



The University of Southern Queensland

Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

Description: Workplace-based Learning Plan

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
WBL	8001	67442	2, 2007	ONC	1.00	Fraser Coast

Academic group:

FOART

Academic org:

FOARTS

Student contribution band:

National Priority Teaching

ASCED code:

079999

STAFFING

Examiner: Patrick O'Brien

Moderator: Ken Stott

REQUISITES

Pre-requisite: WBL8000

RATIONALE

Workplace-based learning programs are designed to enable students to draw upon their work and life experiences to demonstrate their achievement of many required attributes and capabilities. This course must be taken during the first or second semester of a program in workplace-based learning. It will enable students to consider their individual program objectives including those concerned with improvements within their field of employment by the development of an individualized Learning Plan informed by the completed Learning Portfolio from course WBL8000.

SYNOPSIS

This course will enable the student to identify their program objectives and will focus on the development of a Learning Plan, based on their Learning Portfolio, which will outline the complementary studies and workplace-based project(s) to be taken in order to fulfill these objectives. Discussion within the workplace will help to ascertain the time available to undertake the workplace-based project(s) within normal working time. The workplace-based project(s) will be outlined, an appropriate unit size for each project will be determined and methods of demonstrating contextualized learning experiences and augmented expertise will be identified. Students will also show how the project(s) may benefit the workplace. They will also show how they will explore and communicate the relevance of literature related to specific fields of interest. It is expected that there will be considerable negotiation between the student and the USQ Adviser to ensure that the Learning Plan will clearly outline a cohesive, relevant learning pathway.

OBJECTIVES

On completion of this course students will be able to:

1. Identify the student's program learning objectives
2. Outline a workplace-based project or projects that may be of benefit to the workplace
3. Identify material required to support workplace-based projects and professional learning objectives
4. Contextualise the development of learning experiences and expertise with regard to professional standards and expectations
5. Explore and communicate the relevance of literature to specific fields of interest
6. Demonstrate a high level of communication skill
7. Be approved by the Program Coordinator

TOPICS

Description	Weighting (%)
1. Student's Professional Learning Objectives and Contexts	10.00
2. Workplace-based project(s) - identification, literature selection and detailed planning	60.00
3. Complementary Studies course content	10.00
4. Learning Plan	20.00

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).

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.

The potential areas of specialisation within post graduate professional studies workplace-based learning programs are almost without limit. Workplace-based projects will be under the general guidance of a USQ adviser. Students should consult with advisers for advice on references and existing materials relative to the area of the project.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	70.00
Private Study	72.00
Tutorials	7.00
Workshops	16.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
LEARNING PLAN	100.00	100.00	07 Nov 2007

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories, and practical work) scheduled for them. For this course a workshop will be held over the weekend following the beginning of the semester and tutorials, that may take a variety of formats, will be held at negotiated times throughout the semester.
- 2 Requirements for students to complete each assessment item satisfactorily:
Not applicable.
- 3 Penalties for late submission of required work:
(a) Students who do not submit the final assessment items by the Due Date will normally be awarded a fail grade. (b) Extension of a deadline may be granted by the course examiner. Application for such an extension must be made in writing to the course examiner prior to the Due Date and endorsed by the student's USQ adviser.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:
As P is the only passing grade available for this course, all students who are qualified for a passing grade under the requirements in 4 above, will be given a grade of P. Other students will be given either a Fail grade or an Incomplete grade
- 6 Examination information:
There is no timed examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Not applicable.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, and 5.6 Assessment 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 printed version of the current USQ Handbook.

ASSESSMENT NOTES

- 1 SUPERVISION (a) The examiner will appoint a supervisor for each student enrolled in the course. (b) The student shall communicate with the supervisor at regular intervals, normally weekly, or as indicated by the supervisor and keep whatever records of progress the examiner may require (eg a log book).
- 2 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.
- 3 Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if required by the Examiner.

- 4 In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.
- 5 Assessments for workplace-based learning post-graduate programs in Professional Studies should normally be submitted in electronic form, unless alternative arrangements are required and/or approved by the Examiner.
- 6 USQ will NOT accept submission of assignments by facsimile.
- 7 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.
- 8 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. The following temporary grade may be awarded: IDM (Incomplete Deferred Make-up).

OTHER REQUIREMENTS

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