be required to complete a number of other assessment tasks including presentations, a poster seminar and the final project.

### Student Project Proposal

At the commencement of the placement, the student will be required to complete a project proposal. The proposal **must** be completed by the student within the first week of the placement as it is an assessable item and must be approved by the subject lecturer to ensure that the placement complies with the subject requirements.

The proposal must include:

- The commencement date of the placement and the times and dates the student will attend the workplace to complete a minimum of 16 days' work experience (or 130 hours). It is acknowledged that there may be some flexibility in the times and dates however it is preferable that the 16 days are spread across the semester time frame as much as possible. This will allow greater opportunity for student reflection
- The dates for the interim and final feedback reports and any other supervisor meetings that may be held during the placement

- The learning outcomes of the placement. The student and the employer will be required to negotiate the learning objectives or outcomes that can realistically be met during the placement. As learning outcomes are commonly referred to in subjects throughout the law degree, student becomes familiar with the concept and how they apply. For example learning outcomes may include: apply critical thinking to address issues and solve problems in law; apply technical and interpersonal skills necessary for professional practice in law; evaluate the complexity involved in solving multifaceted industry issues and/or design, organise and produce an effective large scale industry project result. Identify, evaluate and action learning opportunities and self-improvements; demonstrate essential knowledge necessary for a career in legal professions. Student should include a minimum of five learning outcomes

## Setting tasks

In order to provide a valuable learning experience, milestones should be allocated to achieve the agreed learning outcomes set in the project proposal. A variety of tasks will provide a greater overall experience for the student.

Set milestones for the student at a professional level and make it clear what is expected with each one. It may be necessary to start with simpler milestones and increase the complexity and expectations as the student gains experience and confidence. While there is an expectation that a student will complete some menial or administrative tasks during the placement, please make sure there is a balance between such tasks and the student's project to ensure the objectives are met.

**Where possible, provide constructive feedback to the student and encourage them to reflect on the project undertaken; where could they improve, what did they learn, what skills did they employ in solving the problem or undertaking the project?**

## Work placement insurance

JCU insurance only applies to approved, non-paid work placements. Supervising workplaces electing to pay the student during the placement will be responsible for arranging the necessary insurance cover for the student.

# DURING THE PLACEMENT

## Student assessment tasks

The student will receive a grade for the placement subject ranging from a High Distinction to a Fail and will be determined from a number of assessment tasks completed by the student during the placement period. The assessment tasks will include:

- Preparation and submission of the project proposal
- Presentations
- Final project presentation. Student must attend a final presentation where they complete an oral presentation on their project
- Supervisor report is due week 13 of the semester. The partner supervisor is required to complete an appraisal of the student's performance while on placement. The appraisal addresses the following:
  - Satisfactory completion of placement
  - Achievement of learning outcomes
  - Workplace performance and output

## Final Report – employer

The final report (see Attachment A) must be completed by the employer at the end of the placement and forwarded to the subject lecturer. The employer report does not require the employer to grade the student, however satisfactory completion of the placement is required in order for a student to pass the subject. Any additional feedback will provide the student with a valuable tool to assist in their career development.

If at any time you would like to discuss the progress of your intern, please don't hesitate to contact the Placement Officer, [placements@jcu.edu.au](mailto:placements@jcu.edu.au).

## INTELLECTUAL PROPERTY

Student is advised that all existing resources and documentation including client files, material and information that they may utilise while on placement remains the property of the firm, and should not be removed or copied without prior approval from their partner firm's supervisor.

Each student shall own the intellectual property in any material created by the student during a placement which forms part of their assessment or reporting obligations for their studies at JCU (e.g. project proposal, final project).

Your firm should consider whether it is necessary to negotiate an agreement with the student relating to ownership of intellectual property rights in any other material created by the student during a placement.

## CONTACTS AND FURTHER INFORMATION

If you need to contact or have any enquiries, please email [placements@jcu.edu.au](mailto:placements@jcu.edu.au)



## SUPERVISOR FINAL REPORT

Student Name

Name of Workplace

Name of Supervisor

### **Satisfactory Completion of Workplace**

[Please record whether the student has attended at the times and dates as required and satisfactorily completed the 130 hour project as required by the subject.]

### **Achievement of Learning Outcomes**

[This section should record whether the student has acquired the learning outcomes as outlined in the project proposal.]

### **General Further Feedback**

[This section should include any further general feedback the supervisor may wish to provide.]

### **Testimonial (Optional)**

[Please complete this section if you would like to provide us with a testimonial which may be used for advertising purposes.]

Signed

Date

**SAMPLE**