The University of Southern Queensland

Course specification

Description: Professional Studies Project I						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
TEA	3302	54595	2, 2006	EXT	1.00	Toowoomba

Academic group:	FOEDU
Academic org:	FOE003
Student contribution band:	National Priority Teaching
ASCED code:	070109

STAFFING

Examiner: Mark Dawson
Team member: Patrick Costigan

REQUISITES

Pre-requisite: Students must be enrolled in one of the following Programs: BFET or ADFT or BEFT or GDFT

RATIONALE

This course should be undertaken by students enrolled in their final year of study. It represents a "capstone" course, to allow the synthesis of the knowledge, skills and attitudes developed in their course of study into professional practice.

SYNOPSIS

In this course, students will, under guidance of a member of staff, pursue an in-depth project to demonstrate synthesis of particular elements of their degree studies. Whilst this type of study would not necessarily involve research, it should include a substantial investigative component leading to the submission of a written report. NOTE: Irrespective of the nature of the project undertaken, students will be required to provide evidence of maintenance of current competence in actual instructional activities undertaken during the period of their enrolment in this course. IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT 'BLUE CARD'. For further information: http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html *If you are undertaking practical experience outside the State of Queensland, Australia you should check local requirements.

OBJECTIVES

On successful completion of this course students will be able to:

1. demonstrate the ability to plan, conduct and report on an instructional project, or an approved investigatory activity that draws together the elements of their Professional Studies in their degree.

TOPICS

	Description	Weighting (%)
1.	The focus and nature of the project will be developed in collaboration with an academic supervisor approved and appointed by the examiner	100.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

There are no prescribed texts in this course.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Depending on the nature of the study to be completed students will be required to access reference material which will be negotiated with the project supervisor.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Project Work	165.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
PROJECT PROPOSAL	1.00	1.00	11 Aug 2006
TEACHG PLACEMENT AGREEM'T FORM	1.00	1.00	11 Aug 2006
PROJECT PLAN	27.00	27.00	08 Sep 2006
PROJECT REPORT	70.00	70.00	20 Oct 2006
COMPETENCY REPORT & DIARY	1.00	1.00	20 Oct 2006

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks.

3 Penalties for late submission of required work:
In this course, if students are more than two weeks late with the submission of any assessment task, they are required to contact the course examiner, who may, at his/her discretion, grant a further extension.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must submit all of the assessment items and must achieve at least 50% of the total weighted marks available for the course. Irrespective of the nature of the project undertaken or the grade received for the project product finally submitted in this course, before a passing grade can be awarded students will be required to demonstrate current instructional competence against the criteria listed on the Further Education and Training's Form A (in the Instructional Book), during the period of their enrolment in this course.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.

6 Examination information:
There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
As there are no examinations in this course, there will be no Deferred or Supplementary examinations.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

1 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner.

2 Students must retain a copy of each item submitted for assessment. This must be produced within twenty-four (24) hours of receipt of request being made by the examiner. The student must retain this copy until the grade for this course has been finalised.

3 In accordance with the University's assignment extension policy (Regulation 5.6.1), the examiner may grant an extension of the due date of an assignment in extenuating circumstances. In this course, if students are more than two weeks late with the

submission of any assessment task, they are required to contact the course examiner, who may, at his/her discretion, grant a further extension.

4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media. The Faculty will NOT accept submission of assignments by facsimile. Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements.

5 In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next working day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.

6 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

7 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete - Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

8 When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.

9 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.

10 All assessment items must be submitted with a pass overall gained. Irrespective of the nature of the project undertaken or the grade received for the project product finally submitted in this course, before a passing grade can be awarded students will be required to demonstrate current instructional competence against the criteria listed on the Further Education and Training's Form A (in the Instructional Book), during the period of their enrolment in this course.

11 Summative assessment items will receive a numerical score. Any ungraded assessment requirement will receive a Pass, Fail or Incomplete.

OTHER REQUIREMENTS

1 Students will require access to e-mail and Internet access to USQConnect for this course.

2 Students are to use a recognised referencing system as specified by the examiner.

3 IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU

POSSESS A CURRENT 'BLUE CARD'. For further information: http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html *If you are undertaking practical experience outside the State of Queensland, Australia you should check local requirements.

4 Teaching Placement (Practicum) This course involves both a theory and a practical component. Information about the theory component is provided above. The practical component requires you to negotiate a teaching placement in an approved instructional setting that will involve opportunities for planning, implementing and evaluating actual instruction for a minimum of 25 hours during the period of your enrolment in the course. The nature of the approved instructional setting depends on your program enrolment - there are particular requirements for students seeking Teacher Registration in Queensland which are outlined in the Teaching Placement Handbook. Please ensure that you are familiar with and are able to meet these requirements if they apply to you.. Your practical teaching placement for this course requires you to: 1. Ensure that you have obtained and submitted evidence of your possession of a current Working with Children Suitability Card ('Blue Card') prior to undertaking a placement in a setting (such as a school or TAFE college) which may involve coming into contact with students who are under the age of 18 years (refer to the Working with Children Checks Information for Students in your course Introductory Booklet) 2. Make arrangements to undertake a supervised practicum in an approved instructional setting by approaching the Principal, Director or Senior Officer of the institution or organization to negotiate the placement. The requirements for your placement are outlined in the Teaching Placement Agreement Form in your course Introductory Booklet (which you need to submit as Assignment 1 by the beginning of the Semester). The requirements for completing this form include: a. Evidence of your possession of a 'Blue Card' (if applicable); b. Evidence of approval from the senior officer of the organization/institution of the proposed placement; c. Appointment of a suitably qualified and experienced Mentor who will supervise (observe) at least two of your sessions and provide feedback (both formative and summative) on your performance using the Formative and Summative Competency Report Forms provided. (NOTE: For students seeking Teacher Registration in Queensland, additional requirements include that the Mentor needs to be eligible for Queensland Teacher Registration.); d. Approval for you to videotape one of your instructional sessions for submission to your relevant course Examiner if this is one of the requirements for satisfactory completion of this course. (Please refer to the Important Notice to Students about procedures and protocols for videotaping instructional sessions as well as the Video Clearance Forms included in your course Introductory Booklet.); NOTE: Once your teaching placement has been approved by the Course Examiner you will receive notification of approval and your nominated Mentor will receive a copy of the Teaching Placement Handbook as well as the Professional Experience Assessment Record form. Please contact your Course Examiner if you are experiencing any delays with this approval. 3. And finally, you will need to maintain a record of the details of your teaching placement in your "Professional Experience Diary" (included as Part D of the Teaching Placement Handbook) and submit this as an attachment to the relevant assignment for this course. Please contact your Course Examiner with any questions about the practical component of this course.