The University of Southern Queensland

Course specification

Description: Professional Studies Project I

<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>
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<tr>
<td>TEA</td>
<td>3302</td>
<td>34738</td>
<td>2, 2004</td>
<td>EXT</td>
<td>1.00</td>
<td>TW MBA</td>
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Academic group: FOEDU
Academic org: FOE003
Student contribution band: 1
ASCED code: 070109

STAFFING
Moderator: Mark Dawson

REQUISITES
Pre-requisite: Students must be enrolled in one of the following Programs: BFET or ADFT or BEFT or GDFT

RATIONALE
This course should be undertaken by students enrolled in their final year of study. It represents a "capstone" course, to allow the synthesis of the knowledge, skills and attitudes developed in their course of study into professional practice.

SYNOPSIS
In this course, students will, under guidance of a member of staff, pursue an in-depth project to demonstrate synthesis of particular elements of their degree studies. Whilst this type of study would not necessarily involve research, it should include a substantial investigative component leading to the submission of a written report. NOTE: Irrespective of the nature of the project undertaken, students will be required to provide evidence of maintenance of current competence in actual instructional activities undertaken during the period of their enrolment in this course.

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

1. Demonstrate the ability to plan, conduct and report on an instructional project, or an approved investigatory activity that draws together the elements of their Professional Studies in their degree.
TOPICS

<table>
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<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tr>
<td>The focus and nature of the project will be developed in collaboration with an academic supervisor approved and appointed by the Course Examiner.</td>
<td>100.00</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESED:

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).

There are no prescribed texts in this course.

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.

Depending on the nature of the study to be completed students will be required to access reference material which will be negotiated with the project supervisor.

STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Project Work</td>
<td>160.00</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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<tr>
<td>PROJECT PROPOSAL</td>
<td>1.00</td>
<td>1.00</td>
<td>13 Aug 2004</td>
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<td>PROJECT PLAN</td>
<td>28.00</td>
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<td>10 Sep 2004</td>
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<tr>
<td>PROJECT REPORT</td>
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<td>PERFORM REPRT (FORM A)</td>
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<td>1.00</td>
<td>29 Oct 2004</td>
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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:
The Department of Further Education and Training has an extension policy which enables students to be within two weeks of the due date for assignments before they need to contact the course examiner. If more than two weeks late with submission of assignments, students must contact the course examiner to negotiate a further extension.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all 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:
There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
There will be no Deferred or Supplementary examinations in 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 Irrespective of the nature of the project undertaken or the grade received for the project product finally submitted in this course, before a passing grade can be awarded students will be required to demonstrate current instructional competence against the criteria listed on the Department of Further Education and Training's Form A (in the Instructional Book), during the period of their enrolment in this course.