

# Subject Outline

|   |  |
|---|--|
| <b>Subject Title</b>                        | Professional Development   |
| <b>Subject Code</b>                         | RD7003   |
| <b>Study Period</b>                         | Research Training Periods 1-4  |
| <b>Attendance Mode</b>                      | Standard   |
| <b>Campus</b>                               | Townsville, Cairns and Online  |
| <b>Subject Coordinator/Division/College</b> | Associate Professor Liz Tynan, Professional Development Coordinator<br>Division of Research and Innovation<br>Graduate Research School |

At James Cook University, we acknowledge the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the Traditional Owners of the lands on which our campuses and study centres are located and where we conduct our business. We pay our respects to ancestors and Elders, past, present and future. JCU is committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to JCU and society.

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This subject outline has been prepared by A/Prof Liz Tynan for the Graduate Research School, Division of Research and Innovation, James Cook University. Updated January 2022.

The information provided in this subject outline is correct as at the time of completion and may change in response to changing University resources. Any changes will be approved by the College Dean or representative and will be communicated to students via the LearnJCU subject site.

# 1 Subject Details

## 1.1 Subject Outline Preparation

|   |   |                             |
|---|---|-----------------------------|
| Q1. This subject is offered across more than one campus and/or mode and/or study period within the one calendar year.               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Q2. If yes (Q1), the design of all offerings of this subject ensure the same learning outcomes and assessment types and weightings. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Q3. If no (Q2), [Type here] has authorised any variations, in terms of equivalence.   |   |                             |

## 1.2 Subject Outline Peer Reviewer

|               |                                       |
|---------------|---------------------------------------|
| Name          | Dr Laretta Grasso                     |
| Position      | Manager, Graduate Research Operations |
| Date reviewed | 20 August 2021                        |

## 1.3 Staff contact details

| Key Staff   | Staff member  | Room    | Phone           | Email  | Consultation times* |
|---|---|---------|-----------------|--|---------------------|
| Subject Coordinator   | A/Professor Liz Tynan   | 017-148 | +61 7 4781 6278 | <a href="mailto:elizabeth.tynan@jcu.edu.au">elizabeth.tynan@jcu.edu.au</a> | By appointment      |
| Primary Advisor   | This is the Primary Advisor of the Candidate undertaking this subject   |         |                 |  |                     |
| Chair, Candidature Committee                                  | The Chair of Candidature Committee is appointed by the College Associate Dean of Research Education and approved by the Dean of the Enrolling Organisational Unit |         |                 |  |                     |
| Dean, Graduate Research                                       | Professor Christine Bruce   | 017-028 | +61 7 4781 5575 | <a href="mailto:deangrs@jcu.edu.au">deangrs@jcu.edu.au</a>                 | By appointment      |
| Director, HDR Cohort Doctoral Studies Program (if applicable) | Please contact relevant Enrolling Organisational Unit for details   |         |                 |  |                     |

\*Other consultation times by appointment only.

## 1.4 Candidate participation requirements

A PhD from James Cook University is designed to prepare graduates for a wide variety of careers by building professional development activities into the degree program. Most Higher Degree by Research (HDR) candidates will go on to have careers outside academia, and career opportunities expand if they use their candidature for skills development. The first professional appointment after graduation will be determined not only by the research-specific technical skills gained during candidature but also the transferable generic skills and personal

attributes. The JCU Graduate Research School (GRS) therefore makes available a flexible skills development program intended to provide a framework for skills acquisition. A JCU PhD creates highly capable graduates, ready for a variety of workplaces. Candidates, in consultation with their advisors, will be supported to undertake professional development activities that will ensure they are well equipped for careers in the knowledge economy and that accord with our HDR Graduate Attributes. Attainments as part of RD7003 Professional Development are recorded on the Australian Higher Education Graduate Statement (AHEGS), enabling future employers to see the nature and scope of professional development undertaken by the candidate. Please note that RD7003 Professional Development is only a requirement for PhD candidates. MPhil candidates should refer to the subject outline RM7003 Professional Development for the specifics of Professional Development in an MPhil degree.

The requirements for RD7003 Professional Development are recorded at each milestone, Confirmation, Mid-Candidature Review and Pre-Completion Evaluation. The doctoral candidate's Candidature Committee will evaluate progress in meeting the requirements of RD7003 through review of the candidate's HDR Professional Development Audit and Plan Appendix 1 of the COC-Proposal Template Form), supporting evidence that includes the Evaluation of RD7003 Record of Professional Development (part of the Mid-Candidature Review and Pre-Completion Evaluation forms) and a brief (1-2 page) Professional Development Career Statement, which is a synthesis of candidates' professional development written in the genre of a job application ([examples](#)) due at Pre-Completion.

At commencement, candidates should discuss their Professional Development Audit and Plan with their Advisory Panel to determine what professional skills may be required in addition to those specified in the Fixed component, below. The Professional Development Audit and Plan must be established at the Confirmation of Candidature degree milestone (Appendix 1 of the COC-Proposal Template Form). By Mid-Candidature Review doctoral candidates should have completed a total of 40 hours of professional development activities in the Flexible component, and evidence of this will be required to pass this milestone. By the Pre-Completion Evaluation milestone candidates who wish to undertake the Recommended component will have their activities formally recorded, although they are not obliged to undertake this component.

All commencing candidates must participate in an Induction session on Zoom as soon as possible after commencement. Inductions are held regularly. Singapore-based candidates should check with their Associate Dean Research Education for information about Induction at JCU Singapore). RD7003 also has other Fixed modules, all of which are carried out flexibly, online. See the [GRS website](#) for details.

Candidates enrolled in the Doctoral Cohort Program offered by the Division of Tropical Health and Medicine may obtain credit for RD7003 by participating in that program. Please contact the relevant Cohort Program Director to request credit.

**NOTE:** Significant changes to the HDR Professional Development Program were approved in June 2021. All doctoral candidates are now under the new rules, and are not required any longer to undertake 120 hours of Professional Development, no matter when they commenced.

## 1.5 Subject description

RD7003 'Professional Development' consists of two components: Fixed and Flexible (which may also include the Conditional component, if relevant). All candidates must undertake the Fixed component before Confirmation of Candidature by completing all activities in the list, below. By Mid-Candidature Review, doctoral candidates will need to have completed 40 hours of the Flexible component or accumulated 10 points in the Leadership and Initiative category (see further information below). In addition, candidates may choose to undertake activities in the Recommended component, although this component is entirely at the discretion of the candidate and their advisory team. For further information, see the [GRS website](#).

Candidates may apply for Recognition of Prior Learning or RPL (for the Fixed component only) and should apply in writing to the Subject Coordinator providing justification to support the request, which must be endorsed by their Primary Advisor. Justification may include recent enrolment in a JCU research masters, in which they carried out

the same modules, or recent completion of a research degree at another university where similar training was offered. In addition, JCU MPhil graduates who immediately join a JCU PhD program may carry over Flexible professional development activities from the MPhil studies to be counted as part of RD003 if they wish. Candidates who are unsure if this applies to them may contact [grs@jcu.edu.au](mailto:grs@jcu.edu.au)

As part of Pre-Completion, candidates compile a Career Statement in which they reflect upon their professional development activities by writing a document that could be used as part of a future Curriculum Vitae. This statement forms part of RD7003 and is required for the subject to be completed. The statement will ask candidates to discuss their PD in light of the HDR Graduate Attributes (see below).

### 1.5.1 Fixed Component

All Fixed component activities may be undertaken either via live Zoom sessions or through online modules on LearnJCU.

- HDR Induction
- Resilient HDR Candidature
- Respectful Relationships
- Epigeum The Responsible Conduct of Research AND When Things Go Wrong: Breaches of the Code
- Epigeum Undertaking a Literature Review
- Introduction to Professional Writing and Editing
- Plagiarism
- Management of Data and Information
- Copyright and Open Access
- OneDrive, CareerHub and LearnJCU
- JCU online Work Health and Safety Induction

### 1.5.2 Flexible and Recommended Components

The JCU HDR professional development program is designed to be flexible, so that it can be tailored to the needs of each candidate. All candidates are encouraged to work with their advisory team to design a professional development program that best suits their career aspirations. The GRS makes available a range of professional development workshops and series, although candidates are not obliged to undertake any of these. Candidates may assemble their Flexible and Recommended professional development program in any way they wish, with the support of their advisory team. In many cases, PhD candidates may undertake JCU coursework subjects at no cost, and most provide about 40 hours of course credit. A variety of Masterclasses are available each year, which provide 40 hours as well. Flexible modules in understanding knowledge, methodologies and various kinds of communication are offered by the GRS and may be included in either the Flexible or Recommended components. In addition, candidates may consider any other suitable development opportunities from external agencies, such as the e-Grad School, ACSPRI, MOOCs, etc. Candidates and their advisory teams are not required to receive approval for their choices from the RD7003 convenor.

The Flexible Component of the subject should be discussed and developed by the candidate and their advisory team using the Professional Development Audit and Plan before Confirmation of Candidature. This audit is recorded in the paperwork for Confirmation of Candidature, and is an opportunity for the candidate and advisory team to note current skills and forecast those that are needed for both the project and the career aspirations.

Note that the Flexible Component includes any Conditional Components specified in the candidate's Conditions of Candidature and/or in correspondence from the Graduate Research School or the Enrolling Organisational Unit.

Such conditional components may be counted towards the completion of the Flexible Component of the professional development program and may comprise modules such as, but not limited to:

- An English writing support program resulting from the Post-Entry Language Assessment (PELA);
- Participation in the Academic Writing and Editing (AWE) Program;
- Skills and safety courses required to conduct the research, e.g. diving, boating, first aid;
- Research ethics workshops required to obtain required human or animal ethics approvals for the research;
- 'StatsHelp' program pre-requisites (or online equivalents); and
- Specialised training at the JCU Advanced Analytical Centre or the Marine and Aquaculture Research Facilities (MARF)

### 1.5.3 Teaching

Candidates may count new tertiary teaching (lecturing and tutoring), for which they are being mentored. Note that subjects that the candidate has taught prior to PhD enrolment may not be counted. However, if the candidate is being mentored by an academic, they may count the contact hours that they have taught as part of the 40 hour Flexible component of RD7003, or the Recommended component. This information will be formally recorded on the AHEGS at graduation.

### 1.5.4 Leadership and Initiative

Candidates may choose to complete their Flexible component under the Leadership and Initiative category. This category encourages candidates to engage in professionally beneficial activities during candidature, and have these formally acknowledged on their Australian Higher Education Graduation Statement (AHEGS). Candidates may undertake a wide range of activities for which a points system applies; this category does not require hours to be counted. Once candidates reach 10 points, they will have fulfilled the Flexible component requirements. Points are available on a sliding scale, where some activities (such as undertaking an internship) attract more points (7 points), than attending a conference (1 point). The activities include but are not limited to:

- Participating in a formal internship of between 30 days and six months (7 points)
- Establishing and running a writing circle or Shut Up And Write Group (3 points)
- Establishing and running a journal club (3 points)
- Chairing a committee to organise and run a conference for peers (3 points)
- Publishing a journal article (3 points)
- Being an HDR Ambassador (3 points)
- Running skills training (for example, R training) for peers (3 points)
- Presenting a paper or a poster at a conference (3 points)
- Being mentored to work on the editorial committee of a scholarly journal (3 points)
- Being a committee member for a peer conference (2 points)
- Assisting an academic to organise a conference (2 points)
- Undertaking official social media activities during an academic conference (2 points)
- Participating in a JCU 3MT competition, at either College or University level (2 points)
- Attending a conference, without presenting (1 point)
- Attendance at a GRS Completions Event (1 point)
- Participating in a GRS-run candidature experience focus group OR survey pre-test interviews (1 point)

All activities that demonstrate leadership and initiative are encouraged. Please contact the subject coordinator if you are unsure whether your proposed activities fit into this category, and how many points they will attract.

Note that while the Flexible category requires a minimum of 40 hours of activities (or 10 Leadership and Initiative points), there is no maximum specified. The GRS does advise candidates, however, to ensure that they discuss their Professional Development commitment with their advisory team to ensure that they are balancing PD with their project activities.

## 1.6 Subject learning outcomes

Transferable professional skills required to fulfil individual career aspirations as an internationally-competitive research professional, plus specific skills required to undertake the proposed research.

## 1.7 Graduate Attributes

Graduates of James Cook University are equipped to create a brighter future for life in the tropics world-wide. Your professional development activities will be coded according to these HDR Graduate Attributes. The codes match the categories shown below: DE, EI, II, CC and IS. Note that who choose to fulfil their Flexible component under Leadership and Initiative (LI) will have their activities shown under that code. These codes should be noted in the relevant places in your Mid-Candidature Review and Pre-Completion paperwork, and will enable your PD attainments to be arranged into the correct categories on your AHEGS.

### 1. Discipline Expertise (DE)

- a. Graduates possess disciplinary and interdisciplinary knowledge at the forefront of their field
- b. They understand methodologies, theoretical perspectives and practice and have the ability to apply these to the praxis of original research
- c. They demonstrate the technical capabilities that enable ethical collection, analysis, synthesis and evaluation of data.

### 2. Engagement and Influence (EI)

- a. Graduates are able to actively participate in national and global, disciplinary and interdisciplinary networks to ensure their research is informed by different perspectives
- b. They are able to undertake research collaboratively, respectfully and effectively within teams and within and across different professional and disciplinary contexts
- c. They are able to articulate scholarly arguments clearly and convincingly, in a variety of formats
- d. They are able to communicate the meaning and impact of their research findings to local, Australian and international communities.

### 3. Innovation and Impact (II)

- a. Graduates recognise the contribution their research makes in their field, or fields, and bring innovative, evidence-based solutions to discussions of problems.
- b. They seek to maximise the impact of their research by undertaking knowledge exchange in Australia and internationally
- c. They demonstrate a commitment to life-long learning to remain at the forefront of knowledge and innovation in their chosen research fields.

### 4. Career capability (CC)

- a. Graduates are able to identify their transferable skills (e.g. problem solving, critical thinking, time management, and written and oral communication) gained throughout their HDR candidature and apply these to diverse professional settings
- b. They can work within specified budgetary and material parameters to produce outcomes that effectively answer research questions in a timely way
- c. They recognise and develop personal attributes known to be valued by employers, such as initiative, honesty, autonomy, judgement, resilience and adaptability.

### 5. Integrity and Social Responsibility (IS)

- a. Graduates commit to truth, accuracy, and social and environmental responsibility as researchers and as members of one or more disciplinary communities
- b. They understand and respect interdisciplinary and diverse cultural perspectives when engaging with education, business, industry, government, non-government and other sectors of society beyond the academy
- c. They can appreciate the social, environmental, cultural, gender and philosophical perspectives informing research and practice in their disciplinary and professional contexts at different levels and scales.

## 1.8 Student feedback on subject and teaching

For general information about processes for Candidate feedback and grievances at JCU, Candidates should consult the JCU website: <https://www.jcu.edu.au/chancellery/Candidate-complaints>

JCU staff value and appreciate Candidate feedback as a source of evidence about the quality of our courses so you are strongly encouraged to provide considered feedback on all aspects of your HDR candidature. JCU has several methods of systematically capturing the experiences of HDR candidates.

Every year, recent JCU graduates are invited to complete the Postgraduate Research Experience Questionnaire (PREQ), part of the nation-wide Australian Graduate Survey owned by Graduate Careers Australia.

In even numbered years, all JCU HDR candidates are invited to undertake an online survey based on the PREQ. Individual HDR candidates, their Enrolling Organisational Unit or advisors, are not identified through this process.

In odd numbered years, JCU HDR candidates are invited to participate in focus groups conducted by an expert consultant independent of the Graduate Research School. Individual HDR candidates or their advisors will not be identified through this process.

## 1.9 Subject resources and special requirements

Important policy information is available for all JCU HDR candidates on the Graduate Research School website: <https://www.jcu.edu.au/graduate-research-school/forms-and-policies>

See also the Higher Degree by Research Requirements policy: <https://www.jcu.edu.au/policy/research-education/higher-degree-by-research-requirements>

See also the Confirmation of Candidature procedure: <https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-confirmation-of-candidature-procedure>

# 2 Assessment details

## 2.1 Requirements for successful completion of RD7003

**NOTE:** Candidates enrolled prior to 1/1/2018 will have their RD7003 assessed at the Mid-Candidature Review Milestone not the Pre-Completion Evaluation Milestone as for those enrolled after 1/1/2018.

To successfully complete this subject, candidates should complete the Fixed and Flexible components of the subject, including any conditional components specified in the candidate's Conditions of Candidature and/or in correspondence from the Graduate Research School or their College. Candidates enrolled in the Doctoral Cohort Program offered by the Division of Tropical Health and Medicine may obtain credit for RD7003 by participating in the cohort program. All candidates must produce a brief (1-2 page) Professional Development Career Statement, which synthesises the professional development undertaken during the subject in the genre of a job application.

This statement should be provided at the time of Pre-Completion Evaluation (unless enrolled in your Research Degree prior to 1/1/2018 in which case it is required by Mid-Candidature Review.)

## 2.2 Assessment Guidelines

Assessment for this subject is based on participation in Fixed and Flexible activities as well as any conditional components, and the Professional Development Career Statement, the (1-2 page) synthesis of completed professional development activities, in the genre of a job application. Candidates may also opt to undertake activities in the Recommended category, entirely at their discretion, in consultation with their advisory panel.

Candidates should ensure that they check into all face-to-face GRS workshops using our QR code. Any flexible modules undertaken in the LearnJCU Higher Degree by Research Organisation will be captured in the My Grades area on that site, as long as the candidate has completed the associated quizzes. Candidates do not need to provide evidence of attendance at GRS workshops that they have signed into, or LearnJCU modules they have completed, as GRS staff are able to access these records. However, candidates should keep records of workshop attendance external to the GRS. In many cases, these records can be a simple email, certificate or letter. Please contact [grs@jcu.edu.au](mailto:grs@jcu.edu.au) if you are unsure.

# 3 Grade for RD7003 Professional Development

## 3.1 Submission of assessment

On receipt of the Pre-Completion Evaluation documentation the Graduate Research School will check that the Fixed and Flexible components and any conditional components of RD7003, and the Professional Development Career Statement, have been completed. The GRS will also record any activities undertaken in the Recommended category. The Graduate Research School will then seek the approval of the Dean of Graduate Research, who will confirm the grade for RD7003 of 'Satisfactory'.

If the candidate has not completed the subject requirements for RD7003 by the time of their Pre-Completion Evaluation, the subject grade and Pre-Completion Evaluation outcome will be withheld. The candidate must request in writing to the Graduate Research School an extension of no more than six months in which to complete the required components. Such a request must be approved by the Advisory Panel and the Dean of Graduate Research. If the Fixed and Flexible components are not completed by the end of the extension period, the candidate will be placed Under Review and the Pre-Completion Evaluation result recorded as 'Unsatisfactory'. If the candidate does not successfully complete the requirements for the subject by the end of the period Under Review, the Candidature Committee will recommend to the Dean of Graduate Research that a grade of 'Unsatisfactory' be approved and that candidature be discontinued.

## 3.2 Grading System

The grading system for RD7003 Professional Development' is as follows:

**Satisfactory:** The candidate has completed a program of professional development that meets the content and time requirements for both the Fixed and Flexible components of this subject (including any conditional components) in accordance with this subject guide at the time of their Pre-Completion Evaluation.

**Unsatisfactory:** The candidate has failed to complete a program of professional development that meets the content and time requirements for both the Fixed and Flexible components of this subject (including any conditional components) in accordance with this subject guide at the time of their Pre-Completion Evaluation and no further opportunities to complete these requirements is permitted.

### **3.2.1 Academic Misconduct**

False claims about the completion of professional development modules will be treated as Academic Misconduct and handled in accordance with the JCU Candidate Academic Misconduct Requirements.