



# BUSN11016 Introduction to Study and Professional Practice

## Term 1 - 2024

Profile information current as at 01/05/2024 05:48 am

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 - 2024

- 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. **Presentation**

Weighting: 25%

#### 2. **Report**

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](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from SUTE

**Feedback**

More useful feedback required for assessments

**Recommendation**

Develop improved rubrics for assessment items.

#### Feedback from SUTE

**Feedback**

Clearly explain the value of this unit to the course

**Recommendation**

More explicit information will be provided that points to the value of this unit to the students' chosen course.

## Unit Learning Outcomes

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

1. Identify and report on the personal and professional capabilities and attributes necessary for career success, and how you can attain them with your chosen study plan
2. Apply multi-modal communication skills for effect.
3. Collect and interpret evidence from a range of quality sources to inform responses to routine problems
4. Construct a professional e-Portfolio that showcases your 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 - Report - 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				
10 - Aboriginal and Torres Strait Islander Cultures				

## 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

**Udari Ekanayake** Unit Coordinator  
[u.ekanayake@cqu.edu.au](mailto:u.ekanayake@cqu.edu.au)

## Schedule

### Week 1: Welcome to CQUniversity - 04 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
This week introduces you to the learning journey at CQUniversity. You will find out where your learning materials are presented, where to find out about assessments and, importantly, where to find help.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	This week we "tour the tools", where you find out the resources and help that is available to you during your learning journey.

### Week 2: The characteristics of the effective professional - 11 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
This week you will learn about the key characteristics that good professionals have. Guess what? They are the same characteristics that effective students have too.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	In this week's workshop you will begin your critical thinking journey as you evaluate the characteristics of the professional. Start finding fellow students who are interested in the same career as you and get yourself into a group for the first assessment.

### Week 3: Meet the professions - 18 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
This week provides a peek at a number of professions. Why do people join these professions? What skills and knowledge do they need?	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	This week we continue to evaluate the professions with a critical mind. Start having conversations with your team members. What characteristics do each of you already have, and what do you need to do to fill in the gaps?

### Week 4: Finding the gap - 25 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
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This week you begin to map out your own capability gaps, using capability gap analysis. This will be your roadmap for a successful learning journey at CQUni.

Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.

This week you begin to do a formal gap analysis. Although this is your personal gap analysis, start talking to your team about how each of you will fill in the gaps while you are at CQUniversity. What knowledge and skills will you need and where to you get them?

#### Week 5: Stand and deliver—Tips and tricks for the oral presentation - 01 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
How do you share your message with a room full of professionals? Oral presentations take time and practice to master, starting now.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	Practice time for your group presentation.

#### Vacation Week - 08 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
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#### Week 6: Professional communications 1 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Emails and other forms of short messages are an everyday necessity for the professional. It takes some skill to be able to craft an effective short message.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	Start working on your short-form communication skills. Group Presentations will be held during workshop times and online.

#### Week 7: Professional communications 2 - 22 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
This week we look at long form communications, especially report writing.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	Start working on your long-form communication skills—very useful for your second assessment! Group Presentations will continue during workshop times and online.

#### Week 8: Building the ethical you - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Ethics is a large part of being a successful professional. This week we consider what that means for your professional <b>and</b> student career.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	This week there is a focus on academic integrity. When you submit assessment, you must declare that this is your own work. We take this seriously at CQUniversity. Academic integrity then translates into professional integrity.

#### Week 9: Welcome to your e-Portfolio 1 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
This week introduces you to Portfolium, your e-Portfolio.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	Start setting up your personal e-Portfolio. This is where you submit your final assessment.  <b>Gap Analysis (Individual assessment)</b> Due: Week 9 Friday (10 May 2024) 11:55 pm AEST

#### Week 10 Welcome to your e-Portfolio 2 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
This week continues your exploration of Portfolium.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	Continue to develop your personal e-Portfolio. Do more work on your final assessment.

#### Week 11 Review and finalise your e-Portfolio - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
No additional work this week.	Learning materials are provided for you within the topic block in Moodle, and in your e-Reading List, also available in Moodle.	Finalise your assessment in your e-Portfolio.
<b>Week 12 Review and finalise your e-Portfolio - 27 May 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
Review week.	Learning materials are provided for you within the topic blocks in Moodle, and in your e-Reading List, also available in Moodle.	Finalise your assessment in your e-Portfolio.
<b>Review/Exam Week - 03 Jun 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic
		<b>Your personal e-Portfolio Due:</b> Review/Exam Week Friday (7 June 2024) 11:55 pm AEST
<b>Exam Week - 10 Jun 2024</b>		
Module/Topic	Chapter	Events and Submissions/Topic

## Assessment Tasks

### 1 Group Presentation

#### Assessment Type

Presentation

#### Task Description

This assessment item is a **group presentation exercise**. You will be placed into a group (3-4 members), to develop and deliver a live PowerPoint presentation on the characteristics and requirements of a chosen profession.

Your group will be created during the first four weeks of the term. Each group will present using a standard PowerPoint template that will be supplied on Moodle. Presentations will be during scheduled workshops in Weeks 6 and 7. The conditions of the presentation are:

1. No more than 10 slides in total
2. No more than six minutes of presentation, with four minutes allowed for questions and feedback
3. The presentation may be recorded if presented online
4. Your group will submit a single deck of PowerPoint slides via Moodle for the assessment (the same deck used in the presentation) by **Friday week 5**
5. Individual marks will be awarded per student following the presentation, but **only group members who participate in the presentation will receive marks.**

#### Assessment Due Date

Group presentations will be held during Weeks 6 & 7. A presentation timetable will be provided during term.

#### Return Date to Students

Feedback on presentations will be provided as soon as possible following the presentation.

#### Weighting

25%

#### Assessment Criteria

Assessment will be based on the following:

- The quality of the presentation (10%)
- The reliability of the information being presented (10%)
- Individual effort supporting the group assessment task (5%).

## Referencing Style

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

### Submission

Online Group

### Submission Instructions

Please submit your PowerPoint slide deck using the secure link provided in Moodle.

### Learning Outcomes Assessed

- Identify and report on the personal and professional capabilities and attributes necessary for career success, and how you can attain them with your chosen study plan
- Apply multi-modal communication skills for effect.
- Collect and interpret evidence from a range of quality sources to inform responses to routine problems

## 2 Gap Analysis (Individual assessment)

### Assessment Type

Report

### Task Description

Using a simple gap analysis template that will be provided on Moodle, you will reflect on the characteristics and requirements of your chosen profession and match them to your current capabilities. The difference between your current and required capabilities represents a *capability gap*. You will examine your personal capability gap and explain how you can "fill in" your gaps during your study with CQUniversity.

In addition to the capability gap matrix, you will provide a critical reflection on your proposed learning journey, identifying opportunities to fill in their gaps.

Your submission will be a single Microsoft Word document, which will contain:

- The completed capability gap matrix
- Your critical reflection (no more than 1,000 words)
- A reference list of all sources used in the critical reflection.

### Assessment Due Date

Week 9 Friday (10 May 2024) 11:55 pm AEST

Submit via the secure submission link in Moodle.

### Return Date to Students

Week 11 Friday (24 May 2024)

Feedback will be provided via Moodle

### Weighting

50%

### Assessment Criteria

The submission will be assessed as follows:

- The quality of the gap analysis matrix (15%)
- The extent that the critical reflection shows a clear and achievable path to fill in the gaps in the capability matrix (20%)
- The quality of the written presentation overall (10%)
- Proper referencing has been used (5%).

## Referencing Style

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

### Submission

Online

### Submission Instructions

Submit your single document using the secure link provided in Moodle.

### Learning Outcomes Assessed

- Identify and report on the personal and professional capabilities and attributes necessary for career success, and how you can attain them with your chosen study plan
- Apply multi-modal communication skills for effect.
- Collect and interpret evidence from a range of quality sources to inform responses to routine problems



## 3 Your personal e-Portfolio

### Assessment Type

Portfolio

### Task Description

For this assessment, you will be introduced to Portfolium, your personal e-Portfolio. This e-Portfolio can be used throughout your learning journey to highlight your achievements to show potential employers.

You are required to develop a clear and logical portfolio in Portfolium. You must **post your personal capability matrix on Portfolium**, as well as **an abbreviated version of your critical reflection on what you will do during your learning journey**. You are also expected to include **either a PowerPoint presentation or a short video (2-3 minutes)** that presents the reader with an understanding of you, your background, and your career aspirations.

### Assessment Due Date

Review/Exam Week Friday (7 June 2024) 11:55 pm AEST

Submission instructions are provided during classes.

### Return Date to Students

Feedback and the final grade will be withheld until Certification Date.

### Weighting

25%

### Assessment Criteria

This assessment will be assessed as follows:

- Clear and readable presentation of the capability matrix and well-presented critical reflection (8%)
- Clear and well-presented portfolio with a professional photo (5%)
- Professional presentation - quality and readability of overall presentation in Portfolium (7%)
- References (5%)

### Referencing Style

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

### Submission

Online

### Submission Instructions

Click the 'Portfolium Project' activity in the Moodle Assessment Tile and follow the prompts to upload your multimodal critical reflection as an attachment and submit your work. On or before the due date, ensure you have completed your profile picture and submitted your multimodal critical reflection. Turnitin, plagiarism-detection software, will authenticate your critical reflection submission and will provide a report to your teacher.

### Learning Outcomes Assessed

- Identify and report on the personal and professional capabilities and attributes necessary for career success, and how you can attain them with your chosen study plan
- Construct a professional e-Portfolio that showcases your skills, capabilities, attributes and achievements.

## 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