

# Student Placement Responsibilities and Guidelines



These responsibilities and guidelines are designed to help you make the most of your placement experience while ensuring a positive and productive relationship with your host organization. These responsibilities and guidelines are aligned with [JCU's Professional Experience Placement Requirements Procedure](#).

**Preparation:** Ensure you have met all pre-placement requirements for the placement, including completion of mandatory documentation, attending inductions and reviewing all material provided.

**Professionalism:** Act in a professional and respectful manner at all times. Maintain a positive attitude and uphold the reputation of JCU complying with your responsibilities as outlines in JCU [Student Code of Conduct](#) policy.

**Attendance:** Attend your placement at the agreed-upon times and notify supervisors in advance if you are unable to attend on designated days.

**Ethical Conduct:** Act in accordance with ethical guidelines and respect confidentiality and intellectual property within the placement setting.

**Active Learning:** Take responsibility for your learning by actively participating in the learning process and making the most of all learning opportunities provided.

**Learning Plan:** Complete placement activities as outlined in your agreed-upon learning plan and/or curriculum in a professional manner, within the specified timeframe. Ensuring you take responsibility for your learning by engaging in the learning process and undertaking the learning opportunities provided.

**Communication:** Maintain open and effective communication with your placement supervisor and any relevant university staff members. If any problems or concerns arise, follow the processes outlined in your discipline-specific Student Handbook.

**Compliance:** Adhere to the specific rules and regulations of the placement host organization, including any dress code or safety protocols.

**Health and Safety:** Prioritize your safety and the safety of others by following all workplace health and safety requirements and promptly reporting any hazards or incidents.

**Disability Support:** JCU is committed to ensuring that students living with a disability and/or health condition have equal opportunities to access, engage, and participate in all levels of our university. If you have a documented disability or a short or long-term health condition, register with [AccessAbility](#) to access a range of support services and assistance to support you to succeed at JCU. We understand that you may not identify your condition as a 'disability'. However, if your health condition is impacting in any way on your placement please contact AccessAbility for advice and support. Refer to the [Student Disability Policy](#) for more information.

**Any breach of these responsibilities and guidelines may result in [JCU's Review of a Students Suitability to Continue a Course Involving Placement](#) to be enacted.**