BLAR12053 *Professional Practice*
Term 1 - 2017

Profile information current as at 12/10/2024 06:45 pm

All details in this unit profile for BLAR12053 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 introduces the student to the roles and responsibilities of being a professional practitioner in the building and construction sector through consideration of: professional ethics; personal actions and liabilities; stakeholder collaboration and involvement. This unit also provides an understanding and application of: organisational psychology - theory and practice, project management and control; financial management; construction business planning; trust and general accounts; office management; establishing quality management systems and computer usage.

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
BLAR11049 Built Environment Communication and Skills Or COMM11003 Professional and Technical Communication (before 2012 term 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 1 - 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. **Online Quiz(zes)**
Weighting: 10%
2. **Written Assessment**
Weighting: 40%
3. **Online Quiz(zes)**
Weighting: 10%
4. **Written Assessment**
Weighting: 40%

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 Course evaluations

Feedback

I liked the study of human behavior and how that relates to management. I also enjoyed the insight into financial management.

Recommendation

The core learning resources will retain these elements.

Action

Organisational behaviour and financial management topics will continue to be offered as part of this unit.

Unit Learning Outcomes

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

1. explain how organisational behaviour - theory and practice and your personal traits influence your professional development
2. describe the application of professionalism within the building industry
3. show problem solving, creativity and communication techniques for dealing with clients and projects
4. use computer hardware, software and the Internet to solve workplace practice problems and scenarios
5. apply financial management principles to start, grow and maintain a practice

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 - Online Quiz(zes) - 10%	•			•	
2 - Written Assessment - 40%	•	•	•	•	
3 - Online Quiz(zes) - 10%		•	•	•	•
4 - Written Assessment - 40%	•	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•	•	•	•	•

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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 - Online Quiz(zes) - 10%	•	•	•	•		•				
2 - Written Assessment - 40%	•	•	•	•	•	•	•	•		
3 - Online Quiz(zes) - 10%	•	•	•	•		•				
4 - Written Assessment - 40%	•	•	•	•	•	•	•	•		

Textbooks and Resources

Textbooks

BLAR12053

Prescribed

Organisational Behavior
Edition: 2nd (2013)
Authors: Mustafa, A.
Global Professional Publishing
London , UK
ISBN: 9781909170056. 9781908287366.
Binding: Paperback
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Supplementary

How To Win Friends And Influence People
(1936)
Authors: Carnegie , Dale
Random House Australia
Australia
Binding: Hardcover

Additional Textbook Information
Note to students:
The prescribed textbook *Organisational Behaviour* is available in eBook format from the CQUniversity library:
https://www.cqu.edu.au/student-life/library
Carnegie text is available from the CQUni Bookshop here: http://bookshop.cqu.edu.au
Australian Taxation Office guides can be viewed online at www.ato.gov.au .
Australian Standards AS9001-2008 can be viewed online at the CQU Library website:
https://www.cqu.edu.au/student-life/library

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Computer headset (microphone speaker combo)
- Microsoft Office or equivalent software
- Web camera (webcam)

Referencing Style

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

Teaching Contacts

Darryl O'Brien Unit Coordinator
d.obrien@cqu.edu.au

Schedule

Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic

1. Personal Traits.	Please read Topic 1 on the unit Moodle home page: Week 1- Personal Traits: Scope of topic and Social Complexity of the Building Industry.	

Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
1. Personal Traits	Please read Topic 1 on the unit Moodle home page: Week 2- Personal Traits: Change and Persuasion.	

Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
1. Personal Traits	Please read Topic 1 on the unit Moodle home page: Week 3- Personal Traits: Motivation and Professional Reflection.	**Assessment 1** Due: Week 3 Wednesday (22 Mar 2017) 11:45 pm AEST

Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
1. Personal Traits	Please read Topic 1 on the unit Moodle home page: Week 4 - Leadership, Power and Conflict.	

Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
1. Personal Traits	Please read Topic 1 on the unit Moodle home page: Week 5 - Issues of Conflict.	

Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
No set tasks or readings for vacation week.		**Assessment 2** Due: Vacation Week Monday (10 Apr 2017) 11:45 pm AEST

Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
2. Professionalism	Please read Topic 2 on the unit Moodle home page: Week 6- Professionalism: Professional Conscience - Ethics.	

Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
2. Professionalism	Please read Topic 2 of the unit Moodle home page: Week 7- Professionalism: Profession and Industry Associations	

Week 8 - 01 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
3. Office Management	Please read Topic 3 of the unit Moodle home page: Week 8-Buisness Management: Clients and Stakeholders.	

Week 9 - 08 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
3. Office Management	Please read Topic 3 of the unit Moodle home page: Week 9-Business Management: People, Project and Quality.	

Week 10 - 15 May 2017

Module/Topic	Chapter	Events and Submissions/Topic

3. Office Management	Please read Topic 3 of the unit Moodle home page: Week 10-Business Management: OHS and ICT usage.	**Assessment 3** Due: Week 10 Wednesday (17 May 2017) 11:45 pm AEST
Week 11 - 22 May 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
4. Financial Management	Please read Topic 4 of the unit Moodle home page: Week 11- Financial Management: Financial Viability.	
Week 12 - 29 May 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
4. Financial Management	Please read Topic 4 of the unit Moodle home page: Week 12- Financial Management: Business Planning.	
Review/Exam Week - 05 Jun 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Assessment 4 Due: Review/Exam Week Monday (5 June 2017) 11:45 pm AEST
Exam Week - 12 Jun 2017		
Module/Topic	**Chapter**	**Events and Submissions/Topic**

Assessment Tasks

1 Assessment 1

Assessment Type
Online Quiz(zes)

Task Description
Assessment 1 relates to course learning outcomes 1 and 4 and will require you to answer a series of online quiz questions that explore issues related to personal traits and ethics.

Number of Quizzes
1

Frequency of Quizzes

Assessment Due Date
Week 3 Wednesday (22 Mar 2017) 11:45 pm AEST

Please complete the online quiz on the Moodle site

Return Date to Students
Week 4 Wednesday (29 Mar 2017)

Results will be available on Moodle site

Weighting
10%

Assessment Criteria
The following are general instructions related to your assessment submission. Some forms of assessment (such as forum posts, online quizzes) may have additional or specific instructions. Please refer to the Moodle site for specific assessment instructions that may be relevant to the assessment task.
Your assessment submission should be produced in an electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions. Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the work is your own or has been correctly referenced to the appropriate author(s), according to the CQU requirements.
You will find further support material for this assessment on the course Moodle site.

The assessment will be assessed on the following criteria:

- Show clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use and reference correctly supporting information.
- Present original thoughts and opinions.
- Communicate using correct spelling, grammar and punctuation.
- Use graphs, illustrations and other graphics to visually support your submission.
- Explain the core knowledge associated with this course and show appropriate application of this knowledge.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Students are required to complete the online quiz on the course Moodle site.

assessmentOutcome

- explain how organisational behaviour - theory and practice and your personal traits influence your professional development
- use computer hardware, software and the Internet to solve workplace practice problems and scenarios

assessmentGradAttribute

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

2 Assessment 2

Assessment Type
Written Assessment

Task Description
Assessment task 2 relates to course learning outcomes 1 to 4 and will require you to research and answer questions that explore industry professionalism and financial management principles.

Assessment Due Date
Vacation Week Monday (10 Apr 2017) 11:45 pm AEST

Please submit via the course Moodle site

Return Date to Students
Week 7 Tuesday (25 Apr 2017)

Results available via the course Moodle site

Weighting
40%

Assessment Criteria
Your assessment submission should be produced in an electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions. Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the work is your own or has been correctly referenced to the appropriate author(s), according to the CQU requirements.
You will find further support material for this assessment on the course Moodle site.
The assessment will be assessed on the following criteria:

- Show clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use and reference correctly supporting information.
- Present original thoughts and opinions.

- Communicate using correct spelling, grammar and punctuation.
- Use graphs, illustrations and other graphics to visually support your submission.
- Explain the core knowledge associated with this course and show appropriate application of this knowledge.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit as a PDF file into the Moodle Assessment portal.

assessmentOutcome

- explain how organisational behaviour - theory and practice and your personal traits influence your professional development
- describe the application of professionalism within the building industry
- show problem solving, creativity and communication techniques for dealing with clients and projects
- use computer hardware, software and the Internet to solve workplace practice problems and scenarios

assessmentGradAttribute

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

3 Assessment 3

Assessment Type
Online Quiz(zes)

Task Description
Assessment 3 relates to course learning outcomes 4 and 5 and will require you to answer a series of online quiz questions that explore issues related to professional development and practice management.

Number of Quizzes
1

Frequency of Quizzes

Assessment Due Date
Week 10 Wednesday (17 May 2017) 11:45 pm AEST

Please complete the online quiz on the Moodle site

Return Date to Students
Week 11 Wednesday (24 May 2017)

Results will be available on Moodle site

Weighting
10%

Assessment Criteria
The following are general instructions related to your assessment submission. Some forms of assessment (such as forum posts, online quizzes) may have additional or specific instructions. Please refer to the Moodle site for specific assessment instructions that may be relevant to the assessment task.
Your assessment submission should be produced in an electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions. Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the work is your own or has been correctly referenced to the appropriate author(s), according to the CQU requirements.
You will find further support material for this assessment on the course Moodle site.

The assessment will be assessed on the following criteria:

- Show clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use and reference correctly supporting information.
- Present original thoughts and opinions.
- Communicate using correct spelling, grammar and punctuation.
- Use graphs, illustrations and other graphics to visually support your submission.
- Explain the core knowledge associated with this course and show appropriate application of this knowledge.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Students are required to complete the online quiz on the course Moodle site.

assessmentOutcome

- describe the application of professionalism within the building industry
- show problem solving, creativity and communication techniques for dealing with clients and projects
- use computer hardware, software and the Internet to solve workplace practice problems and scenarios
- apply financial management principles to start, grow and maintain a practice

assessmentGradAttribute

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

4 Assessment 4

Assessment Type
Written Assessment

Task Description
Assessment 3 relates to course learning outcomes 2 to 5 and will require you to research and answer questions that explore professional development and practice management.

Assessment Due Date
Review/Exam Week Monday (5 June 2017) 11:45 pm AEST

Please submit via the course Moodle site

Return Date to Students
Exam Week Friday (16 June 2017)

Results will be available on Moodle site

Weighting
40%

Assessment Criteria
Your assessment submission should be produced in an electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions. Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the work is your own or has been correctly referenced to the appropriate author(s), according to the CQU requirements.
You will find further support material for this assessment on the course Moodle site.
The assessment will be assessed on the following criteria:

- Show clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use and reference correctly supporting information.

- Present original thoughts and opinions.
- Communicate using correct spelling, grammar and punctuation.
- Use graphs, illustrations and other graphics to visually support your submission.
- Explain the core knowledge associated with this course and show appropriate application of this knowledge

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit as a PDF file into the Moodle Assessment portal.

assessmentOutcome

- explain how organisational behaviour - theory and practice and your personal traits influence your professional development
- describe the application of professionalism within the building industry
- show problem solving, creativity and communication techniques for dealing with clients and projects
- use computer hardware, software and the Internet to solve workplace practice problems and scenarios
- apply financial management principles to start, grow and maintain a practice

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