



# BIOL12050 *Professional Placement or Project*

## Term 3 - 2017

Profile information current as at 01/05/2024 12:30 am

All details in this unit profile for BIOL12050 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

In Professional or Project you will either complete a placement in a workplace relevant to your degree and major or if your GPA is 5.0 or greater you may have the option of undertaking a short research project. This unit will provide you with an opportunity to apply the theoretical knowledge and practical skills attained in your degree course to the professional work environment. In Professional Placement, you will complete 15 days relevant industrial experience with an emphasis on the interaction of your university learning with the practical environment. If you have a GPA of 5.0 or better you may choose to undertake an independent research project approved by the coordinator. You are required to find your own placement or project and details of the placement or project must be provided to the coordinator prior to commencing the placement or project.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

72 credit points.

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 3 - 2017

- Distance

### 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. **Written Assessment**

Weighting: 100%

### Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

## 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 Feedback in reports

**Feedback**

Students who have undertaken placement have found this to be a very valuable learning experience.

**Recommendation**

Ensure that the placement activities are maintained at a high standard.

#### Feedback from Personal comments

**Feedback**

Students who went to India as part of the New Colombo Plan project found the experience gave them some amazing insights into how environmental problems were addressed in a developing country.

**Recommendation**

Apply for New Colombo Plan Funding for Term 3 2017 for a similar trip.

#### Feedback from Student Emails

**Feedback**

Some students had difficulties finding placements particularly in medical and forensic research laboratories.

**Recommendation**

Build up a register of possible placement sites that students can approach and provide alternative places that provide valuable work experience.

## Unit Learning Outcomes

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

1. Apply knowledge and skills in a professional role or to a practical research project relevant to your Degree Course.
2. Demonstrate the ability to work independently and as a member of a team.
3. Demonstrate communication and problem solving skills by completing a report of a professional standard detailing the work or project undertaken.
4. Reflect on the relevance of the project or placement to your degree course and document how your skills and knowledge have been extended by the project or placement.
5. Maintain a work or research diary suitably recording the tasks undertaken.



## 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

**Judith Wake** Unit Coordinator  
[j.wake@cqu.edu.au](mailto:j.wake@cqu.edu.au)

## Schedule

### Week 1 - 06 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Placement or Project Preparation	CV preparation and generic workplace skills	Email the unit coordinator with the following: Details of placement, including contact information OR Project proposal and supervisor's contact information.

### Week 2 - 13 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 3 - 20 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
		If you have not organised a placement or project yet, contact the unit coordinator to discuss whether it would be better to withdraw from the unit and enrol in the following year.

### Week 4 - 27 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Vacation Week - 04 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 5 - 11 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
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<b>Week 6 - 18 Dec 2017</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 7 - 01 Jan 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 8 - 08 Jan 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 9 - 15 Jan 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 10 - 22 Jan 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 11 - 29 Jan 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 12 - 05 Feb 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic
		You must submit your portfolio within four (4) weeks of completing the placement or project. Your placement or project must be completed, and your portfolio submitted, by 5th October 2018 at the very latest.
<b>Review/Exam Week - 12 Feb 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Exam Week - 12 Feb 2018</b>		
Module/Topic	Chapter	Events and Submissions/Topic

## Term Specific Information

It is your responsibility to identify a suitable placement or project opportunity and make the initial contact with the organisation or supervisor. Details of the placement or project must be emailed to the unit coordinator, Dr Judith Wake (j.wake@cqu.edu.au), before commencing the placement. If you are having difficulties identifying a suitable placement, please email Judith for assistance.

## Assessment Tasks

### 1 Portfolio

#### Assessment Type

Written Assessment

#### Task Description

#### Task Description

A portfolio must be submitted that includes:

1. Signed Weekly Work Diary
2. Professional Placement or Research Project Report
3. Supervisor's Report

#### 1. Work Diary

You must keep a diary detailing daily activities and responsibilities. You should include reflection on your activities,

noting skills gained and the activities performed in the workplace or laboratory. The workplace or research supervisor must sign the diary each week.

## 2. Professional Placement or Research Project Report

You must write a report of approximately 2500 words in one of the following formats, depending on whether you have completed a professional placement or a research project.

### 2a. Professional Placement Report

If you have undertaken a professional placement, you must write a report detailing the nature of the work and providing a detailed description of the type of activities undertaken.

You should also (i) describe the knowledge gained and the skills learned during the placement; (ii) reflect on how the knowledge and skills relate to your program of study and may be useful in your future career and (iii) identify knowledge and skills that would have been useful to have before going on your placement..

### 2b. Research Project Report

If you have undertaken a research project, you must write a report about the research in standard scientific report format.

## 3. Supervisor's Report

The workplace or research supervisor is required to provide you with a short report (approximately one page) that includes an assessment of your progress and work ethic during the placement or project and a brief summary of the activities undertaken. This report must be included in the portfolio. If the supervisor requires confidentiality, the report may be forwarded to the course coordinator.

### Assessment Due Date

Four weeks from completion of Placement or Project

### Return Date to Students

Two weeks after submission of assessment.

### Weighting

100%

### Assessment Criteria

#### Assessment Criteria

Pass non Graded (PN): Portfolio submitted on time and including all three elements (diary, placement or project report and supervisor's report) of an acceptable standard.

Fail (F) Elements missing from the portfolio or portfolio not submitted on time or not of an acceptable standard.

General Criteria	Satisfactory	Unsatisfactory
Title and task	Descriptive title and task given in full.	Title absent or inappropriate.
Grammar	Appropriately structured sentences. Well organised paragraphs.	Poorly structured sentences. Paragraphs poorly organised.
Spelling	No or few errors.	Many errors.
Presentation	Neat and tidy.	Poorly presented.
Flow of text	Fluent expression, well organised with no or few problems.	Text is poorly organised and/or disjointed

Specific Professional Placement Criteria	Satisfactory	Unsatisfactory
Introduction	Clearly states nature of placement and work undertaken.	Nature of placement and work undertaken is unclear.
Content	Adequate detail of type of activities undertaken and knowledge and skills gained. Includes appropriate reflection on how placement relates to present program of study and future career. Identifies knowledge and skills that would have been useful to have before going on placement.	Inadequate detail of activities. Poor reflection on present program of study and future career. Poor reflection on gaps in knowledge and skills.

Specific Research Project Criteria	Satisfactory	Unsatisfactory
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Introduction	Clearly introduces the research topic and identifies the aim of the project.	Research topic unclear and aim not clearly identified.
Methods	Methods are appropriate for the aim and clearly described.	Methods inappropriate and/or poorly described.
Results	Results are presented clearly and accurately.	Results unclear and/or inaccurate.
Discussion	Appropriate discussion of results highlighting significant findings and their relation to the literature.	Discussion inappropriate, significant findings not highlighted or related to the literature.
Conclusion	Reiterates major points and ties up the topic.	Absent or very poor attempt.

### Referencing Style

- [Harvard \(author-date\)](#)

### Submission

Online

### Submission Instructions

As three separate files through Moodle

### Learning Outcomes Assessed

- Apply knowledge and skills in a professional role or to a practical research project relevant to your Degree Course.
- Demonstrate the ability to work independently and as a member of a team.
- Demonstrate communication and problem solving skills by completing a report of a professional standard detailing the work or project undertaken.
- Reflect on the relevance of the project or placement to your degree course and document how your skills and knowledge have been extended by the project or placement.
- Maintain a work or research diary suitably recording the tasks undertaken.

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- 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