

CRM206 Professional Development

School: School of Law and Society

2023 | Semester 1

UniSC Sunshine Coast
UniSC Moreton Bay

**BLENDED
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Online

ONLINE

You can do this course without coming onto campus.

Please go to usc.edu.au for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

Professional Development will prepare you for transition into professional employment in criminal justice and related occupations. It is designed to assist you to link your degree to your future career in criminology (or related profession). You will be introduced to the diverse types of employment for criminology graduates and pathways into these occupations; as well as issues in the wider world of work. You will build a plan for your ongoing professional development, identify clear steps towards future employment in the criminology field and focus on professional development. In addition, you will become acquainted with generic graduate attributes sought by employers and assisted to develop a personal employment profile.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Learning materials – Asynchronous online learning materials	1hr	Week 1	13 times
Tutorial/Workshop 1 – 2 hour tutorials	2hrs	Week 2	12 times
Seminar – Seminars	1hr	Week 1	2 times
ONLINE			
Learning materials – Asynchronous online learning materials	1hr	Week 1	13 times
Tutorial/Workshop 1 – 2 hour tutorials	2hrs	Week 2	12 times
Seminar – Seminars	1hr	Week 1	2 times

1.3. Course Topics

- Careers in criminal justice
- Meet the professionals forum
- Reflective practice
- Career self-assessment
- Self-care
- Job search procedures and preparing a written application
- Job interviews
- Workplace skills
- Workplace issues and challenges
- Professional development planning

2. What level is this course?

200 Level (Developing)

Building on and expanding the scope of introductory knowledge and skills, developing breadth or depth and applying knowledge and skills in a new context. May require pre-requisites where discipline specific introductory knowledge or skills is necessary. Normally, undertaken in the second or third full-time year of an undergraduate programs.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Research and synthesise relevant sources relating to careers in criminal justice or related professions.	Knowledgeable Creative and critical thinker
2	Actively prepare for transition into employment.	Knowledgeable Creative and critical thinker Empowered Engaged
3	Demonstrate analytical and critical thinking skills.	Knowledgeable Creative and critical thinker
4	Demonstrate self-reflection and self-evaluation.	Creative and critical thinker Empowered
5	Demonstrate advanced interpersonal and written communication.	Empowered

5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

CRM101

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

6.2. Details of early feedback on progress

In tutorials in Weeks 2-5 you will engage in activities that ask you to self-assess and reflect, and apply the skills required in assessment; you will provide peer feedback in tutorial discussions.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Activity Participation	Individual	50 minutes	Throughout teaching period (refer to Format)	In Class
All	2	Essay	Individual	1,500 words	Week 6	Online Assignment Submission with plagiarism check
All	3	Portfolio	Individual	2,000 words	Week 11	Online Assignment Submission with plagiarism check
All	4	Oral	Individual	15 minutes	Refer to Format	In Class

All - Assessment Task 1: Activity Participation

GOAL:	To familiarise you to a professional environment and practise.					
PRODUCT:	Activity Participation					
FORMAT:	Submit: Weeks 1-13 You will need to actively participate in set tutorial workforce activities.					
CRITERIA:	No.					Learning Outcome assessed
	1	Analytical and critical thinking skills.				2 3
	2	Critical thinking, analysis and reasoning.				1 3 4
	3	Communicate clearly and effectively.				5
GENERIC SKILLS:	Communication, Organisation, Information literacy					

All - Assessment Task 2: Essay

GOAL:	To synthesise available information on a profession within criminal justice (or a related profession) that is of interest to you; provide an overview of the relevant roles and responsibilities of the position; reflect on your current strengths and skills; reflect on where you might require improvement and how you can develop professionally; and identify the relevant employment pathways to this position.		
PRODUCT:	Essay		
FORMAT:	This individual task requires you to produce a 1,500-word essay that synthesises the profession of interest, the roles and responsibilities of the position, and a critical evaluation of your strengths, attributes that may require improvement, and the relevant pathways to the employment.		
CRITERIA:	No.		Learning Outcome assessed
	1	Research and synthesis of relevant material.	1 2 4
	2	Analytical and critical thinking skills.	3
	3	Communicate clearly and effectively.	5
	4	Self-reflection and self-evaluation.	4
GENERIC SKILLS:	Communication, Problem solving, Organisation, Information literacy		

All - Assessment Task 3: Portfolio

GOAL:	To build a professional portfolio. It is intended that this useful personal reference tool will be built on throughout your career.		
PRODUCT:	Portfolio		
FORMAT:	You will identify a job listing and create a portfolio in response to the listing. This portfolio will contain your resume, cover letter, responses to selection criteria, and any further suitable documentation. The target audience is a potential employer.		
CRITERIA:	No.		Learning Outcome assessed
	1	Analytical and critical thinking skills.	3
	2	Evidence and examples to illustrate arguments.	1 2 4
	3	Communicate clearly and effectively.	5
GENERIC SKILLS:	Communication, Organisation, Information literacy		

All - Assessment Task 4: Oral

GOAL:	The goal of this individual task is to enhance your interview skills to better equip you for interviews with future employers.			
PRODUCT:	Oral			
FORMAT:	Submit: Weeks 12 & 13.			
	The goal of this assessment is to take part in an interview simulation (either in Week 12 or Week 13). During your interview responses, you will need to think quickly on your feet and market yourself in an appropriate manner - like you would do so during an interview with a potential employer.			
CRITERIA:	No.	Learning Outcome assessed		
	1	Analytical and critical thinking skills.		
	2	Evidence and examples to illustrate arguments.		
	3	Communicate clearly and effectively.		
GENERIC SKILLS:	Communication, Information literacy			

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

8.2. Specific requirements

Nil

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of the USC.

In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email safe@usc.edu.au.

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.10.General Enquiries

In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au