



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 Complementary

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
WBL	8002	63380	1, 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: WBL8001

### RATIONALE

This course exists to satisfy the need for flexibility in workplace-based programs to cater for the widely varying interests and needs of students in preparing for workplace-based projects and it will be taken as indicated in the student's approved Learning Plan.

### SYNOPSIS

Typically, the course will consist of knowledge and skills that the student requires to assist their workplace-based project(s). This could include project planning and management relevant to their project(s), directed readings or other activities that will assist the student in their project work. It could also include the study of a USQ course or courses that would support the student's project work.

### OBJECTIVES

On completion of this course students will be able to:

1. Demonstrate knowledge and skills in the complementary studies area.

## TOPICS

Description	Weighting (%)
1. No specific topics can be listed as the content of the course may vary from student to student. Assessment for the course will also vary according to the nature of the study undertaken by each student. By the end of the third week of semester, the supervisor will provide the following to the Examiner, for approval by the Associate Dean of the Supervisor's faculty.	100.00
1.1. An outline of the study	
1.2. The objectives of the study	
1.3. The format, timing and weighting of the assessment items for the study	
1.4. A statement about attendance requirements	
1.5. Requirements for each student to complete each assessment item satisfactorily	
1.6. Penalties for late submission of required work	
1.7. Requirements for students to be awarded a passing grade in the course	
1.8. The method used to combine assessment results to attain a final grade	
1.9. Examination information	
1.10. Examination period when Deferred/Supplementary examinations will be held	
1.11. Any other requirements deemed necessary by the Examiner	

## **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.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Private Study	150.00
Supervisor Consultation	15.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
APPROVED ASSESSMENT PROGRAM	100.00	100.00	21 Jun 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, consultation with the supervisor will be held at negotiated times throughout the semester.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To be advised when the student's Complementary Studies is determined.
- 3 Penalties for late submission of required work:  
To be advised when the student's Complementary Studies is determined.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be advised when the student's Complementary Studies is determined.
- 5 Method used to combine assessment results to attain final grade:  
To be advised when the student's Complementary Studies is determined.
- 6 Examination information:  
To be advised when the student's Complementary Studies is determined.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
To be advised when the student's Complementary Studies is determined.
- 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 supervisor will advise the student and the Examiner of the details of

- the study and assessment program in writing by the end of week 3 of the semester as in TOPICS above.
- 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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