Description: Dissertation Preparation

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
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<tbody>
<tr>
<td>AST</td>
<td>8021</td>
<td>34922</td>
<td>2, 2004</td>
<td>ONC</td>
<td>2.00</td>
<td>TW MBA</td>
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</table>

Academic group: FOART
Academic org: FOA003
Student contribution band: 1
ASCED code: 090300

STAFFING
Examiner: Don McMillen
Moderator: Brian Ridge

REQUISITES
Pre-requisite: AST9020

RATIONALE
The dissertation provides an opportunity for a student to examine in depth an approved topic related to the emphases of the program. Clarity of purpose and procedure is a crucial initial stage in the preparation of a successful dissertation.

SYNOPSIS
This course requires a student to define a dissertation topic, review relevant existing literature, investigate and establish an appropriate methodology and prepare an outline of proposed research work.

OBJECTIVES
On successful completion of this course, students will be able to:

1. define their chosen dissertation topic;
2. present a thorough review of existing literature related to their chosen dissertation topic;
3. present and defend a methodology of research appropriate to their chosen dissertation topic;
4. provide a substantial outline of their proposed dissertation.
TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>Review of relevant literature</td>
<td>55.00</td>
</tr>
<tr>
<td>Definition of dissertation topics</td>
<td>15.00</td>
</tr>
<tr>
<td>Development of appropriate methodology</td>
<td>15.00</td>
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<tr>
<td>Preparation of dissertation outline</td>
<td>15.00</td>
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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).


(Paperback)


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.

Students will be notified of reference materials during semester.

STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
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<tbody>
<tr>
<td>Private Study</td>
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<tr>
<td>Seminars</td>
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<td>Tutorial</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>SEM PRES. &amp; SUBMIT WRT VERSION</td>
<td>100.00</td>
<td>100.00</td>
<td>20 Jul 2004 (see note 1)</td>
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NOTES:

1. Seminar presentations to be scheduled for late October - early November. Students will be required to present a seminar paper on their proposed dissertation. Students will be graded on a "Pass, Incomplete, Fail" basis.

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   It is the students' responsibility to attend and 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:
   See Note 1

3. Penalties for late submission of required work:
   If students submit Dissertations/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:
   See Note 1

5. Method used to combine assessment results to attain final grade:
   Not applicable

6. Examination information:
   There is no set exam for this course. However the Dissertation/Project will be examined under the conditions set out for the program.

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 or in the current USQ Handbook.

ASSESSMENT NOTES

9. (a) The due date for an assignment is the date by which a student must lodge the assignment at the USQ. (b) Students must retain a copy of each item submitted for
assessment. This must be produced within five days if required 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) 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. (e) 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).