

Unit outline for HSW116.9 Professional Portfolio

Name of unit
HSW116.9 Professional Portfolio

Unit description
In this unit students develop an extended professional portfolio showcasing their creative writing and communication achievements, qualifications, skills and experience in preparation for future creative and professional pursuits. Drawing together work completed as part of their studies, together with context specific research into potential markets, students will work creatively and collaboratively to develop a range of resources to support their ongoing academic, creative and professional endeavours (e.g. professional development plan, professional portfolio, CV, promotional materials etc.).

SECTION 1 – GENERAL INFORMATION (CORE)

Administrative details

Associated higher education awards (for example, Bachelor, Diploma)	Duration (for example, one semester, full year)	Level (for example, introductory, intermediate, advanced level, 1st year, 2nd year, 3rd year)	Unit coordinator
Master of Creative Writing & Communication	One semester	Advanced	Dr James Cooper or Dr Pete Court

Core or elective unit

Indicate if the unit is a:

core unit

elective unit

other (please specify below):

Unit weighting

Using the table below, indicate the credit point weighting of this unit and the credit point total for the course of study (for example, 10 credit points for the unit and 320 credit points for the course of study).

Unit credit points Example: 10 credit points	Total course credit points Example: 320 credit points
12	96

Student workload

Using the table below, indicate the expected student workload per week for this unit.

No. timetabled hours per week (1)	No. personal study hours per week (2)	Total workload hours per week (3)
3	12	15

(1) Total time spent per week at lectures, tutorials, clinical and other placements, etc.

(2) Total time students are expected to spend per week in studying, completing assignments, etc.

(3) Sum of (1) and (2) equals workload hours.

For those students requiring additional English language support, how many additional hours per week is it expected that they will undertake?

Additional English language support: 0 hours per week

Prerequisites and co-requisites

Are students required to have undertaken a prerequisite or co-requisite unit for this unit?

Yes No

If YES, provide details of the prerequisite or co-requisite requirements below.

Students must have completed or be concurrently enrolled in CW9002 Major Creative Project

SECTION 2 – ACADEMIC DETAILS (CORE)

Learning outcomes for the unit On successful completion of this unit students will be able to:
1. Apply advanced practical creative communication skills to a range of audiences for the purposes of promoting professional life and work
2. Plan and implement strategies for professional success including ongoing learning, building a public profile and professional CV, and planning for future project development
3. Identify and establish industry and/or academic networks to support the promotion of specific creative communication projects and your future career

Topics included in the unit
Understanding and Representing your Work
Building and Maintaining a Professional Portfolio
The Importance of Professional Networks
Future mapping: Where to from Here?

Assessment tasks			
Type (1) (see examples noted below this table)	When assessed – year, session and week (for example, year 1, semester 1, week 1)	Weighting (% of total marks for unit)	Cross reference to learning outcomes
Professional Development Plan (2000 words) Undertake an online future mapping exercise and develop a 5 year professional development plan. Your plan may include such elements as: further study pathways, professional networks and associations, potential conference participation, personal project goals and a workable timeline etc.	Week 7	20	2, 3
Professional Portfolio & CV (3000 words) Prepare a comprehensive portfolio of your best written work, including published works, and present it together with a professional CV designed to showcase your personal, academic and creative communication credentials to relevant markets and employers.	Week 10	40	1, 2, 3
Pitch & Proposal (3000 words total) Research specific markets for your Major Creative Project – report your findings and present a rationale for one or two specific publishers you plan to approach with your work (approx. 1000 words); then prepare and submit a pitch/proposal for your preferred publisher, following any stipulated guidelines (approx. 2000 words)	Week 14	40	1, 2

(1) Examples of types of assessment tasks include: assignments; examinations; group projects; online quizzes/tests; presentations; work-based projects; and reflective journals. Ensure that details of the types of assessment tasks are included such as specific topics, duration/length/word limit of assessment and any specific formats.

2.1 Prescribed and recommended reading

Provide below, in formal reference format, a list of the prescribed and recommended reading for the unit.

Specific readings and resources will depend upon the individual nature of each student's creative communication goals. Academic supervision and peer collaboration via scheduled seminars will ensure adequate resourcing on a case-by-case basis.