



BUSN11016 Introduction to Study and Professional Practice

Term 1 - 2021

Profile information current as at 14/12/2025 06:14 pm

All details in this unit profile for BUSN11016 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 supports you to identify and develop core professional practices and skills required by all graduates to succeed in the future world of work. You will learn about core foundation disciplines; develop study, organisational and planning skills; and learn about your strengths and weaknesses. You will develop your understanding of how these are connected to future career choices. You will learn about your chosen profession and career options and plan your course and overall study path to build the knowledge and skills to reach your desired career outcomes. Throughout this unit, your academic, critical and creative thinking skills will be enhanced so that you can effectively engage in future studies. You will commence an e-portfolio in this unit, that you will build upon throughout your course. The e-portfolio will record discipline-based contextual practice that will prepare you well for study, work, and engagement as a globally-aware citizen who makes a contribution to communities and industry.

Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

There are no requisites for 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 1 - 2021

- Brisbane
- Bundaberg
- Cairns
- Mackay
- Melbourne
- Online
- Rockhampton
- Sydney

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. **Learning logs / diaries / Journal / log books**

Weighting: 25%

2. **Presentation**

Weighting: 35%

3. **Portfolio**

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](#).

Unit Learning Outcomes

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

1. Critically reflect on individual personal skills and capabilities necessary to develop the attributes expected of Graduates in a chosen career or profession
2. Demonstrate learning success and resilience utilising introductory academic writing, critical thinking, organising, problem-solving and planning skills
3. Development of requisite discipline knowledge, underlying principles and concepts as a basis for career success
4. Create and maintain a professional e-Portfolio that synthesises knowledge of self, careers and disciplines to map academic, career and learning paths.

Not applicable

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Learning logs / diaries / Journal / log books - 25%	•	•		
2 - Presentation - 35%	•		•	
3 - Portfolio - 40%			•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
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			•	

Graduate Attributes	Learning Outcomes			
	1	2	3	4
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 - Learning logs / diaries / Journal / log books - 25%	<div></div>	<div></div>	<div></div>	<div></div>						
2 - Presentation - 35%	<div></div>	<div></div>	<div></div>	<div></div>			<div></div>	<div></div>	<div></div>	
3 - Portfolio - 40%	<div></div>	<div></div>	<div></div>	<div></div>		<div></div>	<div></div>	<div></div>	<div></div>	

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: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Olav Muurlink Unit Coordinator
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Schedule

Week 1 - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 1, Topics 1-4, including Learning at University, University Policies and Expectations, Student Support Services, and Essential Computing Skills, to be completed this week.	Materials are provided for this unit	Commence setting aside and preparing material for your reflective journal and e-Portfolio.

Week 2 - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 1, Topic 5, Academic Skills for the University, to be completed this week	Materials are provided for this unit	Continue setting aside and preparing material for your reflective journal and e-Portfolio. GOAL (Get Optimistic About Learning), a study skills mini-course, to be completed this week.

Week 3 - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 2, Topics 1-2 to be completed, including My Strengths and Weaknesses, and Resilience and Grit.	Materials are provided for this unit	

Week 4 - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 2, Topics 3-4 to be completed, including Skills and Aptitudes, and Personality Types.	Materials are provided for this unit	

Week 5 - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 2, Topic 5 to be completed: Critical thinking and ways of learning.	Materials are provided for this unit	Assignment 1, Reflective Journal, due this week. Reflective Journal Due: Week 5 Thursday (8 Apr 2021) 11:55 pm AEST

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Begin working on Assessment 2.

Week 6 - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 3, Topics 1-3 to be completed this week, including Graduate Attributes, Work Integrated Learning, and Indigenous Engagement.	Materials are provided for this unit	Continue working on Assessment 2.

Week 7 - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 3, Topics 4-5 to be completed this week, including CQUGlobal and Social Innovation.	Materials are provided for this unit	Students are expected to complete the iChange qualification this week. Continue working on Assessment 2.

Week 8 - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 4, My Discipline, begins. In this and the next two weeks, students will join focus on their specific discipline, and join students in their discipline to focus on learnings related to their course of study.	Materials are provided for this unit	Complete Preparing Your Oral Presentation .

Week 9 - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Module 4, My Discipline, continues. This week, and next, students will join focus on their specific discipline, and join students in their discipline to focus on learnings related to their course of study.

Materials are provided for this unit

Week 10 - 17 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 4, My Discipline, finishing this week. This week students continue to focus on their specific discipline, and join students in their discipline to focus on learnings related to their course of study.	Materials are provided for this unit	Assignment 2, Presentation, completion deadline this week. Presentation Due: Week 10 Thursday (20 May 2021) 11:55 pm AEST

Week 11 - 24 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Complete Module 5, Topic 1 and 2 (Employability and the Future of Work, and Personality skills, resilience and careers)	Materials are provided for this unit	Begin work on finalising Assessment 3, the e-Portfolio

Week 12 - 31 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Finalise Module 5. Work through the sections Career Counselling, Leaderships Opportunities and Enrolment Management.	Materials are provided for this unit	Assignment 3, e-Portfolio, Part A and B, due this week. ePortfolio Due: Week 12 Thursday (3 June 2021) 11:55 pm AEST

Review/Exam Week - 07 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 14 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Reflective Journal

Assessment Type

Learning logs / diaries / Journal / log books

Task Description

In an academic reflective journal, critically reflect on your weekly learning experiences and independent research.

- To complete this task, you may decide to write reflections weekly, fortnightly, after each topic/lesson, after each module, etc. The frequency or content of your reflections are not stipulated, however you may find it easier to build a good critical reflection from regular reflections on each element of your studies in this unit.
- You will submit your critical reflection in a single document; use headings to present a well-organised record of your learning.
- The genre of writing is academic reflection. You must write formally, using third person language (you may not use the pronouns 'I' and 'my').
- You are required to critically reflect on your learning and research. Critical reflection may encompass:
 - identifying and exploring your own thoughts, feelings and experiences
 - examining your own thinking and that of others
 - making judgements based on analysis and evaluation
 - making decisions and justifying conclusions
 - developing a perspective

- discussing a link between your experience and practice [within your current or future workplace]
- investigating and appreciating different perspectives to your own
- You may wish to stimulate your critical reflection by responding to one or more reflective prompts. Also available throughout the unit content, see some reflective prompts below:
 - How did my own experiences and knowledge influence my understanding and actions during a particular activity/interaction this week?
 - Have I taken the needs, perspectives and opinions of others into consideration as I formed a conclusion on this issue/topic/concept?
 - How have my personal values and possible biases impacted my experiences this week?
 - How will this knowledge impact my behaviour within my future study and/or career?
 - How do industry leaders view this topic/issue/concept?
 - In what way are my choices determined/limited when it comes to applying this concept/addressing this issue?
 - What are the broader social/political/emotional issues that influence my actions/decisions/conclusions?

Assessment Due Date

Week 5 Thursday (8 Apr 2021) 11:55 pm AEST

Submit online through the Moodle Assessment Tile.

Return Date to Students

Week 7 Thursday (29 Apr 2021)

Every effort will be made to return students first assessment within a two week period from submission.

Weighting

25%

Assessment Criteria

Communication and information literacy. The student should aim to achieve a consistent use of grammar, spelling and punctuation and thoughtfulness to write an academic reflection. The structure should be consistent, and the content expressed in formal academic language using consistent APA referencing style, link to quality sources.

Critical thinking. The student has thoughtfully investigated and examined key subject matter relevant to their study and chosen career/profession, and developed detailed discussions linked to the decisions.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Critically reflect on individual personal skills and capabilities necessary to develop the attributes expected of Graduates in a chosen career or profession
- Demonstrate learning success and resilience utilising introductory academic writing, critical thinking, organising, problem-solving and planning skills

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

2 Presentation

Assessment Type

Presentation

Task Description

Critically reflect on your learning journey at CQUniversity, participation in this unit, and the knowledge, skills and attributes required to be successful in your workplace, community and/or future career. In an oral presentation, discuss your university experience and its relevance to your employability and future opportunities.

- To complete this task, you must prepare and present an oral presentation. You may choose to use complementary features such as a PowerPoint or images during your presentation which will be uploaded to Moodle.
- You are required to critically reflect. You may choose to critically reflect on:
 - the knowledge, skills, and capabilities required for your discipline/chosen career or profession/career success
 - how the graduate attributes relate to your chosen discipline
 - legal and moral fundamentals of ethical practice within your discipline
 - the role of social innovation within your discipline
 - developing a perspective
 - the importance of cultural diversity in Australia and globally
 - areas for professional and/or personal development
- You may wish to stimulate your critical reflection by responding to one or more reflective prompts. Also available throughout the unit content, see some reflective prompts below:
 - Why have you chosen to pursue this profession/career/discipline?
 - What soft skills are most important in my chosen career?
 - How will I prepare for the social/political/emotional demands of my chosen career?
 - What does ethical practice mean in the context of my discipline/profession?
 - What does 'career success' mean to me?
 - What are key issues/challenges within the context of my chosen career that require social innovation?
 - How is cultural diversity relevant to me?
 - How has this unit contributed to my work-readiness?
 - How will studying at CQU prepare me for my future career?

Consider the learning outcomes you are required to meet and the criteria that will be used to grade your oral presentation. You are encouraged to use these resources as a self-assessment tool before you submit your work.

Assessment Due Date

Week 10 Thursday (20 May 2021) 11:55 pm AEST

Submit associated materials (e.g. Powerpoint) online through the Moodle Assessment Tile. The presentation itself will occur in class or during online sessions.

Return Date to Students

Week 12 Thursday (3 June 2021)

Every effort will be made to return students first assessment within a two week period from submission.

Weighting

35%

Assessment Criteria

Communication. Use appropriate language to describe personal skills and capabilities related to their chosen career or profession

Problem solving: Demonstrate ability to manage time, and prioritize activities.

Information literacy: Demonstrate ability to use basic strategies to compile logbooks, diaries, journals or learning logs to engage with and record academic information relevant to their learning success.

Critical thinking: Demonstrate an understanding of their preferred learning styles and a critical understanding of their own strengths and weaknesses

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Critically reflect on individual personal skills and capabilities necessary to develop the attributes expected of Graduates in a chosen career or profession
- Development of requisite discipline knowledge, underlying principles and concepts as a basis for career success

Graduate Attributes

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

3 ePortfolio

Assessment Type

Portfolio

Task Description

Part A: Construct a Portfolium profile that showcases your skills, capabilities and achievements.

Part B: Synthesise and reflect on your goals, learning journey, and potential career path.

- To complete this task, you are required to access Portfolium (link provided on the Moodle site) and construct a profile that will make you attractive to employers/clients within your chosen industry/profession.
- Use the Guide provided to construct a professional profile.
- You are required to submit a PDF version of your profile.

Part B

- To complete this task, you are required to add to your Portfolium portfolio.
- Attach artifacts to your Portfolium project that demonstrate knowledge of self, discipline and career. These *may* include: digital badges (including those offered as part of the unit), academic course structure, tools, and test results.
- In the project description, reflect on the application of knowledge, skills and attributes related to your discipline and future career. You may wish to stimulate your critical reflection by responding to one or more reflective prompts:
 - What have you learned about yourself?
 - What have you learned about your discipline/chosen career/profession?
 - What does your learning journey at CQU look like?
 - What are your goals and how will you achieve them?

Assessment Due Date

Week 12 Thursday (3 June 2021) 11:55 pm AEST

Return Date to Students

Exam Week Thursday (17 June 2021)

Feedback will be provided after grades are released.

Weighting

40%

Assessment Criteria

Communication: Use appropriate language and oral communication skills to describe and explain personal skills and capabilities they will need in their chosen career or profession.

Problem solving: demonstrate an ability to manage time. They will also demonstrate the importance of the ability to prioritise activities to their selves, study and chosen career or profession.

Information literacy: demonstrate ability to use basic strategies to engage satisfactorily with information in the academic

context.

Ethical practice: demonstrate n understanding of the legal/moral fundamentals of ethical practice within a discipline.

Social innovation: explain social issues and attributes, motivations, skills, roles and actions that underpin positive social change and impact.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Submit online through the Moodle Assessment Tile.

Learning Outcomes Assessed

- Development of requisite discipline knowledge, underlying principles and concepts as a basis for career success
- Create and maintain a professional e-Portfolio that synthesises knowledge of self, careers and disciplines to map academic, career and learning paths.

Graduate Attributes

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

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