The University of Southern Queensland

Course specification

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 Project 12 (1unit)

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
WBL	9012	84342	3, 2008	ONC	1.00	Fraser Coast

Academic group: FOART
Academic org: FOARTS
Student contribution band: National Priority Teaching
ASCED code: 079999

STAFFING

Moderator: Ken Stott

REQUISITES

Pre-requisite: WBL8001

RATIONALE

This workplace-based course will be taken as indicated in the student's approved Learning Plan. It will be one of several courses that will form a workplace-based project of at least 12 units to allow students to demonstrate their ability to consider, analyse and report on some agreed aspect(s) (process(es), procedure(s) or product(s)) of the students' usual workplace and to develop possible improvements to the agreed aspect(s).

SYNOPSIS

The student will combine work and study, by investigating, analyzing, assessing and developing possible improvements or innovations to some agreed aspect(s) (process(es), procedure(s) or product(s)) at the student's workplace. With the help and support of an advisor, it is expected that the student will study appropriate literature and other resources, research methodology and undertake other activities, as in the student's approved Learning Plan, to produce a high standard report that demonstrates that the student has gained a very high level of understanding of the agreed aspect(s) and the methods of investigating and reporting on those aspect(s) of their workplace and how those aspects may be improved. The student must demonstrate a capability of successfully undertaking self-managed and/or collaborative research and project development.

OBJECTIVES

Upon the successful completion of the project, students will be able to:

1. make a suitable presentation, including a written report, to members of the professional community, including the student's workplace colleagues, superiors and academics involved in the program by clearly describing: (a) the objectives of the project (b) the literature and resource reviews undertaken (c) the methodology for the project and defending its

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appropriateness (d) the main features of the project (e) the main findings / results / implications of the project (f) any new knowledge that may be of benefit to the workplace (g) possible improvements to the workplace as a result of the project
2. orally defend their project and the possible improvements to the workplace that they have suggested
3. demonstrate their successful completion of a self-managed individual and/or collaborative research project into one or more aspects of their workplace.

TOPICS

	Description	Weighting (%)
1.	To be determined by the supervisor in consultation with the student.	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).

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
Private Study	155.00
Supervisor Consultation	10.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
SEE NOTE BELOW	1.00	100.00	02 Feb 2009 (see note 1)

NOTES

1. The Supervisor and the student will prepare an assessment schedule as part of the student's Learning Plan and submit it to the WBL Studies Panel for approval.

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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:
   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 supervisor.
4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade students must complete the requirements of the Learning Plan as approved by the WPB Studies panel to the satisfaction of their supervisor and the examiner.
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.

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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 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.

OTHER REQUIREMENTS

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

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