



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: Work Integrated Learning

| Subject | Cat-nbr | Class | Term | Mode | Units | Campus |
|---------|---------|-------|---------|------|-------|-------------|
| BUS | 3000 | 87507 | 1, 2009 | ONC | 1.00 | Springfield |

| | |
|-----------------------------------|--------|
| Academic group: | FOBUS |
| Academic org: | FOBUSN |
| Student contribution band: | 3A |
| ASCED code: | 080399 |

STAFFING

Examiner: Raymond Leong
Moderator: Ray Hingst

OTHER REQUISITES

Be enrolled in a USQ Faculty of Business Bachelor program, have completed at least 4 courses in the major of their work experience and be in the final year of their bachelor studies. Students are required to have organised work experience involving practice in the area of their major study and received the written permission of their employer to use it as the basis of their learning. They then must submit a proposal detailing their proposed work experience and submit it to the Course Examiner by the first day of semester for consideration. If their proposal is approved they will be enrolled in the course.

SYNOPSIS

The purpose of this capstone course is to give students the opportunity to experience the applied aspects of working in the area of their major study. It allows students to improve their learning by the application of the concepts, theories and graduate skills developed in their major area of study to their workplace activities. Further it will encourage a reflective approach to the development of their workplace skills. It is envisioned that the work experience will enhance the student's post-graduation employment prospects. Students should be aware that the number of students will be restricted and acceptance will be at the discretion of the Course Examiner.

OBJECTIVES

On completion of this course students will be able to:

1. develop and demonstrate an awareness of how theory is implemented in their workplace
2. apply the concepts and theories of their major area of study to their workplace activities and responsibilities
3. develop and demonstrate transitions skills which will equip students to make a positive contribution to their workplace
4. develop and demonstrate workplace communication skills, oral and written
5. develop and demonstrate an ability to work effectively in a group in their workplace

6. make a positive contribution to the goals of the organisation in which they are working
7. develop and demonstrate skills that allow them to be a productive, effective member of an organisation.

TOPICS

| | Description | Weighting (%) |
|----|---|---------------|
| 1. | Expectations of a professional in the workplace | 50.00 |
| 2. | Other topics as negotiated between the student, employer, and course team | 50.00 |

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).

USQConnect Discussion List for updates, emphasis, and contribution to course discussion.

Summers, J & Smith, B 2006, *Communication skills handbook: how to succeed in written and oral communication*, 2nd edn, John Wiley & Sons, Milton, Queensland.

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 |
|----------------|--------|
| Directed Study | 165.00 |

ASSESSMENT DETAILS

| Description | Marks out of | Wtg (%) | Due date |
|-------------------------------|--------------|---------|-------------|
| RESUME | 5.00 | 5.00 | 06 Mar 2009 |
| PROJECT PROPOSAL | 10.00 | 10.00 | 06 Mar 2009 |
| REFLECTIVE DIARY 1 | 5.00 | 5.00 | 25 Mar 2009 |
| REFLECTIVE DIARY 2A - WRITTEN | 10.00 | 10.00 | 06 May 2009 |
| REFLECTIVE DIARY 2B - VERBAL | 5.00 | 5.00 | 06 May 2009 |
| REFLECTIVE DIARY 3 | 10.00 | 10.00 | 03 Jun 2009 |
| FINAL REPORT | 40.00 | 40.00 | 19 Jun 2009 |
| ORAL PRESENTATION | 10.00 | 10.00 | 26 Jun 2009 |
| REFLECTIVE DIARY 4 | 5.00 | 5.00 | 30 Jun 2009 |

IMPORTANT ASSESSMENT INFORMATION

- 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, and 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.
- 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. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- Penalties for late submission of required work:**

If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.
- 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.
- 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. The weightings referred to here are not the percentage weightings used to indicate the relative loading on topics described on the first page of this course specification.
- Examination information:**

There is no examination in this course.
- Examination period when Deferred/Supplementary examinations will be held:**

Not applicable.

8 University Regulations:

Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Policies and Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

ASSESSMENT NOTES

- 1 Assignments: (i) Assignments must be uploaded electronically through USQConnect in the drop box by 5.00pm Australian Eastern Standard Time (AEST) on the due date. (ii) The examiner will normally only accept assessments that have been typed and submitted on a single file with appropriate document name. (iii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the examiner. (iv) The examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an assignment extension by personally contacting the examiner before the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the examiner.
- 2 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to any aspects of assignments assessing those topics.
- 3 Assignment format: All submitted assignment work must be in electronic format, submitted through the WebCT drop-box and the assignment document must be in WORD version format. No hard text paper assignments will be accepted.
- 4 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The USQ library provides advice on how to format information sources using this system. Details can be found at http://www.usq.edu.au/library/help/ehelp/ref_guides/harvard.htm and http://www.usq.edu.au/library/help/ehelp/ref_guides/harvardonline.htm.
- 5 Students are required to access the course intranet mail and discussion boards accessible via USQConnect on a regular basis. This is the official communication site for this course.
- 6 All students are expected to have access to a personal computer and the Internet. Details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.
- 7 Students who are studying via the Web are required to access the introductory book, study modules and selected readings for the course via the Study Desk in USQConnect under the relevant folders.