

**Jeffrey Cheah School of Medicine and Health Sciences (Psychology)  
Monash University Malaysia**

**VOLUNTARY WORK PLACEMENT GUIDELINES FOR STUDENTS**

**INTRODUCTION**

The Bachelor of Psychological Science and Business and Bachelor of Psychological Science students are NOT required to undertake any work placement to fulfill their course requirements. However, they can take up the work placement on their own merit if opportunities are available. As the work placement is not part of the course requirements, completion of such placements will not be credited in any way or recognised as prior learning towards the course.

**OBJECTIVES**

The main objectives of the voluntary work placement are to allow students to:

- develop skills in the application of theory to practical work situations.
- develop skills and techniques directly applicable to their careers.
- provide students with an in-depth knowledge of the formal functional activities of a participating organisation.
- provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.

**ACADEMIC REQUIREMENTS**

Students must have completed at least 2 years of studies in the present course and achieved a minimum of 60% average in their overall academic performance.

**WORK PLACEMENT PERIOD**

The voluntary work placement is usually undertaken during the summer break (December to February) between second and third year studies of the course. Students are not allowed to do the voluntary work placement during their semester of studies.

**STUDENT RESPONSIBILITIES**

Students have the responsibility to:

- demonstrate initiative and enthusiasm about the host organisation and the placement.
- complete work required by the host organisation specified in the job description or contract.
- maintain good public relations, both for the university and the host organisation.
- contact the work placement coordinator if problems arise with the placement.
- submit required documents back to the Course Management Office (Psychology) upon completion of the work placement.

## **WORKING HOURS, PUBLIC HOLIDAYS AND LEAVES**

Students are required to adhere to the organisation's working days and hours as well as gazetted public holidays observed by the organisation. Students need to check with the organisation on their leave entitlement and follow the organisation's guidelines for leave application (inclusive of medical leave).

## **EVALUATION OF STUDENTS' PERFORMANCE IN THE HOST ORGANISATION**

Students will be evaluated by the immediate supervisors of the organisation on their performances during the work placement period. Students will receive a copy of the evaluation forms via normal mail to the students' correspondence addresses nominated in the work placement application forms.

## **APPLICATION PROCESS**

The voluntary work placement application deadline is set on 31 October of every year.

1. Students are strongly encouraged to identify the organisation of choice together with the contact details prior to submitting the application form.
2. Please use this checklist to help you complete the application process:
  - Application form signed and completed
  - Cover letter and resume (Passport size photograph to be inserted)
  - Two academic reference letters
3. Submit the above completed documents to the Course Management Office (Psychology) by 31 October.
4. Course Management Office (Psychology) will inform whether students met the academic requirements.
5. Course Management Office (Psychology) will inform students regarding the reply outcome from the organisation.
6. Upon acceptance of work placement offer, students are required to submit the following documents back to the Course Management Office (Psychology):
  - Acceptance form signed and completed (issued by the organisation)
  - Indemnity form signed and completed
7. At the end of the work placement, students are required to return the following documents back to the Course Management Office (Psychology):
  - Evaluation form
  - Certificate of voluntary work placement (completed by host organisation's HR department)

*If there are any queries, please feel free to contact:*  
*Psychology Course Management Office*  
*Building 3, Level 2, Room 19 (3-2-19)*  
*Jeffrey Cheah School of Medicine and Health Sciences*  
*Monash University Malaysia*  
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