

Subject Outline

Subject Name	Professional Development
Subject Code	RD7003
Study Period	Research Training Periods 1-4
Study Mode	Standard
Campus	Townsville, Cairns and Online
Subject Coordinator	Associate Professor Lis Tynan, Professional Development Coordinator, GRS

We acknowledge the Traditional Owners of the lands and waters where our University is located and actively seek to contribute and support the JCU Reconciliation Statement, which exemplifies respect for Australian Aboriginal and Torres Strait cultures, heritage, knowledge and the valuing of justice and equity for all Australians.

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Subject outline preparation

This subject outline has been prepared by Associate Professor Liz Tynan for the Graduate Research School, Division of Research and Innovation, James Cook University. Updated February 2020.

Q1. This subject is offered across more than one campus and/or mode and/or teaching 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.		

Subject outline peer reviewer

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*Other consultation times by appointment only.

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1 Subject at a glance

1.1 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 an extensive skills development program and requires all HDR candidates to develop a program of Professional Development as part of their degree candidature. A JCU PhD creates highly capable graduates, ready for a variety of workplaces. This subject is intended to provide a flexible framework for candidates, in consultation with their advisors, to undertake professional development activities that will ensure they are well equipped for careers in the knowledge economy. 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, not Masters candidates, although Masters candidates still do need to complete the Compulsory Component.

The requirements for RD7003 Professional Development are considered and finalised at the time of the Pre-Completion Evaluation degree milestone, which is undertaken no more than six months before thesis submission. 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 the Professional Development Audit and Plan with their Advisory Panel to determine what professional development, training and skills are required in addition to those specified as compulsory 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 the Mid-Candidature Review doctoral candidates must have completed a total of 80 hours of professional development activities, and evidence of this will be required to pass this milestone. By the Pre-Completion Evaluation milestone candidates must have completed and provide evidence for having done 120 hours total (that is, another 40 in addition to the number of hours completed by Mid-Candidature) of professional development, to pass RD7003 and hence the Pre-Completion Evaluation milestone. However, if candidates have acquired at least 10 points in the Leadership and Initiative category, they will be exempted from the final 40 hours (please see details below).

All commencing candidates must attend the two-day Induction session, held three times per year in Townsville and twice per year in Cairns. (Singapore-based candidates should check with their Associate Dean Research Education for information about Induction at JCU Singapore). Induction provides essential information about candidature and important issues such as resilience and respectful relationships. RD7003 also has other compulsory elements, 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 two weeks of that program. Please contact the relevant Cohort Program Director to request credit. Other JCU doctoral programs may also be subject to an agreement with the Dean, Graduate Research. Check with your program coordinator for details.

NOTE: Candidates enrolled prior to 1/1/2018 are only required to adhere to the previous requirements of RD7003: a total of 80 hours of professional development, with Professional Development Career Statement and

RD7003 completed at the Mid-Candidature Review Milestone. All candidates, regardless of when they enrolled, may take advantage of the new Leadership and Initiative category outlined below.

2 Subject details

2.1 Subject description

RD7003 'Professional Development' consists of two components: Compulsory and Elective (which includes the Conditional component). The subject requires participation in at least 120 hours of professional development activities prior to the Pre-Completion Evaluation milestone. Candidates may exceed 120 hours if they wish. Of these 120 hours, 30 hours are required for completion of the compulsory component (see below), while the remaining 90 hours cover the elective and conditional component. Candidates who attain at least 10 points in the Leadership and Initiative category are exempted from 40 hours of the elective component, see the [GRS website](#) for more details.

Candidates may apply for Recognition of Prior Learning or RPL (for the Compulsory 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 compulsory component, or recent completion of a research degree at another university where similar training was offered. Should RPL be approved, candidates will need to add to the number of elective hours they undertake, so that the total minimum number of hours for RD7003 totals 120 (or 80 if the candidate achieves the points required in the Leadership and Initiative category).

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.

NOTE: Candidates enrolled prior to 1/1/2018 will only be required to adhere to the previous requirements of RD7003: a total of 80 hours of professional development (28 hours of Compulsory components and 52 hours of elective components), with Professional Development Career Statement and RD7003 completed at the Mid-Candidature Review Milestone.

2.1.1 Compulsory Component

This component has a face-to-face element and a flexible element. Candidates will need to attend the two-day face-to-face Induction as early as possible in their candidature. Please see details of forthcoming dates and times on the GRS website. The flexible element should be completed before Confirmation of Candidature. All flexible elements are available in the Higher Degree by Research Candidates Organisation on LearnJCU, and are labelled COMPULSORY. This part of RD7003 is deemed to require 30 hours of commitment by the candidate, although you are not required to calculate the hours yourself. Just participating in all elements of the following list is all you need to do.

Face-to-face elements, offered during regularly scheduled Inductions:

- HDR Induction Day (day 1)
- Resilient HDR Candidature (day 2)
- Respectful Relationships (day 2)

Flexible elements, available on LearnJCU (marked with the word COMPULSORY)

- Epigeum Research Integrity: Core course

- Epigeum Research Methods in Literature Review'
- Introduction to Professional Writing and Editing
- Plagiarism
- Data Storage and Management
- Copyright and Open Access
- OneDrive, CareerHub and LearnJCU
- JCU online Work Health and Safety Induction

2.1.2 Elective and Conditional 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 elective professional development workshops and series, although candidates are not obliged to undertake any of these. Candidates may assemble their elective 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. In addition, candidates may consider any other suitable development opportunities from external agencies, such as the e-Grad School, ACSPRI, MOOCs, etc. If in doubt about whether the activities you have chosen are suitable for inclusion in the elective component, please contact the subject coordinator.

The Elective 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 RD7002 Situating the Research, 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 Elective 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 Elective 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 Skills for International Postgraduates (SKIP) Program;
- Safety courses required to conduct the research, e.g. diving, boating;
- 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)

2.1.3 Teaching

Candidates may now 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 120 hour requirement for RD7003. This information will be formally recorded on the AHEGS at graduation.

2.1.4 Leadership and Initiative

The new Leadership and Initiative category encourages candidates to engage in professionally beneficial activities during candidature, and have these formally acknowledged on their Australian Higher Education Graduation Statement (AHEGS). This category enables candidates to undertake a wide range of activities for which a points system applies. Once candidates reach 10 points, they will be exempted from 40 hours of Professional Development. Points are available on a sliding scale, where some activities (such as becoming a Respectful Relationships facilitator) attract more points (3 points), than attending a conference (1 point). The activities include but are not limited to:

- 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)
- Training for and becoming a Respectful Relationships facilitator (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)
- Attending a conference, without presenting (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.

2.2 Subject learning outcomes

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

2.3 Graduate Attributes

The graduates of James Cook University are prepared and equipped to create a brighter future for life in the tropics world-wide.

JCU graduates are committed to lifelong learning, intellectual development, and to the display of exemplary personal, professional and ethical standards. They have a sense of their place in the tropics and are charged with professional, community, and environmental responsibility.

JCU graduates appreciate the need to embrace and be acquainted with the Aboriginal and Torres Strait Islander Peoples of Australia. They are committed to reconciliation, diversity and sustainability. They exhibit a willingness to lead and to contribute to the intellectual, environmental, cultural, economic and social challenges of regional, national, and international communities of the tropics.

2.4 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>

3 Assessment details

3.1 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 Compulsory and Elective 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 two weeks of 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.)

3.2 Feedback on Candidate learning

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.

3.3 Assessment tasks

Assessment for this subject is based on participation in Compulsory and Elective 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 Leadership and Initiative category, for which they will be exempted from 40 hours of professional development if they attain 10 points.

Candidates should ensure that they sign the attendance sheets for all face-to-face GRS workshops, both Compulsory and Elective. Any flexible modules undertaken in the LearnJCU Higher Degree by Research Candidates 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 if you are unsure.

4 Grade for RD7003 Professional Development

4.1 Submission of assessment

On receipt of the Pre-Completion Evaluation documentation the Graduate Research School will check that the compulsory and elective components and any conditional components of RD7003, and the Professional Development Career Statement, have been completed. 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 required 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.

4.2 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 Compulsory and Elective 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 Compulsory and Elective 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.

4.2.1 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.