AINV13005 *Accident Forensics Professional Practice*

Term 2 - 2017

Profile information current as at 12/10/2024 05:45 pm

All details in this unit profile for AINV13005 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student).The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit provides students with an opportunity to experience and participate in investigations conducted in real world circumstances, preparing and presenting a structured presentation to members of faculty and their peers. It also provides students with methods and opportunities for critical self-appraisal, one of the base tenets for their continuing professional development.

Details

Career Level: *Undergraduate*
Unit Level: *Level 3*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

AINV13003 Crash Lab Project 1
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 2 - 2017

- Adelaide
- Brisbane
- Bundaberg
- Distance
- Gladstone
- Melbourne
- Rockhampton

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Portfolio**
Weighting: 30%
2. **Portfolio**
Weighting: 40%
3. **Presentation and Written Assessment**
Weighting: 30%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Have Your Say Survey.

Feedback

Continue the "roadtest" approach to help students ensure they are on track with their assessments.

Recommendation

Continue the "roadtest" approach, along with other formative feedback.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Participate in accident investigations conducted by stakeholder organisations.
2. Critically appraise personal development as an accident forensics professional.
3. Employ effective communication strategies appropriate to professional practice in accident forensics.
4. Demonstrate reflective skills appropriate to the development of the graduating practitioner.
5. Create and deliver a formal presentation related to accident forensics.

Nil

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level | ◦ Introductory Level | • Intermediate Level | • Graduate Level | ◦ Professional Level | ◦ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Portfolio - 30%		•	•	•	
2 - Portfolio - 40%	•			•	
3 - Presentation and Written Assessment - 30%			•		•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•		•		•
2 - Problem Solving	•				
3 - Critical Thinking	•	•		•	•

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
4 - Information Literacy	•	•	•		•
5 - Team Work	•				
6 - Information Technology Competence	•		•		
7 - Cross Cultural Competence	•		•		
8 - Ethical practice	•	•		•	•
9 - Social Innovation					
10 - Aboriginal and Torres Strait Islander Cultures					

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Portfolio - 30%	•	•	•	•		•		•		
2 - Portfolio - 40%	•	•	•	•	•	•	•	•		
3 - Presentation and Written Assessment - 30%	•	•	•			•	•	•		

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Allison Hutton Unit Coordinator
a.hutton@cqu.edu.au

Schedule

Week 1 - 10 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Module 1 : Placements and Problems Topic 1 : Getting the most out of your placements		Tutorial 1 : Reflections and Evaluations - Reflective Practice Now and Into the Future (Note : Resume drafts can be submitted for review and feedback up to and including Week 5).

Week 2 - 17 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Module 1 : Placements and Problems Topic 2 : Solving problems critically	A journal article from a professional investigation journal	Tutorial 2 : Critical evaluation of literature

Week 3 - 24 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 : You and the Profession Topic 1 : Where are YOU Now?		Tutorial 3 : Digital Tattoos - Your professional presence in social media

Week 4 - 31 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Module 2 : You and the Profession Topic 2 : Where are YOU Going?		Tutorial 4 : Evaluating preparedness for professional practice; gap analysis and career development, jobhunting and interview skills.

Week 5 - 07 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Module 3 : Learning and Communication Topic 1 : No secrets		Tutorial 5 : Report Writing (Last week to submit your draft Professional Profile for review and feedback.)

Vacation Week - 14 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 21 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Independent work - finishing Portfolio 1		**Portfolio 1 - Preparedness for Professional Practice** Due: Week 6 Monday (21 Aug 2017) 9:00 am AEST

Week 7 - 28 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Module 3 : Learning and Communication Topic 2 : Professional knowledge sharing		

Week 8 - 04 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Module 3 : Learning and Communication Topic 6 : Writing Presentations and Conference Papers		

Week 9 - 11 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic

Week 10 - 18 Sep 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Portfolio 2 - Internship Delivery and Closeout Due: Week 10 Monday (18 Sept 2017) 9:00 am AEST
Week 11 - 25 Sep 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Presentation Part A : Conference Paper and Slides Due Monday (25 Sep 17) 09:00 AM AEST Presentation Part B : Preliminary Presentations (1) during online tutorial
Week 12 - 02 Oct 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Presentation Part B : Preliminary Presentations (2 & 3) during online tutorials
Review/Exam Week - 09 Oct 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Presentation Part B : Preliminary Presentations (4) during online tutorial
Exam Week - 16 Oct 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Compulsory Residential School 17-19 October (Rockhampton)		Presentation Part B : Final Presentation due during Residential School

Assessment Tasks

1 Portfolio 1 - Preparedness for Professional Practice

Assessment Type
Portfolio

Task Description
During this unit, you will prepare yourself for professional practice, by exploring professional practice models and your readiness to apply them. As a result of this exploration, you will develop a portfolio including:

- Part A (5%) - Professional Profile (Resume and LinkedIn Profile)
- Part B (15%) - Professional Development Reflection and Plan
- Part C (10%) - Critique of an investigation article as professional research using an assessment framework provided on Moodle.

Resume drafts and/or Linked In Profiles can be submitted to the Unit Coordinator for review and feedback up to and including Week 5.
Further details, support and practice opportunities will be available during the term.

Assessment Due Date
Week 6 Monday (21 Aug 2017) 9:00 am AEST

Within 3 weeks

Return Date to Students

Within three weeks

Weighting
30%

Minimum mark or grade
To pass this assessment, students must be graded Pass in each of Part A, Part B and Part C. Students must pass this assessment to pass this unit.

Assessment Criteria
All components of the Portfolio are compulsory. Omission of an element of the Portfolio will result in an Absent Fail grade for this assessment.
As a general rule, assessment criteria for all assessment items include:
1. (90%) Content - includes the accuracy, relevance and application of key concepts, analysis, argument, language and grammar used in answering a question or report (see marking criteria for individual requirements).
2. (10%) References - includes the provision of a reference list and the application of the Harvard Style for referencing information, data, tables or images sourced for the assignment or report.
Detailed assessment criteria will be provided on Moodle.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submission via the submission areas on Moodle

assessmentOutcome

- Critically appraise personal development as an accident forensics professional.
- Employ effective communication strategies appropriate to professional practice in accident forensics.
- Demonstrate reflective skills appropriate to the development of the graduating practitioner.

assessmentGradAttribute

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

2 Portfolio 2 - Internship Delivery and Closeout

Assessment Type
Portfolio

Task Description
During this unit, you will undertake a 120 hour internship with a client. During this internship, you will be supervised by an industry supervisor, who is suitably qualified and/or experienced in accident investigation and approved by the Unit Coordinator. An external mentor may be required.
As a result of this internship, you will assemble a delivery and closeout portfolio which include the following:

- Part A (10%) - Professional Reflective Journal
- Part B (10%) - Self Evaluation Exercise
- Part C (10%) - Mentor assessment
- Part D (10%) - Closeout Report

Further details, support and practice opportunities will be provided during the internship and term.

Assessment Due Date
Week 10 Monday (18 Sept 2017) 9:00 am AEST

Return Date to Students

Within 3 weeks

Weighting
40%

Minimum mark or grade
To pass this assessment, students must be graded pass in each of Part A, Part B, Part C and Part D. Students must pass this assessment to pass this unit.

Assessment Criteria
All components of the Portfolio are compulsory. Omission of an element of the portfolio will result in an Absent Fail grade for this assessment.
As a general rule, assessment criteria for all assessment items include:
1. (90%) Content - includes the accuracy, relevance and application of key concepts, analysis, arguments, language and grammar used in answering a question or report (see marking criteria for individual requirements).
2. (10%) References - includes the provision of a reference list and the application of the Harvard style for referencing information, data, tables or images sourced for the assignment or report.
Detailed assessment criteria will be provided on Moodle.

Referencing Style

- Harvard (author-date)

Submission
Online

assessmentOutcome

- Participate in accident investigations conducted by stakeholder organisations.
- Demonstrate reflective skills appropriate to the development of the graduating practitioner.

assessmentGradAttribute

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

3 Conference Paper and Presentation

Assessment Type
Presentation and Written Assessment

Task Description
At a compulsory residential school, you will present a 20 minute conference paper, summarising the outcomes of your completed internship in this unit or of your capstone investigation from Crash Lab Project 1 and 2. This assessment consists of three parts.
Part A (30%) : Conference Paper and Slides
When presenting at a formal conference, there are specific formatting instructions supplied by conference organisers for the submission of the conference paper document which is published to delegates. For our residential school conference, follow the formatting supplied on Moodle during term, which is based on the formats required for an international conference.
The written conference paper (20%) and supporting slides (10%) shall be submitted via Moodle 2 weeks before the conference, due Monday (25 Sep 17) 09:00 AM AEST (Wk 11).
The Conference Paper and Slides will be assessed as graded written work against an assessment matrix provided on Moodle.
Part B (Pass/Fail) : Preliminary (online) and Final Presentation (conference)
It is mandatory for students to deliver their presentation twice:

- Students shall deliver their presentation first at a compulsory online Collaborate session, called Preliminary Presentations. Constructive feedback will be provided to assist students in practising for their Final presentation.
- Students shall then deliver the Final presentation at the compulsory residential school in Rockhampton 18-20 October.

Further details, support and practice opportunities will be available during the term.
The Preliminary and Final Presentations will be assessed on a Pass/Fail basis. Students must present at the Collaborate Preliminary Presentation and achieve a Pass Grade in the Final Presentations at Residential School to pass Part B.
Part C (Pass/Fail) : Professionalism
Throughout the residential school, students will be assessed on their ability to apply professional approaches to all activities.

Assessment Due Date

Conference Paper and Slides due 0900 Monday 25 September (Wk 11); Preliminary Presentation due Weeks 10-12; Final Presentations during Residential School (Exam week)

Return Date to Students

Within 3 weeks

Weighting
30%

Minimum mark or grade
Students must achieve be graded Pass in each of Part A, Part B and Part C to pass the assessment. Students must pass this assessment to pass this unit.

Assessment Criteria
All elements of this Conference Paper and Presentation are compulsory. As a general rule, assessment criteria for all assessment items include:
1. (90%) Content - includes the accuracy, relevance and application of key concepts, analysis, argument, language and grammar used in answering a question or report (see marking criteria for individual requirements).
2. (10%) References - includes the provision of a reference list and the application of the Harvard Style for referencing information, data, tables, or images sourced for the assignment or report.
Specific assessment criteria will be provided through Moodle.

Referencing Style

- Harvard (author-date)

Submission
Offline Online

Submission Instructions
Submit the conference paper and slides online, the preliminary presentation will be delivered during the compulsory Preliminary Presentation Collaborate sessions, the Final Presentation shall be delivered during the compulsory residential school,.

assessmentOutcome

- Employ effective communication strategies appropriate to professional practice in accident forensics.
- Create and deliver a formal presentation related to accident forensics.

assessmentGradAttribute

- Communication
- Problem Solving
- Critical Thinking
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem