UniSC

COURSE OUTLINE

CRM305 Professional Placement

School: School of Law and Society

2026 | Trimester 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, unless your program has specified a mandatory onsite requirement.

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

This course provides a significant opportunity for you to integrate your classroom-based learning within a criminal-justice related professional practice setting. It enables you to apply your graduate-level knowledge, theories and skills in a supported and supervised environment to further develop your practical experience. You will become acquainted with the roles and responsibilities of working within a complex criminal justice-related environment. You will engage in critical reflection on your own practice and learning.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Tutorial/Workshop 1 – Pre-placement planning workshop	2hrs	Orientation week	Once Only
Placement – Directed placement activities with Placement Partner Agency (Week 1-12)	104hrs	Week 1	Once Only
Tutorial/Workshop 2 – Workshop (online)	3hrs	Week 12	Once Only
ONLINE			
Tutorial/Workshop 1 – Pre-placement planning workshop (online)	2hrs	Orientation week	Once Only
Placement – Directed placement activities with Placement Partner Agency (Week 1-12)	104hrs	Week 1	Once Only

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
Tutorial/Workshop 2 – Workshop (online)	3hrs	Week 12	Once Only

1.3. Course Topics

- Pre-placement Planning Workshop
- Industry Placement Activities [mature content]
- Post-Placement Workshop [mature content]

1.4. Mature Content

Drug Use, Sex/Sexual references, Violence, Coarse Language, Adult themes

2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

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 Re-assess theoretical understandings in light of practical experience.	Knowledgeable Creative and critical thinker
2 Exercise critical thinking and judgement to generate appropriate responses to criminal justice issues.	Creative and critical thinker Engaged
3 Comply with the placement code of conduct and requirements of a professional agency.	Ethical Engaged
4 Critically reflect on, and learn from, your own practice experience, and communicate this effectively.	Creative and critical thinker Empowered
5 Evaluate the role of the placement agency in criminal justice.	Ethical Engaged

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

You must be enrolled in AR325, AR364, AR316, SA307 or AR396 with a minimum cumulative GPA of 5 and successful completion of 192 coursework units, including successful completion of CRM206 Professional Development .

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

You are required to complete your reflection journal during placement to enable the Course Co-ordinator to provide feedback in the early stages of placement.

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	Journal	Individual	Minimum 100 words per entry	Week 12	Online Assignment Submission with plagiarism check
All	2	Code of Conduct	Individual	1-12	Refer to Format	To Supervisor
All	3	Report	Individual	2500 words	Week 12	Online Assignment Submission with plagiarism check

All - Assessment Task 1: Reflective E-journal log

GOAL:	Reflective practice is a skill that enables you to manage your own learning and professional development. The goal of this task is to help you to develop and refine this skill.
PRODUCT:	Journal
FORMAT:	Over the course of placement, you are required to write 12 reflective e-journal logs regarding your placement experience via the Canvas course site. Each entry should indicate the major activities undertaken during the placement, and how you applied and extended your theoretical and practical knowledge through these activities. You can reflect on what you have learned from feedback (See further instructions on Canvas). Entries should be a minimum of 100 words to demonstrate that you are engaging in critical self-reflection regarding your experiences and learning to identify your strengths and areas for development. However, you are not restricted to a maximum word length to enable you to reflect, as you need, on this process. These entries will also assist you when preparing your final professional practice report (Task 3).

CRITERIA:	No.		Learning Outcome assessed
	1	Critically reflect upon, and learn from, your pre-placement and professional experiences.	① ② ③ ④
	2	Re-assess theoretical understandings in light of practical experience.	①
	3	Exercise critical thinking and judgement to generate appropriate responses to criminal justice issues.	②

GENERIC SKILLS:	Communication, Problem solving, Organisation

All - Assessment Task 2: Conduct and compliance in the workplace

GOAL:	This task requires you to adopt and comply with a code of conduct that prepares you for the rigorous standards of the criminal justice profession and meet the attendance, conduct and performance expectations of a criminal justice workplace setting.
PRODUCT:	Code of Conduct
FORMAT:	During your WIL experience you are required to complete 104 hours of work experience as negotiated in the placement agreement. You must complete the placement satisfactorily per the criteria below (see Canvas for the Student Placement Code of Conduct).
	Your placement supervisor will complete a placement report, due at the end of your placement activities. The report will address issues such as attendance and timeliness; appropriate behaviour towards colleagues, clients and other people whom you may encounter during your placement, and ethical issues such as confidentiality. The Course Coordinator will then use this report to determine satisfactory completion of this assessment task.
	Breaches of the Code of Conduct at any time will be reported by the Workplace Placement Partner and dealt with in accordance with the Workplace and Industry Placement - Procedures.

CRITERIA:	No.		Learning Outcome assessed
	1	Conduct yourself at all times in accordance with the Student Placement Code of Conduct and the conduct requirements specified by the Workplace Placement Partner.	③
	2	Attend at the times specified in the placement agreement.	③ ④
	3	Comply with workplace directions from the Workplace Placement Partner.	③
	4	Demonstrate respectful and professional communication in the workplace.	③

GENERIC SKILLS:	Communication, Problem solving, Organisation

All - Assessment Task 3: Professional practice report

GOAL:	To complete a professional practice report that describes and evaluates the role of your Workplace Placement agency within criminal justice.
PRODUCT:	Report
FORMAT:	This is a 2500-word individual report. The report should include an overview and evaluation of the placement partner's service delivery and how this links to criminal justice. The evaluation should concentrate on the particular way the placement partner operates and how this fits with your understanding of criminal justice learned throughout your degree. The report should also consider your role within the organisation, the major task/s undertaken and how this contributed to the overall operation of the agency.

CRITERIA:	No.		Learning Outcome assessed
	1	Advanced and integrated knowledge of a criminal justice-related agency in which you worked.	① ② ④ ⑤
	2	Critical thinking, judgement and evaluation skills regarding the role of the placement partner agency in criminal justice.	② ④
	3	Critical reflection and communication of your own practice experiences and learning.	② ④
	4	Assessment of theoretical understandings in light of practical experience.	①
	5	Critical thinking and judgement to generate appropriate responses to criminal justice issues.	② ④ ⑤

GENERIC SKILLS:	Communication, Problem solving, 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

It is possible that the Workplace Placement Partner may require you to attend an interview to consider your suitability for the practice placement. Online applications, criminal history checks, Blue Card requirements and compulsory organisational training might also be necessary before being approved for placement. It is important to discuss this with your Workplace Placement Supervisor or Course Co-ordinator at any pre-placement interviews. You are also expected to be attired appropriately for the workplace environment.

9. How are risks managed in this course?

Risk assessments have been performed for all field activities and low to moderate levels of health and safety risk exists. Moderate risks may include working in an Australian bush setting, working with people, working outside normal office hours for example. 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 5.1.1.3 and 5.1.1.4 of the Grades and Grade Point Average (GPA) - Academic Policy.

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.

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

You must contact your Course Coordinator and provide the required documentation if you require an extension or alternate assessment.

Refer to the Assessment: Courses and Coursework Programs – Procedures.

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 or using the SafeZone app. For general enquires contact the SafeUniSC team by phone 07 5456 3864 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 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