



BUSN11016 Introduction to Study and Professional Practice

Term 3 - 2021

Profile information current as at 28/11/2021 06:34 pm

All details in this unit profile for BUSN11016 have been officially approved by CQU University 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 3 - 2021

- Brisbane
- Melbourne
- 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. **Presentation**

Weighting: 25%

2. **Essay**

Weighting: 50%

3. **Portfolio**

Weighting: 25%

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 the alignment of personal and professional skills, capabilities and attributes necessary for university and career success.
2. Apply multimodal academic communication skills for effect.
3. Analyse, evaluate, and synthesise evidence from a range of quality sources to show understanding, write detailed discussions and make judgements.
4. Construct a professional e-Portfolio that showcases skills, capabilities, attributes, and achievements.

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 - Presentation - 25%	•	•		
2 - Essay - 50%		•	•	
3 - Portfolio - 25%	•			•

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				•

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes								
	1	2	3	4	5	6	7	8	9
1 - Presentation - 25%	•	•	•	•		•			
2 - Essay - 50%	•	•	•	•					
3 - Portfolio - 25%	•	•	•	•		•	•	•	•

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information

Materials required for this unit will be provided on the Moodle site and associated reading lists and resources.

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

Marie Foreman Unit Coordinator

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Karen Lin Mahar Unit Coordinator

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Schedule

Week 1 - 08 Nov 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Access the BUSN11016 Moodle site and orientate yourself to the expectations for this unit by carefully reading the Unit Introduction, Learning Community, Classes & Recordings, and Assessment Tiles.

This week we will cover learning support, essential computing skills, spoken academic communication skills, and how to read an assessment task sheet. Reach out to your Learning Community for support as required; learn how to find support in the Learning Community Tile.

There are no mandatory readings in the eReading list this week.

Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).

Week 2 - 15 Nov 2021

Module/Topic	Chapter	Events and Submissions/Topic
<p>This week we will cover health, well-being and safety; learning strategies; resilience and grit, and complete a SWOT analysis.</p> <p>Reach out to your Learning Community for support as required.</p>	<p>There are no mandatory readings in the eReading list this week.</p>	<p>Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).</p>

Week 3 - 22 Nov 2021

Module/Topic	Chapter	Events and Submissions/Topic
<p>This week you will continue working on the first assessment task. Remember to reach out to your Learning Community for support as required!</p>	<p>There are no mandatory readings in the eReading list this week.</p>	<p>To submit Assessment #1, you must present live in Zoom next week. By the end of this week you must submit your PowerPoint and select a presentation time in the Moodle Assessment Tile. Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).</p> <p>Presentation Due: Week 3 Friday (26 Nov 2021) 11:59 pm AEST</p>

Week 4 - 29 Nov 2021

Module/Topic	Chapter	Events and Submissions/Topic
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This week you must present live in Zoom (Assessment #1).

Remember to reach out to your Learning Community for support as required!

There are no mandatory readings in the eReading list this week.

This week you must present live in Zoom (Assessment #1). Select a presentation time in the Moodle Assessment Tile. Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).

Vacation Week - 06 Dec 2021

Module/Topic	Chapter	Events and Submissions/Topic
There is no online content or scheduled classes this week. You are encouraged to prioritise your health and well-being.	There are no mandatory readings in the eReading list this week.	Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate via email and Microsoft Teams. Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).

Week 5 - 13 Dec 2021

Module/Topic	Chapter	Events and Submissions/Topic
This week we will cover written academic communication, research, and referencing. Remember to reach out to your Learning Community for support as required!	There are no mandatory readings in the eReading list this week.	Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).

Week 6 - 20 Dec 2021

Module/Topic	Chapter	Events and Submissions/Topic
This week we will cover social innovation and you will complete the iChange Program. Remember to reach out to your Learning Community for support as required!	There are no mandatory readings in the eReading list this week.	Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).

Vacation Week - 27 Dec 2021

Module/Topic	Chapter	Events and Submissions/Topic
There is no online content or scheduled classes this week. You are encouraged to prioritise your health and well-being.	There are no mandatory readings in the eReading list this week.	

Week 7 - 03 Jan 2022

Module/Topic	Chapter	Events and Submissions/Topic
This week you will learn about work integrated learning, CQUGlobal and Indigenous engagement. Remember to reach out to your Learning Community for support as required!	There are no mandatory readings in the eReading list this week.	

Week 8 - 10 Jan 2022

Module/Topic	Chapter	Events and Submissions/Topic
This week you will learn about your discipline, course, and future opportunities. Remember to reach out to your Learning Community for support as required!	There are no mandatory readings in the eReading list this week.	Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).

Week 9 - 17 Jan 2022

Module/Topic	Chapter	Events and Submissions/Topic
This week you will continue working on the second assessment task. Remember to reach out to your Learning Community for support as required!	There are no mandatory readings in the eReading list this week.	Assessment #2 is due this week. Submit this assessment task via the Moodle Assessment Tile. Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab). Essay Due: Week 9 Friday (21 Jan 2022) 11:59 pm AEST

Week 10 - 24 Jan 2022

Module/Topic	Chapter	Events and Submissions/Topic
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This week you will learn about your employability and life-long learning. Additionally, you will learn about the significance of online portfolios and how to use Portfolium.

Remember to reach out to your Learning Community for support as required!

There are no mandatory readings in the eReading list this week.

Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).

Week 11 - 31 Jan 2022

Module/Topic	Chapter	Events and Submissions/Topic
<p>This week you will continue working on the third assessment task. Remember to reach out to your Learning Community for support as required!</p>	<p>There are no mandatory readings in the eReading list this week.</p>	<p>Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).</p>

Week 12 - 07 Feb 2022

Module/Topic	Chapter	Events and Submissions/Topic
<p>This week you will continue working on the third assessment task. There are no workshops and lectures this week. Remember to reach out to your Learning Community for support as required!</p>	<p>There are no mandatory readings in the eReading list this week.</p>	<p>Assessment #3 is due this week. Submit this assessment task via the Moodle Assessment Tile. Remember to check your CQU student email account regularly. In this unit, your Unit Coordinator will communicate mainly via Teams, so become familiar with Teams. If you have questions, first check the Frequently Asked Questions (FAQ) file which is in the BUSN11016 Teams site (the Files Tab).</p> <p>Portfolio Due: Week 12 Friday (11 Feb 2022) 11:59 pm AEST</p>

Exam Week - 14 Feb 2022

Module/Topic	Chapter	Events and Submissions/Topic
<p>BUSN11016 Introduction to Study and Professional Practice does not include an exam. There is no online content or scheduled classes this week. You are encouraged to prioritise your health and well-being.</p>		

Assessment Tasks

1 Presentation

Assessment Type

Presentation

Task Description

Select a topic from the Assessment 1 and 2 Topic List in the Moodle Assessment Tile. In a 5 minute live multimodal presentation, critically reflect on how your chosen topic is related to university success. Apply public speaking skills to engage your audience and communicate effectively. Your presentation is multimodal; you are required to accompany your oral presentation with a PowerPoint Presentation.

Assessment Due Date

Week 3 Friday (26 Nov 2021) 11:59 pm AEST

You must select a presentation time via the Moodle Assessment Tile and submit your PowerPoint by the due date. You will present live in Zoom during Week 4.

Return Date to Students

Week 4 Friday (3 Dec 2021)

In accordance with CQU policy, student marks and feedback will be released after all student submissions have been graded.

Weighting

25%

Assessment Criteria

The student has spoken clearly and audibly; varying pace, volume, and phrasing for emphasis and engagement.	16%
The student has varied facial expression and gestures for emphasis and engagement.	8%
The student's PowerPoint effectively complements spoken subject matter.	26%
The student has acknowledged sources using APA referencing conventions where appropriate.	8%
The student has discussed university success, making connections between their experiences and researched concepts and theories.	15%
The student has effectively organised subject matter.	8%
The student has adhered to the time length, submitted their PowerPoint by the due date, and presented live in Zoom at their allocated presentation time.	19%

Referencing Style

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

Submission

Online

Submission Instructions

You are required to present in Zoom at your allocated presentation time to a small group of students and a lecturer. You must select a presentation time via the Moodle Assessment Tile. Additionally, you must submit your PowerPoint via the Moodle Assessment Tile.

Learning Outcomes Assessed

- Critically reflect on the alignment of personal and professional skills, capabilities and attributes necessary for university and career success.
- Apply multimodal academic communication skills for effect.

Graduate Attributes

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

2 Essay

Assessment Type

Essay

Task Description

You previously selected a topic for Assessment 1 from the Topic List in the Moodle Assessment Tile. In a 1500 word academic essay, discuss how your chosen topic is related to career success. You can choose a different topic for Assessment 2 than the one you chose for Assessment 1, however, we encourage you to consider building on the same theme in this assignment.

Assessment Due Date

Week 9 Friday (21 Jan 2022) 11:59 pm AEST

Return Date to Students

Week 11 Friday (4 Feb 2022)

In accordance with CQU policy, student marks and feedback will be released after all student submissions have been graded.

Weighting

50%

Assessment Criteria

The thesis statement is focused and relevant.	10%
The student has effectively introduced the essay topic.	5%
Body paragraphs are effectively organised.	11%
The student has accurately used topic and discipline specific terminology.	6%
The student has explained the relationship between their chosen topic and career success.	15%
The student has combined information from sources to support conclusions.	17%
The student has applied essay writing language conventions.	6%
The student has acknowledged sources using APA referencing conventions.	10%
The student has adhered to essay length requirements.	4%
The student has submitted on or before the due date.	4%

Referencing Style

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

Submission

Online

Submission Instructions

Submit a single .doc or .docx file via the Moodle Assessment Tile

Learning Outcomes Assessed

- Apply multimodal academic communication skills for effect.
- Analyse, evaluate, and synthesise evidence from a range of quality sources to show understanding, write detailed discussions and make judgements.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

3 Portfolio

Assessment Type

Portfolio

Task Description

In a Portfolium project, critically reflect on a social issue relevant to your discipline. Portfolium projects include a project description and attachments. Select, synethise and organise subject matter in the Portfolium project for the purpose of showcasing research skills; respect of culturally diverse peoples; ethical practice; the skills and attitudes that underpin social innovation; and discipline knowledge to peers and potential employers within your discipline.

Assessment Due Date

Week 12 Friday (11 Feb 2022) 11:59 pm AEST

Return Date to Students

See the 2021 Academic Calendar for certification of grades date.

Weighting

25%

Assessment Criteria

The student has established themselves as a student or professional within the context of their discipline	5%
The student has developed discussions about social innovation, making connections between their experiences and researched concepts and theories.	22%
The student has effectively organised subject matter.	35%
The student has demonstrated professional and ethical communication skills.	30%
The student has submitted on or before the due date	8%

Referencing Style

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

Submission

Online

Submission Instructions

Create and submit your Portfolium project via the 'Introduction to Study and Professional Practice Project' Link in the Moodle Assessment Tile.

Learning Outcomes Assessed

- Critically reflect on the alignment of personal and professional skills, capabilities and attributes necessary for university and career success.
- Construct a professional e-Portfolio that showcases skills, capabilities, attributes, and achievements.

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