PSYC11011 *Personal and Professional Development*
Term 1 - 2022

Profile information current as at 14/12/2025 12:40 pm

All details in this unit profile for PSYC11011 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 is designed to help you, as a university student studying psychology, to build a set of evidence-based strategies to prepare you for your academic and professional life. You will receive practical instruction on how to effectively study at university; develop your written and oral communication skills; work effectively in groups; navigate the scientific literature; and apply American Psychological Association (APA) referencing conventions. Your communication, teamwork and research skills will be utilised in the design and preparation of a group presentation. You will also be introduced to career pathways in psychology-related disciplines, and given insight into the personal skills, capabilities and knowledge relevant to a career in psychology. The creation of a career portfolio will help you identify and market the transferable knowledge and skills that you will acquire throughout your degree.

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 - 2022

- Adelaide
- Bundaberg
- Cairns
- Online
- Rockhampton
- Townsville

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. **Annotated bibliography**
Weighting: 30%
2. **Group Work**
Weighting: 50%
3. **Portfolio**
Weighting: 20%

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 Have your say (student feedback)

Feedback

The assessment tasks were applied and the resources available were extremely helpful. It was good to have the freedom to choose the topic of the essay.

Recommendation

Continue to include applied assessment tasks and provide flexibility relating to the topics available for the major assessment. Continue to develop resources relating to oral and written communication that can be applied to this unit's assessment as well as those in future units.

Feedback from Have your say (student feedback)

Feedback

The unit subject matter was useful and applicable to the unit as well as for future reference.

Recommendation

The unit will continue to focus on applied skills and knowledge required for studying psychology at university, as well as begin to help students recognise graduate competencies and career pathways.

Feedback from Unit coordinator

Feedback

The ePortfolio assessment task was a 'must pass' item, however this was not made clear.

Recommendation

Clearly communicate that this item must be successfully completed in order to pass the unit and meet the unit learning outcomes.

Feedback from Unit coordinator

Feedback

Provide instruction and experience relating to interpersonal skills and group work. These skills will be important for future units within the undergraduate psychology degree.

Recommendation

Introduce group work (theory and practice) into the unit. This will be reflected in changes to the unit overview, unit learning outcomes, lecture content and assessment.

Unit Learning Outcomes

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

1. Locate, evaluate and use scholarly sources of information in adherence with the American Psychological Association (APA) style.
2. Communicate ideas effectively in written and oral form.
3. Work collaboratively as part of a team.
4. Create a professional ePortfolio that synthesises knowledge of self, careers and psychology disciplines to map academic, career and learning paths.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level   ○ Introductory Level   ○ Intermediate Level   • Graduate Level   ○ Professional Level   ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Annotated bibliography - 30%	•	•		
2 - Group Work - 50%	•	•	•	
3 - Portfolio - 20%		•		•

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

PSYC11011

Supplementary

The publication manual of the American Psychological Association
Edition: 7th (2020)
Authors: American Psychological Association
American Psychological Association
Washington , DC , USA
ISBN: 978-1-4338-3217-8
Binding: Paperback

Additional Textbook Information

We strongly encourage you to obtain a copy of the APA publication manual (or similar guides) as it will be a valuable aid for the study of all undergraduate psychology units (including this one).

View textbooks at the CQUniversity Bookshop

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

Bradley Smith Unit Coordinator
b.p.smith@cqu.edu.au

Schedule

Week 1 - 07 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Studying psychology at CQUniversity	Refer to Moodle website for required reading material and activities	

Week 2 - 14 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
The psychology of effective studying	Refer to Moodle website for required reading material and activities	

Week 3 - 21 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
How to find journal articles	Refer to Moodle website for required reading material and activities	

Week 4 - 28 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
How to <u>read</u> journal articles	Refer to Moodle website for required reading material and activities	

Week 5 - 04 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
APA formatting and referencing	Refer to Moodle website for required reading material and activities	

Vacation Week - 11 Apr 2022

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.		

Week 6 - 18 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Working in groups 1: Groupwork theory	Refer to Moodle website for required reading material and activities	**Annotated Bibliography** Due: Week 6 Tuesday (19 Apr 2022) 9:00 am AEST

Week 7 - 25 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Working in groups 2: Strategies for successful groupwork	Refer to Moodle website for required reading material and activities	

Week 8 - 02 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Delivering effective presentations	Refer to Moodle website for required reading material and activities	

Week 9 - 09 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
The fundamentals of academic writing	Refer to Moodle website for required reading material and activities	

Week 10 - 16 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
The art of essay writing	Refer to Moodle website for required reading material and activities	

Week 11 - 23 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Applying your psychology superpowers to the workplace	Refer to Moodle website for required reading material and activities	

Week 12 - 30 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Career pathways in psychology	Refer to Moodle website for required reading material and activities	**Group presentation and personal reflection** Due: Week 12 Friday (3 June 2022) 11:59 pm AEST

Review/Exam Week - 06 Jun 2022

Module/Topic	Chapter	Events and Submissions/Topic
There is no online content or scheduled classes this week. Use this week to complete your portfolio		**e-Portfolio** Due: Review/Exam Week Friday (10 June 2022) 11:59 pm AEST

Module/Topic	Chapter	Events and Submissions/Topic
This unit does not include an exam		

Assessment Tasks

1 Annotated Bibliography

Assessment Type
Annotated bibliography

Task Description
For this assessment, you will be required to complete an annotated bibliography. An annotated bibliography presents an overview of research papers that are relevant to your topic.

A list of psychology-related questions or topics will be provided to you on Moodle during week 1 of the term. In week 2, you will be placed in small groups. As a group, you will select one (1) of these topics which will form the subject of your annotated bibliography and your group presentation (Assessment 2).

Although it is expected that the research literature you find and summarise will be useful for your group task, the annotated bibliography is to be completed independently from the group. The purpose of the annotated bibliography is to provide you with an opportunity to demonstrate your research skills in locating current and relevant peer-reviewed journal articles, as well as your APA referencing skills.

To complete the task you will need to identify four (4) relevant journal articles to your chosen topic, provide a full correct reference (in APA 7th style) for each journal article, and write a brief summary, in your own words, outlining the key points from the article, and the relevance to the chosen research topic.

Each summary should be between 150-250 words (total word count between 600 and1000 words). Please note, word limits relate to individual summaries, not on overall word count.

The annotated bibliography should include a cover sheet, and be presented using the APA guidelines for Annotated Bibliographies (a template will be provided).

Assessment Due Date
Week 6 Tuesday (19 Apr 2022) 9:00 am AEST

To be submitted as a Word document through the Moodle website

Return Date to Students
Week 8 Tuesday (3 May 2022)

Assessments will be returned as soon as possible after submission (but no later than two weeks)

Weighting
30%

Assessment Criteria
This assessment will be graded out of 30 marks. Marks will be allocated according to each of the following criteria:

- Topic selection and proposed title (1 mark)
- Selection of 4 relevant peer-reviewed journal articles (4 marks)
- Summary of each journal article (12 marks)
- Quality of written communication (3 marks)
- APA formatting (8 marks)
- Within word limit (2 marks)*

*Note, word limit relates to each individual summary, not on the overall word count.

A detailed marking rubric will be provided on Moodle.

Referencing Style

- American Psychological Association 7th Edition (APA 7th edition)

Submission
Online

Learning Outcomes Assessed

- Locate, evaluate and use scholarly sources of information in adherence with the American Psychological Association (APA) style.
- Communicate ideas effectively in written and oral form.

2 Group presentation and personal reflection

Assessment Type
Group Work

Task Description
There are two elements to this assessment task- A group presentation (part 1), and an individual written task (part 2).
Part 1- Group component (30%): In week 2 of the term you will be placed into small groups and required to select and prepare a group presentation connected to a psychology-related question or topic. Available topics will be provided to you on Moodle in week 1.
The oral presentation can take any form (e.g., formal scientific presentation/slide show, short documentary, TikTok videos, TED talk, TV news segment etc.) but must be a suitable medium for addressing the topic; must demonstrate your science communication skills; and must consider the intended audience. The suggested duration for the presentation is 6-8 minutes.
In explaining your topic, you will need to use language that is clear and appropriate for the intended audience, present your topic in a way that is logically structured, shows a clear 'narrative', and enhances the audience's understanding and knowledge of the topic. Your group should also consider how to incorporate elements into your presentation that are designed to engage your audience.
Not all members of the group need to be featured in the final presentation. However, all group members should make a valuable contribution to the final product in some way (e.g. editing, scriptwriting, background research, filming, creating graphics).
Groups work best when all members understand and agree to expectations. As such, groups will be encouraged to complete a Memorandum of Understanding (MoU) or group contract before beginning their group work to clearly articulate the aim of the project, the role of members, a communication plan, code of conduct (e.g. plagiarism), and timelines.
The group presentation is to be submitted by the group, via Moodle by Monday, May 30, 11.59pm AEST.
Part 2- Individual component (20%): You will be required to submit a 400-600 word personal critical reflection relating to your experience of working in a group during this task. Your experiences and insights will need to draw upon (reference) relevant theory and evidence on group dynamics and interpersonal skills covered during the unit.
The individual critical reflection is to be submitted via Moodle by Friday, June 3, 11.59pm AEST.

This is a must-pass assessment item. Your individual grade for this assessment will be the combined marks from both parts.

Assessment Due Date
Week 12 Friday (3 June 2022) 11:59 pm AEST

Group presentation is due Monday May 30 (11.59pm) and Individual reflection due Friday June 3 (11.59pm)

Return Date to Students
Exam Week Friday (17 June 2022)

Assessments will be returned as soon as possible after submission (but no later than two weeks)

Weighting
50%

Minimum mark or grade
You must obtain at least 25/50 for this assessment to pass the unit.

Assessment Criteria
Part 1- Group presentation: This component will be graded out of 30 marks. You will be judged as a group. That is, all members of the group will receive the same mark, regardless of contribution. Marks will be allocated according to each of the following criteria:
1. Organisation (8 marks):

- The presentation clearly addresses the topic and provides an appropriate amount of analysis, discussion and evaluation
- The type of presentation is appropriate for the topic and target audience
- Information is presented in a balanced and logical sequence (with a clear beginning, middle and end).

2. Content (12 marks):

- The introduction is attention-grabbing, introduces the problem well
- Technical terms are well defined and appropriate for the target audience
- Presentation appropriately uses and identifies credible sources of information
- An appropriate amount of material is prepared, and points made reflect their relative importance
- An obvious conclusion is delivered that effectively summarises the presentation and delivers appropriate and insightful take-home message/s

3. Presentation (10 marks):

- Speaker/s use an effective speaking style that exhibits enthusiasm, maintain good eye contact with the audience, and are appropriately animated (e.g. gestures, movement).
- Delivery is creative, engaging and appropriate for the medium chosen
- Visual aids are well prepared, informative, effective, and not distracting
- Length of presentation within the suggested time limits.

Part 2- Individual critical reflection: This component will be graded out of 20 marks. Marks will be allocated according to each of the following criteria:
Reflection on experience (6 marks):

- Describes personal role in the group, interest and enthusiasm in the project, participation in leading and facilitating discussion, and opinion about the quality of the final product. (3 marks)
- Describes how well the group cooperated, communicated and made decisions, how the group handled challenges, the benefits of groupwork, and challenges of groupwork (3 marks)

Connection to academic concepts (6 marks)

- Reflection integrates references to concepts, theory and evidence from the academic literature relating to group dynamics and your experiences working within a group. A minimum of two academic references is expected to be included.

Evidence of personal development (4 marks):

- Articulates new understanding or insights about themselves and/or groupwork as a result of the experience.

Presentation (4 marks):

- Quality of written communication and adherence to APA referencing style. (3 marks)
- Adheres to the word limit. (1 mark)

Your overall mark for this assessment will be calculated by adding the marks from part 1 and part 2.
Unit Learning Outcome 3 of this unit is only being assessed by this assessment. As such, in order to meet the learning outcomes, a minimum mark of 25/50 (50%) has been set for this assessment task. That is, in order to pass the unit, you must achieve this minimum mark.

Referencing Style

- American Psychological Association 7th Edition (APA 7th edition)

Submission
Online Group

Submission Instructions
The group presentation is to be submitted by the group (one submission). The individual critical reflection is to be submitted by the individual. Link to both submissions can be found in the Assessment Tile.

Learning Outcomes Assessed

- Locate, evaluate and use scholarly sources of information in adherence with the American Psychological Association (APA) style.
- Communicate ideas effectively in written and oral form.
- Work collaboratively as part of a team.

3 e-Portfolio

Assessment Type
Portfolio

Task Description
For this assessment task, you will be required to set up and begin compiling an ePortfolio via the Portfolium website. Portfolium is an academic portfolio network allowing you to showcase your education and work accomplishments and connect with other professionals. Your Portfolium profile allows you to organise and display previous educational and professional content through a variety of media (videos, documents, images). Portfolium allows you to connect with people and companies you already know, as well as follow companies you are interested in. You can discover and apply for jobs and add specific pieces of content to showcase your qualifications. You can also view content posted by other users to discover how they accomplished their work and comment or message them for advice.
After you have set up your portfolio in this unit, you will be required to update it throughout your undergraduate degree. Your final portfolio will be assessed again at the end of your third year before graduation (in the unit PSYC13026).
This is a must-pass assessment item.

Assessment Due Date
Review/Exam Week Friday (10 June 2022) 11:59 pm AEST

Return Date to Students
Exam Week Friday (17 June 2022)

Weighting
20%

Minimum mark or grade
You must obtain at least 10/20 (50%) for this assessment to pass the unit.

Assessment Criteria
This assessment will be graded out of 20 marks. Marks will be allocated according to each of the following criteria:

1. Set up a Portfolium account and profile, including your name, location, education, and current position. (2 marks)
2. Upload an appropriate profile photo, background photo, and tagline text. (2 marks)
3. Write an 'introduction' or mini-biography for your profile that provides appropriate insight into who you are, what you are currently doing, what you have done or where you have come from, why you are interested in psychology, and your aspirations for the future. (4 marks)
4. Upload a resume. (2 marks)
5. Under education, enter the details of your current degree (e.g. Bachelor of Psychological Science), and list the course learning outcomes. These can be found in the CQU Handbook. (2 marks)
6. List at least one unit that you have completed at university (it can be this unit), including the title, description, date studied and the unit learning outcomes. These are available from the unit profile. (2 marks)
7. Upload at least one 'project' that showcases a piece of academic work or personal project that you have completed (it can be an assessment from this unit). Include a description of what the task was and what skills it highlights. (2 marks)
8. Highlight at least one accomplishment, achievement, certificate, award or experience (2 marks)
9. Connect to at least one other user (e.g. a classmate or unit coordinator) (1 mark)
10. Connect to a group, network or company related to an area of interest (1 mark)

After you have created your profile in Portfolium, provide the unit coordinator with an accessible link to your portfolio via the Moodle Assessment Tile. Ensure that the link is either public or that a private link is provided (see Moodle for instructions).
Unit Learning Outcome 4 of this unit is only being assessed by this assessment. As such, in order to meet the learning outcomes, a minimum mark of 10/20 (50%) has been set for this assessment task. That is, in order to pass the unit, you must achieve this minimum mark.

Referencing Style

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

Submission
Online

Submission Instructions
Create your portfolio using Portfolium. Once completed, provide an accessible link to your portfolio located in the Moodle Assessment Tile

Learning Outcomes Assessed

- Communicate ideas effectively in written and oral form.
- Create a professional ePortfolio that synthesises knowledge of self, careers and psychology disciplines to map academic, career and learning paths.

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