



## 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 2

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CDS	3000	87457	1, 2009	WEB	2.00	Toowoomba

<b>Academic group:</b>	FOART
<b>Academic org:</b>	FOA003
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	090513

#### STAFFING

Examiner: Nathan Beel  
Moderator: Ian Richards

#### REQUISITES

Pre-requisite: CDS2002 and CDS3001 and CDS3002 Pre-requisite or Co-requisite: PSY3050

#### SYNOPSIS

This counselling practicum affords professional preparation and experience for students towards registration with a professional counselling association. Its counselling skills fieldwork component is designed to develop a range of counselling, community education and organisational skills in conjunction with the member of the academic staff, selected to supervise and evaluate the project. The course encourages students to develop independent research and implementation techniques that will culminate in reports that lend themselves to academic scrutiny. Outcomes of student and clinical supervisor and line supervisor negotiations must have the approval of the Program Coordinator. Students may enrol in this course in any semester, and 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. **IMPORTANT NOTE 2:** Students are not to commence work in the host organisation without authorisation from the assigned USQ staff member. The USQ staff member will need to approve the suitability of the host organisation, the work plan and the supervision contract prior to starting. Failure to receive prior approval before starting will be working outside the parameters of the course and will not be recognised or supported by USQ or its insurance coverage.

## OBJECTIVES

On completion of this course students will be able to:

1. Demonstrate competent assessment of client issues and implementation of interventions
2. Demonstrate critical self reflection within a supervisory context and written assessment
3. Achieve a satisfactory level of professionalism with an organisational work environment that would be sufficient to justify employment as a counsellor

## TOPICS

Description	Weighting (%)
1. The professional experience 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.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	120.00
Practical Experience or Directed	200.00
Supervisor Consultation	10.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
Assign 1 Place Agree & Plan	1.00	0.00	17 Nov 2008 (see note 1)
Assign 7 Del/Fac Group Event	1.00	0.00	17 Nov 2008 (see note 2)
Assign 3 Desc Report Org	1.00	0.00	17 Nov 2008 (see note 3)
Assign 4 Super Log & Journal	1.00	0.00	17 Nov 2008 (see note 4)
Assign 5 - Case Plan	1.00	0.00	17 Nov 2008 (see note 5)
Assign 2 Clinical Super Cont	1.00	0.00	17 Nov 2008 (see note 6)
Assign 6 - Case Review	1.00	0.00	17 Nov 2008 (see note 7)
Assign 8 Essay (Reflective)	1.00	0.00	17 Nov 2008 (see note 8)
Assign 9 Essay (Choice)	1.00	0.00	17 Nov 2008 (see note 9)
Line/Clinical Super Report	1.00	0.00	17 Nov 2008 (see note 10)
Course Examiner's Report	100.00	100.00	17 Nov 2008 (see note 11)

### NOTES

1. The Placement Agreement and Plan must be submitted prior to counselling commencement
2. Deliver/Facilitate Group Event to be no later than final date of placement
3. The Descriptive Report on Organisation is due one month after placement start date.
4. The Supervision Log and Journal is due two weeks after the date of completion of placement.
5. The Case Plan is due no longer than three months from the commencement of the placement.
6. The Clinical Supervision Contract must be submitted prior to counselling commencement
7. The Case Review is to be submitted prior to final date of placement.
8. The Essay (Reflective) is due no later than one month after completion of field placement.
9. The Essay (Choice of Best Practice or Ethical Dilemma) is due one month prior to completion of field placement
10. Line/Clinical supervisor submission
11. Course Examiner Report Submission

## IMPORTANT ASSESSMENT INFORMATION

### 1 Attendance requirements:

It is the student's 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.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To successfully 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 this course). This statement must be read in conjunction with Statement 4 below.
  - 3 Penalties for late submission of required work:  
If students submit assignments after the due date without extenuating circumstances and without prior approval, then a penalty of a maximum of 5% of the assigned mark may apply for each working day late, up to a maximum of 10 working days, at which time a mark of zero can be recorded for that assignment.
  - 4 Requirements for student to be awarded a passing grade in the course:  
In order to gain a passing grade in the course, students must (i) submit all items of assessment and (ii) complete the professional experience requirement 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 professional experience requirements constitute the only assessment item not completed satisfactorily.
  - 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**

- 1 (a) 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. (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).

### **OTHER REQUIREMENTS**

- 1 Students are strongly advised to maintain regular contact with their supervisor.
  - 2 Students will require access to email and have internet access to USQConnect for this course.
  - 3 Students will not be awarded an exemption or advance standing for CDS3000 Independent Project 2
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