Description: Surveying Operations and Management

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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<td>4308</td>
<td>30968</td>
<td>1, 2004</td>
<td>EXT</td>
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Academic group: FOENS
Academic org: FOES05
Student contribution band: 2
ASCED code: 031101

STAFFING
Examiner: Peter Gibbings

SYNOPSIS
It is important for surveying graduates to realise that they are part of a profession that has responsibilities to their clients, the community, and their peers. The necessity for and advantages of membership within associated professional bodies must be clearly understood. Surveying graduates need to understand the responsibilities, requirements and cost of running a surveying business. They need to be aware of “hidden” costs and to plan for a profitable, well balanced business. Surveyors will often find themselves as part of a team of consultants involved in a project. Whether as prime consultant or as a team member the survey graduate requires a knowledge of project coordination and management.

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

- relate the surveyor’s role in land development throughout the ages and assess the surveyor’s continuing contribution as an active member of the general community;
- discuss general legislation governing the activities of surveyors;
- define the purpose, powers and function of various professional bodies including the Surveyors Board, and evaluate the advantages that may be gained by membership of, or registration with, these bodies;
- define professional ethics, and demonstrate and debate the role of ethics in the surveying profession;
- describe basic management functions of planning, leading, organising and controlling, and use these to provide the coordination, planning and control required for the efficient and effective management of surveying operations;
- assess the liability of surveyors with respect to their professional responsibilities, their responsibility to the public, and the Workplace Health and Safety Act;
• describe quality assurance and evaluate the benefits of its use in the management of a surveying organisation;
• explain the link between employee satisfaction and human resource management and analyse various situations and events from a human resource management perspective;
• apply sound financial management in a surveying organisation;
• select and justify the use of various strategies for promoting and developing a surveying practice.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. History of the Profession</td>
<td>8.00</td>
</tr>
<tr>
<td>2. Statutory Authorities and Legislation</td>
<td>8.00</td>
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<tr>
<td>3. Professional Associations</td>
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<td>4. Ethics</td>
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<tr>
<td>5. Firm Management</td>
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<td>6. Technical Competence</td>
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<td>7. Project Management</td>
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<td>8. Human Resource Management</td>
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<td>9. Financial Management</td>
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<tr>
<td>10. Business Development</td>
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</table>

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).

Surveyors Operations Manual, Surveyors Board of Queensland, Brisbane.
(Also available at http://www.qld-som.com.au/)
Handheld programmable calculator.

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:**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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</tr>
<tr>
<td>Examinations</td>
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<td>Private Study</td>
<td>64.00</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>ASSIGNMENT 1</td>
<td>150.00</td>
<td>15.00</td>
<td>29 Mar 2004</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>150.00</td>
<td>15.00</td>
<td>24 May 2004</td>
</tr>
<tr>
<td>3 HOUR CLOSED EXAMINATION</td>
<td>700.00</td>
<td>70.00</td>
<td>END S1</td>
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</table>

(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 complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available (or at least a grade of C-) for each assessment item.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment will apply for each working day late.

4 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 45% in each of the summative assessments and at least 50% of the available weighted marks for the summative assessment items.
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 the 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 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.

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 one of the temporary grades: IM (Incomplete - Make up), IS (Incomplete - Supplementary Examination) or ISM (Incomplete -Supplementary Examination and Make up). A temporary 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).