BIOL12050 *Professional Placement or Project*
Term 3 - 2023

Profile information current as at 12/10/2024 05:58 pm

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 Placement 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, independent research project approved by the unit coordinator. Alternatively, options for you to complete an international placement or study tour may also be available. This unit will provide you with an opportunity to apply the theoretical knowledge and practical skills you have attained in your course to the professional work environment. You will complete 15 days relevant industry experience with an emphasis on the interaction of your university learning with the practical environment. You are required to find your own placement or project and details of the placement or project must be provided to the unit 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
Students must successfully complete 72 credit points of study before undertaking this unit.
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 - 2023

- Mixed Mode

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: 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 SUTE, email & verbal communication

Feedback

Students expressed their satisfaction at gaining valuable work and/or research experience that fit with their career aspirations.

Recommendation

Continue to provide relevant work placement and research project experiences for students.

Feedback from Email correspondence

Feedback

Students frequently requested further information regarding assessment requirements, and expressed some confusion around assessment pieces.

Recommendation

Staff should review assessment requirements for the next offering.

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.

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 - 100%	•	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•	•	•	•	•
2 - Problem Solving	•		•		
3 - Critical Thinking	•		•	•	•
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 - 100%	•	•	•	•	•	•	•	•		

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

Amie Anastasi Unit Coordinator
a.anastasi@cqu.edu.au

Schedule

Preparation for Placement or Project - 06 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
Placement or Project Preparation		Submit your CV or research proposal via Moodle. Your research proposal should be completed in conjunction with your project supervisor. Access SONIA to enter the details of your placement/project, and complete required paperwork and checks. The Work Integrated Learning Team will let you know when your agreement is finalised, you must wait for confirmation before beginning your placement or project.

Mid term check - 20 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
		If you have not organised a placement or project yet, contact the unit coordinator.

Completion of Placement or Project - 05 Feb 2024

Module/Topic	Chapter	Events and Submissions/Topic
Placement or Project Completion		You must submit your portfolio to Moodle within four (4) weeks of completing the placement or project. Flexibility around placement/project timing is flexible. Please contact the Unit Coordinator for more information. Your placement or project must be completed, and your portfolio submitted, no later than Week 12 of Term 2, 2024, with permission from the Unit Coordinator.

Assessment Tasks

1 Portfolio

Assessment Type
Portfolio

Task Description
A portfolio must be submitted that includes:
1. Current CV
2. Daily Diary
3. Supervisor's Feedback Form

1. Current CV
Upload a current CV into Moodle or email it to the unit coordinator if commencing your placement before the Moodle site is available. This should be the CV you may submit to the workplace when organising your placement.

2. Daily Diary
Upload a copy of a diary detailing daily activities and responsibilities.
This needs to include a reflection on:
(i) the knowledge you gained and the skills learned during your industry placement or research project;
(ii) how the knowledge and skills relate to your program of study and may be useful in your future career and
(iii) identification of knowledge and skills that would have been useful to have before going on your industry placement or research project.

3. Supervisor’s Report

The workplace or research supervisor is required to complete a short feedback form that includes an assessment of your progress and work ethic during the placement or research project. A copy of this form must be included in the portfolio. If the supervisor requires confidentiality, the report may be forwarded directly to the Unit Coordinator.
The feedback form will be sent directly to your supervisor via Sonia. You will be able to see the form in Sonia after it is finalised. You must print/save a copy from Sonia for submission to Moodle.
There is no minimum or maximum word limit for these pieces but they should be succinct and clearly written.

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
Pass non Graded (PN): Portfolio submitted on time and including all elements (CV, diary and supervisor's feedback form) 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 errors or minor errors only.	Many errors.
Presentation	Appropriate for style of writing presented.	Poorly presented.
Flow of text	Fluent expression, well organised with no problems or only minor problems.	Text is poorly organised and/or disjointed.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
The CV or research proposal to be uploaded in the appropriate section of Moodle. The rest of the portfolio is to be uploaded as separate files through Moodle.

assessmentOutcome

- 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.

assessmentGradAttribute

- 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