SOWK12012 *Organisational Practice*
Term 1 - 2021

Profile information current as at 01/05/2024 02:03 am

All details in this unit profile for SOWK12012 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

Organisations are encountered on a daily basis and shape the lives of people and communities, including service-users, clients and social workers themselves. A variety of human service organisations are located within complex social, political and cultural contexts; these, in turn, provide a vehicle for the implementation of policy and provision of human services by the welfare state. With social work practice predominantly taking place in, and shaped by, organisational context, developing an effective organisational practice is critical to the achievement of the aims and values of the social work profession. In this unit, you will develop knowledge of different organisational theoretical models to facilitate your ability to analyse and creatively consider organisational and system change. You will also develop and apply strategies to promote social and welfare work values of social justice and action the equality of opportunity in the provision of services to clients.

Details

Career Level: *Undergraduate*
Unit Level: *Level 2*
Credit Points: *6*
Student Contribution Band: *10*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

Successful completion of 48 credit points in any course.
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

* Online

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment
Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview
1. **Online discussion forum**
Weighting: 15%
2. **Report**
Weighting: 35%
3. **Written Assessment**
Weighting: 50%

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 E-mail feedback to the Head of Course

Feedback
Students did indicate the assignments need to be spaced better throughout the unit

Recommendation
This feedback be acted upon and assessments be better spread throughout the unit.

Feedback from E-mail feedback to the Head of Course

Feedback
Regular ZOOM sessions be planned from the beginning of the unit

Recommendation
This feedback be acted upon in preparing this unit in 2021 and regular ZOOM sessions be planned from the beginning of the unit.

Unit Learning Outcomes

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

1. Research and analyse organisational theoretical models, within the context of social systems and change, and apply those models to professional practice within human service organisations
2. Analyse a variety of organisational types and contexts, and evaluate their strengths and limitations in delivering human service organisation goals and social work outcomes
3. Evaluate organisational models for cross-cultural practice, including working with Aboriginal and Torres Strait Islander Peoples
4. Identify and apply appropriate strategies, consistent with professional values and ethics, for the resolution of dilemmas in organisational practice contexts.

The learning outcomes are aligned with the ASWEAS (2020) guidelines.

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 - Online discussion forum - 15%	●			●
2 - Report - 35%	●		●	
3 - Written Assessment - 50%		●		●

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				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Online discussion forum - 15%	•	•	•					•		
2 - Report - 35%	•	•	•					•		
3 - Written Assessment - 50%	•	•	•					•		

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: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Venkat Pulla Unit Coordinator
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Schedule

Week 1 Introduction to the unit and organisational practice - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 1 Introduction to the unit & organisational practice What is organisational practice all about in social work? Lecture will provide a generic overview of organisations as well as outlining the lecture series for the unit.	Suggested text - Hughes & Wearing *Organisations and Management in Social Work* Chapter 1	

Week 2 Introduction to Organisational Theories - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 2 Introduction to Organisational Theories The theory of bureaucracy, scientific management, human relations approach - emergence of theory X and theory Y and human relations contexts; Systems and ecological influences and other approaches	Suggested text - Hughes & Wearing *Organisations and Management in Social Work* Chapter 2	

Week 3 The organisational environment - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 3 The organisational environment How is organisational environment analysis relevant to social work roles?	Suggested text Jones and May Working in human service organisations Chapter 2	

Week 4 Organisational purpose and goals - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 4 Organisational purpose and goals Organisational goals: banners or guiding principles?	Suggested text Jones and May Working in human service organisations Chapter 2	**Assessment 1 – Online Discussion Forum** Due: Week 4 Friday (2 Apr 2021) 11:59 pm AEST

Week 5 Organisational Change - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 5 Organisational Change What is Organisational Change? Factors that necessity change	Suggested text - Hughes & Wearing *Organisations and Management in Social Work* Chapter 3	

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 Leadership & decision making - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 6 Leadership & decision making	Suggested text - Hughes & Wearing *Organisations and Management in Social Work* Chapter 4	

Week 7 Organisational Practices - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 7 Organisational Practices	Suggested text Jones and May Working in human service organisations Chapter 5	

Week 8 Organisational culture - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 8 Organisational culture Organisational culture: Shared and contested meanings and symbols	Suggested text Jones and May Working in human service organisations Chapter 7	

Week 9 Organisations: Workers & Clients/Service Users - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 9 Organisations: Workers & Clients/Service Users	Suggested text Jones and May Working in human service organisations Chapter 8 & 9	**Case Study Report** Due: Week 9 Friday (14 May 2021) 11:59 pm AEST

Week 10 Accountability and Participation - 17 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 10 Accountability and Participation	Suggested text - Hughes & Wearing *Organisations and Management in Social Work* Chapter 6	

Week 11 Change and resistance in organisations - 24 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 11 Change and resistance in organisations	Suggested text Jones and May Working in human service organisations Chapter 10	

Week 12 Reflexive and Ethical Organisational Practice - 31 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Week 12 Reflexive and Ethical Organisational Practice Flexibility, balance and commitment to society and profession as well as organisation, service users and communities - meeting expectations of stakeholders	Suggested text - Hughes & Wearing *Organisations and Management in Social Work* Chapter 8	**Essay** Due: Week 12 Monday (31 May 2021) 11:45 pm AEST

Review/Exam Week - 07 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 14 Jun 2021

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Assessment 1 – Online Discussion Forum

Assessment Type
Online discussion forum

Task Description
Assessment 1 – Online Discussion Forum
Written assessment
Due date: Friday 11:59 10 April 2021 (Fourth Week)
Weighting: 15 %
Length: Total of 750 words
Unit Coordinator: Dr Venkat Pulla

Learning Outcomes Assessed
· Research and analyse organisational theoretical models, within the context of social systems and change, and apply those models to professional practice within human service organisations
· Identify and apply appropriate strategies, consistent with professional values and ethics, for the resolution of dilemmas in organisational practice contexts.

Aim
The aim of this assessment is to enhance your understanding of human service organisations and how they effect social work practice. Importantly how you as a practitioner able to work effectively within organisations and develop strategies to deal with complex practice issues in the context of an agency setting.

Instructions

This assessment requires you to demonstrate your understanding of an online question that will be posted on Moodle.

You will need to make an online forum post in response to this question. Your posting needs to thoughtfully address the

question. The posting should provide a brief outline of the information you have gathered, together with your own

opinion or viewpoint.

Your post will also need to be uploaded as a word document for Turnitin and marking.

Word Count: 750 words

Literature and references
The readings will be available on the Moodle site

Requirements
· Use a conventional and legible size 12 font, such as Times New Roman or Arial, with 1.5 line spacing and 2.54cm page margins (standard pre-set margin in Microsoft Word).
· Include page numbers on each page in a header.
· Write in the third-person perspective.
· Use formal academic language.
· Use Harvard referencing style. The CQUniversity Academic Learning Centre has an online [Harvard Referencing Style Guide](#).
· The word count is considered from the first word of the introduction to the last word of the conclusion. The word count excludes the reference list but includes in-text references and direct quotations.

Resources
· For information on academic communication please go to the [Academic Learning Centre Moodle site](#). The [Academic Communication section](#) has many helpful resources including information for students with English as a second language.
· Submit a draft before the due date to review your Turnitin Similarity Score before making a final submission. [Instructions are available here](#).

Assessment Due Date
Week 4 Friday (2 Apr 2021) 11:59 pm AEST

Return Date to Students
Week 6 Monday (19 Apr 2021)

Weighting
15%

Assessment Criteria

	HD (85-100)	D (75-84)	C (65-74)	P (50-64)	F (0-49)	Grade
Postings well researched and considered answers to the online question (40%)	Demonstrates a thorough understanding	Demonstrates a good understanding	Demonstrates an adequate understanding	Demonstrates a limited understanding	Fails to demonstrate an understanding	25
Synthesis and integration of literature and unit material within the posting (40%)	Consistently integrates up-to-date literature to support and reflect all ideas and factual information	Generally integrates up-to-date literature to support and reflect all ideas and factual information with 1 or 2 exceptions	Generally integrates up-to-date literature to support and reflect all ideas and factual information with 3 or 4 exceptions	Occasionally integrates up-to-date literature to support and reflect all ideas and factual information with 5 or 6 exceptions	Fails of infrequently attempts to integrate up-to-date literature to support and reflect all ideas and factual information	25
Clear written expression and correct spelling (10%)	Consistently accurate with spelling and grammar	1-2 errors with spelling and grammar	3-4 errors with spelling and grammar	5-6 errors with spelling and grammar	Many consistent errors with spelling and grammar	25
Adequate and appropriate referencing (10%)	Excellent and appropriate referencing	Very good and appropriate referencing with 1-2 errors	Good referencing with 3-4 errors	Adequate referencing with 5-6 errors	Inadequate and inappropriate referencing	15
					Total	**100**

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit your assessment via the unit Moodle site in Microsoft Word format only.

Learning Outcomes Assessed

- Research and analyse different organisational theoretical models within the context of broader sociological theories of social systems and change, and apply those models to human service organisations
- Identify and apply appropriate strategies, consistent with professional values and ethics, for the resolution of dilemmas in organisational practice contexts.

Graduate Attributes

- Communication
- Information Literacy
- Team Work
- Information Technology Competence

2 Case Study Report

Assessment Type
Report

Task Description
Assessment 2-
Case Study Report
Type: Written assessment
Due date: 11.59 PM (Friday, 14 May 2021 -Week 9)
Weighting: 30 %
Length: 1500 words
Unit Coordinator: Dr Venkat Pulla

Learning Outcomes Assessed
· Research and analyse organisational theoretical models, within the context of social systems and change, and apply those models to professional practice within human service organisations
· Evaluate organisational models for cross-cultural practice, including working with Aboriginal and Torres Strait Islander Peoples

Aims
The aim of this assessment is to reflect on the theoretical models that have been reviewed so far and how they may be applied to the organisation in the case study (see Moodle site for details of the case study). A detailed list of readings is

provided on the Moodle site.

TASK DESCRIPTION

So far in this unit you will be at a stage to demonstrate further nuances of practice of social work service delivery within the boundaries of an organisation. The tasks that social workers carry out are defined by the nature and objectives of the organisation. You are asked to take any two key stages within the case study organisation and explain them from the theoretical readings and your reflection. More details are provided in the Moodle site for this unit.

Requirements

· Use a conventional and legible size 12 font, such as Times New Roman or Arial, with 1.5 line spacing and 2.54cm page margins (standard pre-set margin in Microsoft Word).

· Include page numbers on each page in a header.

· Write in the third-person perspective.

· Use formal academic language.

· Use Harvard referencing style. The CQUniversity Academic Learning Centre has an online Harvard Referencing Style Guide.

· The word count is considered from the first word of the introduction to the last word of the conclusion. The word count excludes the reference list but includes in-text references and direct quotations.

Resources

· For information on academic communication please go to the Academic Learning Centre Moodle site. The Academic Communication section has many helpful resources including information for students with English as a second language.

Submit a draft before the due date to review your Turnitin Similarity Score before making a final submission. Instructions are available here.

Assessment Due Date
Week 9 Friday (14 May 2021) 11:59 pm AEST

Return Date to Students
Week 11 Friday (28 May 2021)

Weighting
35%

Assessment Criteria
Marking Criteria

Criteria	High Distinction 84.5 – 100%	Distinction 74.50 – 84.49%	Credit 64.50 – 74.49%	Pass 49.50 – 64.49%	Fail <49.5%	Fail (content absent) 0%
Criteria 1: Knowledge of organisational theoretical models including limitations particularly in regards to cross-cultural issues as well as Aboriginal and Torres Strait Islander issues (40%)	Advanced knowledge of organisational theoretical models demonstrated including limitations	Comprehensive knowledge of organisational theoretical models demonstrated including limitations	Detailed knowledge of organisational theoretical models demonstrated including limitations	Adequate knowledge of organisational theoretical models demonstrated including limitations	Inadequate or inappropriate knowledge of organisational theoretical models demonstrated including limitations	This task was not undertaken 0%
Criteria 2: Application of theoretical models/ frameworks to case study (40%)	Excellent application of theoretical models/ frameworks to case study	Very good application of theoretical models/ frameworks to case study	Good application of theoretical models/ frameworks to case study	Adequate application of theoretical models/ frameworks to case study	Inadequate or inappropriate application of theoretical models/ frameworks to case study	Lack of application of theoretical models 0%
Criteria 3: Clear written expression and correct spelling (10%)	Consistently accurate with spelling and grammar	1-2 errors with spelling and grammar	3-4 errors with spelling and grammar	5-6 errors with spelling and grammar	Many consistent errors with spelling and grammar	Poorly written 0%
Criteria 4: Adequate and appropriate referencing (10%)	Excellent and appropriate referencing	Very good and appropriate referencing with 1-2 errors	Good referencing with 3-4 errors	Adequate referencing with 5-6 errors	Inadequate and inappropriate referencing	No referencing

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit your assessment via the unit Moodle site in Microsoft Word format only

Learning Outcomes Assessed

- Research and analyse different organisational theoretical models within the context of broader sociological theories of social systems and change, and apply those models to human service organisations
- Evaluate the appropriateness of organisational models for different cultural contexts including working in Indigenous contexts

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Cross Cultural Competence

3 Essay

Assessment Type
Written Assessment

Task Description
Assessment 3 – Essay
Type: Written assessment
Due date: Monday 31 May 2021 11:59 PM (week 12)
Length: 2000 words
Unit Coordinator: Dr Venkat Pulla

Leaning Outcomes Assessed
· Analyse a variety of organisational types and contexts, and evaluate their strengths and limitations in delivering human service organisation goals and social work outcomes
· Evaluate organisational models for cross-cultural practice, including working with Aboriginal and Torres Strait Islander Peoples

Aims
This assessment is to further your ability to reflect on organisational management constructs and its implications for social work staff and service delivery. This will extend your understanding developed in assessment 2.

TASK DESCRIPTION
'The challenge for social workers is negotiating the slippage between the potential or the ideals of social work as a professional activity and the reality of social work as organisational work'. The assessment you would be writing addresses this statement. This assessment follows on from the previous and hence you will be familiar with the hypothetical organisation- Avalon Care, however the current task you will be reflecting on scenarios that affect staff and service users/clients.
You will explore the following questions/angles in the Case study - Avalon Care.
1. Discuss the challenges faced by the main workers in the proposed changes.
2. What would 'professional identity' look like in the new proposed roles?
3. How would this identity differ or be like the current social work role?
4. Is social work contested in the case study organisation? How?
5. Has social work become a part of the ethos of consumerism and/or participation? What is your reflection on this organisation based on your comprehensive readings?

Literature and references
In this assessment use at least 6 - 10 contemporary references (<10 years) to support your discussion. You may also use seminal scholarly literature where relevant. Suitable references include peer-reviewed journal articles as well as textbooks and credible websites. When sourcing information, consider the 5 elements of a quality reference: currency, authority, relevance, objectivity, and coverage. Grey literature sourced from the internet must be from reputable websites such as from government, university, or peak national bodies

Requirements
· Use a conventional and legible size 12 font, such as Times New Roman or Arial, with 1.5 line spacing and 2.54cm page margins (standard pre-set margin in Microsoft Word).
· Include page numbers on each page in a header.
· Write in the third-person perspective.
· Use formal academic language.
· Use Harvard referencing style. The CQUniversity Academic Learning Centre has an online Harvard Referencing Style Guide.

· The word count is considered from the first word of the introduction to the last word of the conclusion. The word count excludes the reference list but includes in-text references and direct quotations.

Resources

· For information on academic communication please go to the [Academic Learning Centre Moodle site](#). The [Academic Communication section](#) has many helpful resources including information for students with English as a second language.

· Submit a draft before the due date to review your Turnitin Similarity Score before making a final submission. [Instructions are available here.](#)

Assessment Due Date
Week 12 Monday (31 May 2021) 11:45 pm AEST
Essay due in study week

Return Date to Students

14 June 2021

Weighting
50%

Assessment Criteria
Marking Criteria

Key Criteria	High Distinction 84.5 – 100%	Distinction 74.50 – 84.49%	Credit 64.50 – 74.49%	Pass 49.50 – 64.49%	Fail <49.5%	Fail (content absent) 0%
Knowledge of organisational theoretical models including limitations particularly in regards to cross-cultural issues as well as Aboriginal and Torres Strait Islander issues (40%) (30%)	Advanced knowledge of organisational theoretical models demonstrated including limitations (25.35-30)	Comprehensive knowledge of organisational theoretical models demonstrated including limitations (22.35-25.34)	Detailed knowledge of organisational theoretical models demonstrated including limitations (19.35-22.34)	Adequate knowledge of organisational theoretical models demonstrated including limitations (14.85-19.34)	Inadequate or inappropriate knowledge of organisational theoretical models demonstrated including limitations (<14.85)	Submission is missing most aspects of task. (0)
Application of theoretical models/ frameworks to case study (30%)	Excellent application of theoretical models/ frameworks to case study (25.35-30)	Very good application of theoretical models/ frameworks to case study (22.35-25.34)	Good application of theoretical models/ frameworks to case study (19.35-22.34)	Adequate application of theoretical models/ frameworks to case study 14.85-19.34	Inadequate or inappropriate application of theoretical models/ frameworks to case study (<14.85)	No summary. (0)
Clear understanding of the case study and the challenges for social workers in change management **(30%)**	Outstanding understanding of change management and its impact on staff. (25.35-30)	High-level understanding of change management and impacts on its staff (22.35-25.34)	Good level understanding of change management and impacts on its staff (19.35-22.34)	Satisfactory understanding of change management and impacts on its staff (14.85-19.34)	Little or no understanding of change management and impacts on its staff (<14.85)	No analysis presented (0)
Evidence of a clear structure, organisation of the material and accuracy of referencing (10%)	Exemplary writing standard. Correct grammar, spelling, and punctuation. Uses appropriate writing and referencing styles. No mistakes evident. (8.45-10)	High level of writing skills demonstrated meticulous referencing. Only minor grammar, spelling, punctuation and referencing mistakes evident. (7.45-8.44)	Quality of writing is of a good standard with a few grammar, spelling punctuation and referencing mistakes evident. (6.45-7.44)	Quality of writing and presentation is of a satisfactory standard with quite a few grammar, punctuation, spelling and referencing mistakes evident. (4.95-6.44)	Quality of writing and presentation is at a poor standard with many mistakes and lack of clarity evident. (<4.95)	Little to no meaningful writing. (0)

Referencing Style

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

Submission
Online

Submission Instructions
Submit your assessment via the unit Moodle site in Microsoft Word format only.

Learning Outcomes Assessed

- Analyse a range of variations of organisational types and context, and evaluate their relative limitations and potential in delivering human service organisational goals and social work objectives and values
- Identify and apply appropriate strategies, consistent with professional values and ethics, for the resolution of dilemmas in organisational practice contexts.

Graduate Attributes

- Communication

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

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem