



LAW 551

Professional and Community Engagement

S1 Day 2015

Dept of Law

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General Information

Unit convenor and teaching staff

Unit Convenor

Debra Ronan

debra.ronan@mq.edu.au

Contact via debra.ronan@mq.edu.au

W3A 518

Wednesday 12 - 4

Credit points

3

Prerequisites

48cp in LAW or LAWS units and permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description

This unit provides the opportunity for students to engage with the legal profession and community through participation in a variety of workplace experiences including, but not limited to, law firms, legal centres, community-based legal organisations and services, government agencies and not-for-profit organisations. The experience may be via clerkship, volunteer work, or internship, and may be undertaken on a weekly or block basis. Students source their own placement, and nominate it for approval by the convenor. Applications for the unit are advertised by the convenor via email.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Identify issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and public advocates in practice.

Identify and distinguish what it is to be a professional, especially in the discipline of law

Identify and respond to ethical issues appropriately

Critique current practices and regulation of the legal profession.

Apply practical skills necessary in legal practice, including: • preparing file notes • drafting legal correspondence • preparing court documents • conducting client interviewing • conducting legal research

Apply the cognitive, interpersonal and communication skills necessary in legal practice, including: • the ability to engage in reflection and be self-aware • constructive engagement with work colleagues • willing and collaborative participation in the work environment • effective communication • capacity for critical analysis

Assessment Tasks

Name	Weighting	Due
<u>Placement Participation</u>	0%	Ongoing
<u>On-Line Participation</u>	35%	Weeks 4,5,6,7
<u>Goals and Reflection</u>	25%	Weeks 2 and 13
<u>Applied Research Essay</u>	40%	Week 11

Placement Participation

Due: **Ongoing**

Weighting: **0%**

This is a pass/fail component.

To indicate satisfactory attendance and participation, the placement supervisor will certify to the unit convenor that each student:

- **attended each day**
- **responded to directions and carried out required tasks**
- **participated constructively in discussions**
- **acted ethically, i.e respectfully, with apparent honesty, and was aware of potential conflicts of interest**

On successful completion you will be able to:

- Identify issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and

public advocates in practice.

- Identify and distinguish what it is to be a professional, especially in the discipline of law
- Identify and respond to ethical issues appropriately
- Apply practical skills necessary in legal practice, including:
 - preparing file notes
 - drafting legal correspondence
 - preparing court documents
 - conducting client interviewing
 - conducting legal research
- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including:
 - the ability to engage in reflection and be self-aware
 - constructive engagement with work colleagues
 - willing and collaborative participation in the work environment
 - effective communication
 - capacity for critical analysis

On-Line Participation

Due: **Weeks 4,5,6,7**

Weighting: **35%**

Students complete set readings and exercises on ethics and regulation of the legal profession; and may be required to participate in on-line discussions, wikis and blogs on ethical issues.

Details of exercises and questions including due dates, submission and assessment criteria will be discussed at the compulsory seminars, and full details will be provided on iLearn. The exercises will be submitted via links on iLearn

On successful completion you will be able to:

- Identify issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and public advocates in practice.
- Identify and distinguish what it is to be a professional, especially in the discipline of law
- Identify and respond to ethical issues appropriately
- Critique current practices and regulation of the legal profession.

Goals and Reflection

Due: **Weeks 2 and 13**

Weighting: **25%**

This exercise will involve three stages:

1. Following the week 2 seminar, you will develop your aims and goals for your placement and consider the means by which you will achieve them.
2. In week 2/3 you will meet with the convenor by appointment to discuss your goals (5 marks)

3. In week 13 you will prepare a goal outcomes report and personal reflection; and think to the future (20 marks)

Full details of this exercise, including guidelines and assessment criteria will be discussed at the weeks 1 and 2 seminars, and on i-Learn. **You must contact the convenor during week 1 to make an appointment for your week 2 meeting.**

The reflective report will be submitted on iLearn

On successful completion you will be able to:

- Identify and distinguish what it is to be a professional, especially in the discipline of law
- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including:
 - the ability to engage in reflection and be self-aware
 - constructive engagement with work colleagues
 - willing and collaborative participation in the work environment
 - effective communication
 - capacity for critical analysis

Applied Research Essay

Due: **Week 11**

Weighting: **40%**

You will be required to critique current practices and regulation of the legal profession. You will choose one out of a number of questions that will be provided on iLearn.

OR

You may nominate your own essay topic. You may identify an issue relating to an area of professional practice that in your opinion needs to be improved. You will prepare a critique of current practices and regulation in the area, suggestions for change, and what you as a practitioner would do in response to the issue. Students nominating their own topic must seek approval from the convenor for their topic before the end of week 7.

Further details of this assessment task will be provided at the orientation seminar, and the set questions will be posted on i-Learn.

The research essay will be submitted via the Turnitin link on iLearn

On successful completion you will be able to:

- Identify and respond to ethical issues appropriately
- Critique current practices and regulation of the legal profession.

Delivery and Resources

Online units can be accessed at: <http://ilearn.mq.edu.au/>.

PC and Internet access are required. Basic computer skills (e.g., internet browsing) and skills in word processing are also a requirement.

Assessment values have changed from the previous offering of the unit

Unit Schedule

Professional / community participation

Students will engage in at least 60 hours of work experience at a law firm, legal centre, community based legal organisation or service, government agency, not-for-profit organisation or other relevant body.

Macquarie seminars

Week 2: Getting ready for your placement. Placement orientation, aims and goals setting. Reflective thinking and practice.

Week 2: Review of regulation of the legal profession; what is meant by professional responsibility, ethics.

Week 12: Debriefing. Career planning and next steps

On-Line participation

Weeks 3,4,5,6 - Students complete set readings, complete exercises and participate in on-line discussions, wikis and blogs on ethical issues.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special*

Consideration Policy.

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Macquarie Law School Assessment Policy

Word limits in Macquarie Law School assessments are strictly applied. The word limit does not include footnotes or bibliographies where they are required. Unless explicitly indicated otherwise, referencing must comply with the current version of the *Australian Guide to Legal Citation*. In the absence of a successful application for special consideration, any assessment task submitted after its published deadline will not be graded and will receive a mark of zero.

All research essays (excluding online quizzes) will require submission through Turnitin

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.