

## 451-204 Professional Development

<b>Credit Points:</b>	12.500
<b>Level:</b>	Undergraduate
<b>Dates &amp; Locations:</b>	2008, This subject commences in the following study period/s: Semester 1, - Taught on campus.
<b>Time Commitment:</b>	Contact Hours: Twenty-four hours of lectures and 24 hours of tutorials. Total Time Commitment: Not available
<b>Prerequisites:</b>	None
<b>Corequisites:</b>	None
<b>Recommended Background Knowledge:</b>	None
<b>Non Allowed Subjects:</b>	None
<b>Core Participation Requirements:</b>	<p>&lt;p&gt;For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.&lt;/p&gt; <p>&lt;p&gt;It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: &lt;a href="http://services.unimelb.edu.au/disability"&gt;http://services.unimelb.edu.au/disability&lt;/a&gt;&lt;/p&gt;</p> </p>
<b>Coordinator:</b>	Dr J Leach
<b>Subject Overview:</b>	<p>The objectives of this subject are to develop skills for effective written and verbal presentations, team building, and to improve interview and meeting skills.</p> <p>The content comprises requirements of effective writing including structure, style, vocabulary, citations and references; requirements and purposes of technical reports; literature searches; editing a report; use of graphics in reports; preparation of reports specifically for tribunals, government committees, contract proposals, appeals, environmental impact statements; preparation of a curriculum vitae; verbal presentations; study of personality types, group dynamics and team building; use of audio-visual equipment; conduct of meetings and rules of business; and interviewing techniques.</p>
<b>Assessment:</b>	A school visit to be completed any time during the semester (15%). A curriculum vitae to be completed in week 5 (15%). A 10-minute oral presentation to be given at the end of semester (20%). A 3000 report with images, maps and tables due at the end of semester (25%). An A2 team poster (imaging/presentation/graphics) due at the end of semester (25%).
<b>Prescribed Texts:</b>	None
<b>Recommended Texts:</b>	Information Not Available
<b>Breadth Options:</b>	This subject is not available as a breadth subject.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Generic Skills:</b>	<p># ability to apply knowledge of basic science and engineering fundamentals</p> <p># ability to communicate effectively, not only with engineers but also with the community at large</p>

	<ul style="list-style-type: none"> <li># ability to undertake problem identification, formulation and solution</li> <li># ability to utilise a systems approach to design and operational performance</li> <li># ability to function effectively as an individual and in multi-disciplinary and multi-cultural teams, with the capacity to be a leader or manager as well as an effective team member</li> <li># understanding of the social, cultural, global and environmental responsibilities of the professional engineer, and the need for sustainable development</li> <li># understanding of the principles of sustainable design and development</li> <li># understanding of professional and ethical responsibilities and commitment to them</li> <li># expectation of the need to undertake lifelong learning, capacity to do so</li> <li># capacity for independent critical thought, rational inquiry and self-directed learning</li> <li># intellectual curiosity and creativity, including understanding of the philosophical and methodological bases of research activity</li> <li># openness to new ideas and unconventional critiques of received wisdom</li> <li># profound respect for truth and intellectual integrity, and for the ethics of scholarship</li> <li># international awareness and openness to the world, based on understanding and appreciation of social and cultural diversity and respect for individual human rights and dignity</li> </ul>
<b>Related Course(s):</b>	<p>           Bachelor of Geomatic Engineering            Bachelor of Geomatic Engineering &amp; Bach of Planning &amp; Design(Prop&amp;Const)            Bachelor of Geomatic Engineering and Bachelor of Arts            Bachelor of Geomatic Engineering and Bachelor of Information Systems            Bachelor of Geomatic Engineering and Bachelor of Science         </p>