



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: Practice Management for Spatial Scientists

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
SVY	4309	86754	1, 2009	EXT	1.00	Toowoomba

Academic group:	FOENS
Academic org:	FOES05
Student contribution band:	2
ASCED code:	031101

STAFFING

Examiner: Albert Kon-Fook Chong
Moderator: Glenn Campbell

SYNOPSIS

It is important for surveying and GIS graduates to realise that they are part of a profession that has responsibilities to their clients, the community, and their peers. This course is designed to provide the necessary fundamental knowledge for students to understand these professional responsibilities as a member of a multi-disciplinary team or as a sole consultant. These concepts include some knowledge of project coordination, project management, legal requirements, and the costs involved in carrying out projects. The Project Management section of this course draws together many areas of surveying and GIS in order to simulate the operations of large projects. A number of case studies are discussed in terms of both project planning and the technical operations of the projects. Practical advice is provided on the primary management functions of planning, leading, organising, and controlling operations on large projects. This course will also provide graduates with the knowledge necessary to recognise 'hidden' costs on projects, and to plan for a profitable and well-balanced business. It will also provide the ability to recognise possible difficulties that might arise, to analyse the relevant issues, and to take appropriate action where necessary.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item(s) that may be used to assess student achievement of an objective are shown in parenthesis. On completion of this course, students should be able to:

1. relate the surveyor's role in land development throughout the ages and assess the spatial scientist's continuing contribution as an active member of the general community (exam);
2. define the purpose, powers and function of various professional bodies including the Surveyors Board, and the Spatial Sciences Institute, and evaluate the advantages that may be gained by membership of, or registration with, these bodies (exam);
3. define professional ethics, and demonstrate and debate the role of ethics in the surveying and GIS professions (exam);

4. assess the liability of professionals with respect to their professional responsibilities, their responsibility to the public, and the Workplace Health and Safety Act (exam);
5. describe quality assurance, evaluate the benefits of its use in the efficient and effective management of professional operations, and prepare a specific project quality plan (exam);
6. explain the link between employee satisfaction and human resource management and analyse various situations and events from a human resource management perspective (exam);
7. apply sound financial management techniques used in professional organisations (exam);
8. prepare time and cost estimates for projects, and assess the economics (by a cost benefit analysis) of projects to assist clients in their decision making (assignments 1, 2 and exam);
9. select and justify the use of various strategies for promoting and developing a professional practice (exam);
10. demonstrate an ability to plan operations, coordinate activities and resources, and develop contractual arrangements on a project (assignments 1, 2 and exam).

TOPICS

	Description	Weighting (%)
1.	History of the Profession	5.00
2.	Professional Bodies	5.00
3.	Ethics	5.00
4.	Firm Management	10.00
5.	Risk Management and Loss Prevention	10.00
6.	Human Resource Management	5.00
7.	Financial Management	10.00
8.	Business Development	10.00
9.	Project Management	10.00
10.	Cost Management	5.00
11.	Time and Resource Management	10.00
12.	Project Control	10.00
13.	Quality Management	5.00

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
Assessments	48.00
Directed Study	48.00
Examinations	2.00
Private Study	57.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1	100.00	10.00	06 Apr 2009
ASSIGNMENT 2	200.00	20.00	18 May 2009
2 HOUR CLOSED EXAMINATION	700.00	70.00	END S1 (see note 1)

NOTES

1. Student Administration will advise students of the dates of their examinations during the semester.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
There are no attendance requirements for this course. However, it is the students' responsibility 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 assessment item a student must achieve at least 50% of the marks or a grade of at least C-. Refer to Statement 4 below for the requirements to receive a passing grade in this course.
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without extenuating circumstances then a penalty of 5% of the assigned mark may apply for each working day late up to a maximum of ten 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:
To be assured of receiving a passing grade in a course a student must obtain at least 50% of the total weighted marks for the course.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course

- 6 Examination information:
In a Closed Examination, candidates are allowed to bring only writing and drawing instruments into the examination.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of this course.
- 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> or in the current USQ Handbook.

ASSESSMENT NOTES

- 1 The due date for an assignment is the date by which a student must despatch the assignment to USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.
- 2 Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner.
- 3 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.
- 4 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
- 5 The Faculty will NOT accept submission of assignments by facsimile.
- 6 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.
- 7 In the event that a due date for an assignment falls on a local public holiday in their areas, 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.
- 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.
- 9 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. 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).