



# **BLAR12053 Professional Practice**

## **Term 1 - 2019**

Profile information current as at 05/05/2024 12:46 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.

### Corrections

#### **Unit Profile Correction added on 15-02-19**

Please note that the prescribed text for this unit, Organisational Behaviour, 2nd Edn. Mustafa A (2013) has been removed from publication. Students are advised that the replacement prescribed text is:  
Organisational Behaviour 8th Edn. Stephen Robbins, Timothy Judge, Bruce Millett, and Maree Boyle Publisher P.Ed Australia

Print ISBN 9781488609329

eBook ISBN 9781488609374

This text is available from CQUni Library as an eBook from the following link:

<https://ebookcentral.proquest.com/lib/cqu/detail.action?docID=5220538>

Darryl O'Brien

Unit Coordinator BLAR12053

## General Information

### Overview

This unit introduces you 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; and stakeholder collaboration and involvement. In this unit you will also gain an understanding and be taught the application of organisational psychology - theory and practice; project management and control; financial management; construction business planning; trust and general accounts; contemporary office management practices; establishing quality management systems and identifying opportunities to implement social innovation practice.

### 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 - 2019

- Online

### 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 Unit Evaluation survey

##### Feedback

The information covered in this topic was extremely relevant and informative and broadened my perspective on the intricacies of running a professional practice.

##### Recommendation

The unit lecturer is an industry practitioner who brings this experience to the unit. This experience is reflected in this comment and the benefits such practitioners bring to authentic learning supports the continued use of industry practitioners as casual lecturers.

## 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. Identify and apply strategies to implement effective professional and social innovation practice 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



### 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

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

## Textbooks and Resources

### Textbooks

BLAR12053

#### Prescribed

##### **Organizational Behaviour**

Edition: 2nd (2013)

Authors: Mustafa, A.

Global Professional Publishing

Kent , UK

ISBN: 9781909170056 E-ISBN 9781908287366

Binding: Other

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#### Supplementary

##### **How to Win Friends and Influence People**

(1936)

Authors: Carnegie, D.

Random House

Australia

ISBN: 0091906814

Binding: Other

#### Additional Textbook Information

The prescribed text is no longer in print. You can purchase an eBook from Vitalsource here:

<https://www.vitalsource.com/products/organisational-behaviour-professor-dr-a-mustafa-v9781908287366>

The supplementary text can be purchased at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code)

### 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 styles below:**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Darryl O'Brien** Unit Coordinator

[d.obrien@cqu.edu.au](mailto:d.obrien@cqu.edu.au)

## Schedule

**Week 1 - 11 Mar 2019**

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 - 18 Mar 2019**

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 - 25 Mar 2019**

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.	

**Week 4 - 01 Apr 2019**

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 - 08 Apr 2019**

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.	<b>Assessment 1</b> Due: Week 5 Monday (8 Apr 2019) 11:45 pm AEST

**Vacation Week - 15 Apr 2019**

Module/Topic	Chapter	Events and Submissions/Topic
No set tasks or readings for vacation week.		<b>Assessment 2</b> Due: Vacation Week Monday (15 Apr 2019) 11:45 pm AEST

**Week 6 - 22 Apr 2019**

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 - 29 Apr 2019**

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 - 06 May 2019**

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

**Week 9 - 13 May 2019**

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 - 20 May 2019

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.	

### Week 11 - 27 May 2019

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.	<b>Assessment 3</b> Due: Week 11 Monday (27 May 2019) 11:45 pm AEST

### Week 12 - 03 Jun 2019

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 - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
There are no prescribed topics for this week.		<b>Assessment 4</b> Due: Review/Exam Week Monday (10 June 2019) 11:45 pm AEST

### Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
There are no prescribed topics for this week.		

## Term Specific Information

Regular evening weekly online tutorials will be held during the term. Please check the Moodle forum posts from your lecturer for details about the date and time of the tutorial sessions.

## Assessment Tasks

### 1 Assessment 1

#### Assessment Type

Online Quiz(zes)

#### Task Description

Assessment 1 will require you to answer a series of online quiz questions that explore issues related to personal traits. The online quiz will be open from **Monday 1 April** and close **Monday 8 April** at 11.45 pm sharp - the quiz must be completed during this period. Please note that to pass the quiz and the unit overall you must achieve a minimum mark of 50% of the total allowable marks for this task. You will have 2 hours to complete the quiz and will be allowed 2 attempts - your final mark for the quiz will be the highest grade achieved on any of the 2 attempts.

#### Number of Quizzes

1

#### Frequency of Quizzes

#### Assessment Due Date

Week 5 Monday (8 Apr 2019) 11:45 pm AEST

Please complete the online quiz on the Moodle site

#### Return Date to Students

Week 5 Friday (12 Apr 2019)

Results will be available on Moodle site



**Weighting**

10%

**Minimum mark or grade**

Students must achieve a minimum of 50% of the total allowable marks for this assessment task in order to pass this unit.

**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.

Before or on the nominated due date, upload your work following the on-screen instructions.

You will find further support material for this assessment on the course Moodle site.

**Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

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

**Learning Outcomes Assessed**

- 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

**Graduate Attributes**

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

## 2 Assessment 2

**Assessment Type**

Written Assessment

**Task Description**

Assessment task 2 will require you to research and answer questions that explore industry professionalism and financial management principles.

**Assessment Due Date**

Vacation Week Monday (15 Apr 2019) 11:45 pm AEST

Please submit via the unit Moodle site

**Return Date to Students**

Week 7 Monday (29 Apr 2019)

Results and feedback available via the unit 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

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

### Submission

Online

### Submission Instructions

Submit as a PDF or Word file via the Moodle Assessment portal.

### Learning Outcomes Assessed

- Explain how organisational behaviour - theory and practice and your personal traits influence your professional development
- Identify and apply strategies to implement effective professional and social innovation practice within the building industry
- Show problem solving, creativity and communication techniques for dealing with clients and projects

### Graduate Attributes

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

## 3 Assessment 3

### Assessment Type

Online Quiz(zes)

### Task Description

Assessment 3 will require you to answer a series of online quiz questions that explore issues related to professional development and practice management.

The online quiz will be open from **Monday 20 May** and close **Monday 27 May** at 11.45 pm sharp - the quiz must be completed during this period. Please note that to pass the quiz and the unit overall you must achieve a minimum mark of 50% of the total allowable marks for this task. You will have 2 hour to complete the quiz and will be allowed 2 attempts - your final mark for the quiz will be the highest grade achieved on any of the 2 attempts.

### Number of Quizzes

1

### Frequency of Quizzes

### Assessment Due Date

Week 11 Monday (27 May 2019) 11:45 pm AEST

Please complete the online quiz on the Moodle site

### Return Date to Students

Week 11 Friday (31 May 2019)

Results will be available on Moodle site

### Weighting

10%

### Minimum mark or grade

Students must achieve a minimum of 50% of the total allowable marks for this assessment task in order to pass this unit.

### 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.

Before or on the nominated due date, upload your work following the on-screen instructions. You will find further support material for this assessment on the course Moodle site.

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

### Submission

Online

### Submission Instructions

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

### Learning Outcomes Assessed

- Use computer hardware, software and the Internet to solve workplace practice problems and scenarios

### Graduate Attributes

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

## 4 Assessment 4

### Assessment Type

Written Assessment

### Task Description

Assessment 4 will require you to research and answer questions that explore professional development and practice management.

### Assessment Due Date

Review/Exam Week Monday (10 June 2019) 11:45 pm AEST

Please submit via the unit Moodle site

### Return Date to Students

Exam Week Friday (21 June 2019)

Results will be available on the unit 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

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

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

**Submission**

Online

**Submission Instructions**

Submit as a PDF file into the Moodle Assessment portal.

**Learning Outcomes Assessed**

- Show problem solving, creativity and communication techniques for dealing with clients and projects
- Apply financial management principles to start, grow and maintain a practice.

**Graduate Attributes**

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