

# Unit outline

## BEB701 Work Integrated Learning 1

**Credit Points:** 12

**Prerequisite(s):** Nil

**Corequisite(s):** Nil

**Antirequisite(s):** Nil

**Equivalent(s):** Nil

**Other Requisite(s):**

You can only enrol in this unit if you will be able to complete the required number of work placement days by the end of the semester of your enrolment in the unit. Please check Blackboard for information on required number of days and other requirements specific to your discipline.

**Assumed Knowledge:** Nil

**Date:** Semester 1 2013

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Disclaimer - Offer of some units is subject to viability, and information in these Unit Outlines is subject to change prior to commencement of the teaching period.

### Rationale

The courses in the Science and Engineering Faculty (SEF) are focused, in part, on enabling you upon graduation to practice as a confident and competent professional. A significant part of such ability is a transfer of your theoretical and practical knowledge, skills, and capabilities to the professional work place. This unit is based on your first hand experience of the workplace and provides the opportunity for further development as an emerging professional by critically reflecting and reporting on this experience. For the majority of students this unit is a compulsory part of your course. For other students it may be an elective and/or the first in a suite of Work Integrated Learning (WIL) units selected as part of a minor.

### Aim

This unit aims to develop your appreciation of the context of professional practice and, based on your first hand experience of the work place, the transfer of theoretical and practical knowledge, skills and capabilities through attendance, participation, observation, critical reflection and report writing.

### Learning Outcomes

By the completion of this unit you should be able to demonstrate the following capabilities in a discipline specific context:

1. Keep an accurate and comprehensive daily work log and reflective journal of your work place learning activities and experiences.
2. Plan, manage and critically reflect on the implementation of a range of work place learning experiences while conducting yourself professionally, developing research, time management and professional writing skills.
3. Report on aspects of professional practice relevant to your development as a professional including collaboration and team work; work place health and safety; professional conduct; ethical responsibility; and other aspects of your work place experience.

### **Content**

This unit consists of four parts - critical reflection on your performance of work place activities, observations, discussions and report writing. The focus is on the context of your work experience, the professional practice of the organisation and its relationship to society. Your reflections on your employers' and your own work practices constitute an important part of this unit.

### **Approaches to teaching and learning**

Lectures: 10 hours total

### **Teaching mode**

Your participation in this unit includes both on campus, off campus and online activities. The oncampus and online components may include lectures, seminars, tutorials, and on-line teaching support resources as specifically scheduled.

The duration of your off campus work experience under the direction of a work place supervisor will vary according to your course requirements. Ensure that you are familiar with course requirements as outlined on Blackboard.

### **Learning Approaches**

The main learning approach in this unit is the provision of real world experience opportunities that enable you to develop as a confident and competent professional. Work place activities and experiences are supported by or blended with, on-campus and online lectures, seminars and tutorials to enhance understanding and maximize learning from your work experience through interaction with peers. Whilst in the work place you are encouraged to explore and experiment, to reflect on your employers' and your own work performance, to seek learning, insights and professional development opportunities.

Learning activities supporting the content might/ will include:

- Keeping a work log and reflective journal
- Planning and time management
- Describing, researching and critically evaluating professional practices in the context of the workplace

### **Assessment**

There are two assessment items: Report 1 and Report 2.

### **PLEASE NOTE: Work Log, Reflective Journal and Certificate of Time Worked**

You are required to maintain and complete a work log to accurately and comprehensively record your work place activities and experiences. The work log will include details of your workplace attendance and activities and must be included as an appendix in Report 1 and Report 2 (depending on your discipline). A key element of learning is the preparation of a

reflective journal or field notes. You are required to complete a journal relating to noteworthy experiences /activities that you observe or are involved in as part of your work placement. This journal must be completed to ensure you have a record of what you have done and what you have learned. During the semester, the journal will be extended and discussed before submission in Assessment Items 1 and 2. A suggested format is available on Blackboard.

Prior to a grade being released for this unit a Certificate of Time Worked signed by your employer is required to be submitted showing completion of the required number of work experience days for your discipline. Depending on your discipline an **interim** Certificate of Time Worked must be attached as an appendix to Report 1. For all disciplines a **final** Certificate of Time Worked (covering at least the minimum number of required days) must be attached as an appendix to Report 2 and submitted electronically via the WIL eForm link on Blackboard. Failure to submit evidence of time worked in this format will result in a withholding of the final grade for the semester.

### **Feedback**

Assessment involves an emphasis on constructive and progressive feedback using a criterion referencing approach. Formative feedback will be offered by your work place supervisor whilst on work placement and by academic staff during the semester at key times to assist you in the development of your assessment tasks. Your performance in the unit will be assessed through two items of assessment to be completed during the semester and submitted at the specified times in the semester. The assessment items will contribute to your overall summative grade for the unit.

### **Assessment Item No. 1**

**Assessment name:** Report 1

**Description:** For this assessment item, you are required to prepare a written report based on a) observation and/or participation in work place experiences and b) negotiations with your work place supervisor and your unit coordinator. Depending on your discipline a copy of your interim Work Log, Reflective Journal and an interim Certificate of Time Worked) must be included as an appendix. For further information please check Blackboard.

**Submission:** All assessment items are to be submitted in the prescribed format through QUT Assignment Minder.

**Relates to learning outcomes:** 1, 2

Keep an accurate and comprehensive daily work log and reflective journal of your work place learning activities and experiences (Learning Outcome 1).

Plan, manage and critically reflect on a range of work place learning experiences while conducting yourself professionally, developing research, time management and professional writing skills (Learning Outcome 2).

**Weight:** 40%

**Internal or external:** Internal

**Group or Individual:** Individual

**Due date:** Week 6

### **Assessment Item No. 2**

**Assessment name:** Report 2

**Description:** You are required to prepare a written report from your observations and research of your work place with respect to your development as a professional and various aspects of professional practice. The report provides the opportunity for you to critically reflect upon what you have learned, your strengths and weaknesses, and what you would have done differently if you were faced with similar situations again. Your **final** Certificate

of Time Worked (covering at least the minimum number of required days) must be attached as an appendix and submitted electronically via the WIL eForm link on Blackboard. Failure to submit evidence of time worked in this format will result in a withholding of the final grade for the semester.

**Submission:** All assessment items are to be submitted in the prescribed format through QUT Assignment Minder.

Your **final** Certificate of Time Worked (covering at least the minimum number of required days) must be attached as an appendix and submitted electronically via the WIL eForm link on Blackboard. Failure to submit evidence of time worked in this format will result in a withholding of the final grade for the semester.

**Relates to learning outcomes:** 1, 2, 3

Keep an accurate and comprehensive daily work log and reflective journal of your work place learning activities and experiences (Learning Outcome 1)  
Plan, manage and critically reflect on the implementation of a range of work place learning experiences while conducting yourself professionally, developing research, time management and professional writing skills (Learning Outcome 2). Report on aspects of professional practice relevant to your development as a professional including collaboration and teamwork; workplace, health and safety; professional conduct, ethical responsibility, and other aspects of your workplace experience (Learning Outcome 3).

**Weight:** 60%

**Internal or external:** Internal

**Group or Individual:** Individual

**Due date:** Week 13

### Academic Integrity

QUT is committed to maintaining high academic standards to protect the value of its qualifications. To assist you in assuring the [academic integrity](#) of your assessment you are encouraged to make use of the [support materials and services](#) available to help you consider and check your assessment items. Important information about the university's approach to academic integrity of assessment is on your unit Blackboard site.

A breach of academic integrity is regarded as Student Misconduct and can lead to the imposition of penalties.

### Resource Materials

There are no set texts for this unit. A list of useful books and journals will be available through Blackboard.

### Risk Assessment Statement

In this unit you will be required to spend time in a designated work place and to participate in a range of activities associated with the practice of the work place. Individual work places will have individual **work place health and safety** plans, and you should make yourself familiar with these and any associated requirements. In particular you should ensure that any relevant safety courses and safety permits/cards (such as site safety card - White Card) have been attended or attained prior to participating in regulated activities, such as site visits. You are also required to conform to the regulations regarding the wearing of Personal Protective Equipment (PPE). This clothing, equipment or substances are designed to be worn by you to protect you from risk, injuries or illness. Check whether your

employer will provide you with the appropriate PPE or if it is your responsibility to acquire the prescribed PPE.

Last Modified: 10-MAY-2012