



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: Independent Project 1

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CDS	2002	87456	1, 2009	WEB	1.00	Toowoomba

Academic group:	FOART
Academic org:	FOA003
Student contribution band:	1
ASCED code:	090513

STAFFING

Examiner: Nathan Beel
Moderator: Ian Richards

REQUISITES

Pre-requisite: CDS1001 and CMS1000 and CDS2000

SYNOPSIS

This industry placement is an opportunity for students to gain supervised practical experience in the human services environment. The objectives of the practicum are developed in conjunction with the host agency's supervisor and moderated by the designated member of the academic staff selected to supervise and evaluate the project. The course encourages students to develop independent discipline or field based techniques that will culminate in a report that lends itself to academic scrutiny. Outcomes of student and supervisor negotiations must have the approval of the Program Coordinator. Students must enrol in this course in their selected semester, but may complete the requirements at any time in the year. **IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students in industry placement) working with children under the age of 18, in the State of Queensland*, obtain approval before commencing such work. The Bachelor of Human Services (Counselling) program includes 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 completion of this course students will be able to:

1. Develop an independent capacity to document, analyse and report on a human services/counselling practical project of substance.
2. Demonstrate the development of counselling skills and/or community welfare and development-based techniques.

TOPICS

Description	Weighting (%)
1. Projects must be carefully defined prior to commencement, with specific objectives fully documented in consultation with selected staff.	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.

Cleak, C & Wilson, J 2007, *Making the most of field placement*, 2nd edn, Thomson, South Melbourne, Victoria.

Kiser, P 2008, *The human services internship: getting the most from your experience*, 2nd edn, Thomson, South Melbourne, Victoria.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	65.00
Practical Projects	100.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1 - WORK PLAN	1.00	0.00	06 Mar 2009 (see note 1)
ASSIGN 2 - REP ON ORGANISATION	1.00	0.00	06 Mar 2009 (see note 2)
ASSIGNMENT 3 - JOURNAL 1	1.00	0.00	06 Mar 2009 (see note 3)
ASSIGNMENT 4 - JOURNAL 2	1.00	0.00	06 Mar 2009 (see note 4)
ASSIGNMENT 5 - SUB OF WORK	1.00	0.00	06 Mar 2009 (see note 5)
ASSIGN 6 - REFLECTIVE JOURNAL	0.00	0.00	06 Mar 2009 (see note 6)
ON-SITE SUPERVISOR'S REPORT	1.00	0.00	06 Mar 2009 (see note 7)
COURSE EXAMINER'S REPORT	100.00	100.00	06 Mar 2009 (see note 8)

NOTES

1. Assessment Description: Assignment 1 - Work and Activities Plan including the commencement of the Work and Activities Log. Students will be advised of the Work and Activities Plan, plus the Work and Activities Log details via the course Study Desk. The Work and Activities Plan must be completed and endorsed by the On-site Supervisor and Course Examiner prior to the student formally commencing the 100 hour industry placement. Due date(s) negotiated as part of the Work and Activities Plan. This assessment is aligned with all Objectives.
2. Assessment Description: Report on Organisation. Maximum 1000 words. Due date(s) negotiated as part of the Work and Activities Plan. This assessment is aligned with all Objectives.
3. Assessment Description: 1250-1500 words. 5 separate entries of 250-300 words covering the first 50 hours of professional practicum period or half of the required 100 hours. Due date(s) negotiated as part of the Work and Activities Plan. This assessment is aligned with all Objectives.
4. Assessment Description: 1250-1500 words. 5 separate entries of 250-300 words covering the last 50 hours of professional practicum period or second half of the required 100 hours. Due date(s) negotiated as part of the Work and Activities Plan. This assessment is aligned with all Objectives.
5. Assessment Description: (1) Submission of Work and Activities Log and Timesheet including (2) Student Review of Professional Experience. Due date(s) negotiated as part of the Work and Activities Plan. This assessment is aligned with all Objectives.
6. Assessment Description: Reflective Journal - a reflective summary of all journal entries. Due date(s) negotiated as part of the Work and Activities Plan. This assessment is aligned with all Objectives.
7. Students must successfully complete the 100 hour industry placement/practical project component of this course to be assured a passing grade. This assessment is aligned with all Objectives.

8. Before a passing grade can be given, the formal reports on the demonstrated performance of the student, both overall and against specified criteria must be completed. This includes assessment items 1-7 with all items of assessment counting towards the final USQ course examiner's report. This assessment is aligned with all Objectives.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
It is the students' responsibility to participate appropriately in all activities (such as workshops and consultation with supervisors) 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.
- 2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete an individual assessment item, a student must submit all of the items of assessment by the due date and achieve on each of the minimum specified standards outlined in 4 (Requirements for a pass in the course). This statement must be read in conjunction with Statement 4 below.
- 3 Penalties for late submission of required work:
If students submit Projects after the due date without prior approval or documented medical circumstances, then a fail grade will be given.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade in the course, students must - (i) submit all items of assessment; and (ii) complete the industry placement / practical project requirements successfully. Normally, there will be no opportunity for the resubmission of failed or unsatisfactory items of assessment. Students who do not achieve a passing grade in the course may be eligible for supplementary assessment in the following circumstances: where the industry placement / practical project requirements constitute the only assessment item not completely satisfied.
- 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 exam for this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.
- 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>

ASSESSMENT NOTES

- 9 (a) The due date for an assignment is the date by which a student must either submit online or despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. Online submission must be made by 12 midnight on the due date. (b) Students must retain a copy of each item submitted for

assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (c) 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 such as documented ill-health. (d) 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 day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience. (e) 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. (f) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete-Makeup). 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. (g) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the 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).

- 10 Students are strongly advised to maintain regular contact with their supervisor.
- 11 Students will require access to email and have internet access to USQConnect for this course.
- 12 Students will not be awarded an exemption or advance standing for CDS2002 Independent Project 1.