FOBE200
Professional and Community Engagement
S1 Day 2015
Dept of Marketing and Management

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# General Information

**Unit convenor and teaching staff**

Lecturer
Jennifer Ruskin  
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Wednesdays 12.00 noon to 1.00pm and other times by appointment

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**Credit points**
3

**Prerequisites**
24cp and permission of Executive Dean of Faculty

**Corequisites**

**Co-badged status**

**Unit description**
This unit provides an opportunity for students to directly engage with the community through experience in a variety of workplaces including government agencies, companies, industry partners and not-for-profit organisations. The unit comprises of workplace experience in a business or other relevant organisation for the equivalent of one week of full-time work. At the completion of the unit, students are expected to have developed skills in relation to the application of business theory in the real world, work-readiness skills and a better appreciation of the business profession. These outcomes assist students in becoming engaged and ethical local and global citizens who are able to be socially and environmentally active, and responsible and capable of professional judgement. This unit is a designated PACE unit and all enquiries regarding enrolment should be made with the Faculty no later than 4 weeks before commencement of the study period.

# Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at [http://students.mq.edu.au/student_admin/enrolmentguide/academicdates/](http://students.mq.edu.au/student_admin/enrolmentguide/academicdates/)
Learning Outcomes

1. Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.

2. Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces.

3. Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues.

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflective Activities</td>
<td>40%</td>
<td>5pm, Friday Weeks 4 and 13</td>
</tr>
<tr>
<td>Final Report and Presentation</td>
<td>60%</td>
<td>Week 13</td>
</tr>
<tr>
<td>Supervisor Report</td>
<td>0%</td>
<td>5pm Friday Week 13</td>
</tr>
</tbody>
</table>

Reflective Activities

Due: **5pm, Friday Weeks 4 and 13**

Weighting: **40%**

The students are expected to collect evidence of their learning during the placement with critique, focusing on graduate capabilities including ethical issues identified the workplace.

This Assessment Task relates to the following Learning Outcomes:

- Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.
- Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces.
- Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues.

Final Report and Presentation

Due: **Week 13**

Weighting: **60%**

Research, analyse, and write a report that discusses your experiences in the work placement, in light of your academic major/s or degree, demonstrating the relevance of their academic and technical skills in solving real-world problems.
This will also include a presentation at the debriefing session.

This Assessment Task relates to the following Learning Outcomes:

- Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.
- Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces.
- Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues.

**Supervisor Report**

Due: 5pm Friday Week 13
Weighting: 0%

This is a report to be compiled by the employer providing information on the student’s performance at the workplace. It is based on the graduate capabilities.

This Assessment Task relates to the following Learning Outcomes:

- Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues.

**Delivery and Resources**

**Timetabling of classes**

This unit does not always run to this schedule due to the PACE component of the unit. Please check iLearn and/or your email for details of seminars.

The class is run in internal mode.

Seminar Dates and Times: To be agreed between student and unit convenor. These will be advised in an email and on iLearn.

In addition, you must meet a minimum of 1 week's full time work (ie. 30 hours) or equivalent. Workplace Experience can be in either a for-profit business, government or not-for-profit organization, or any other relevant organization.
There is no prescribed text given the individual nature of student interests and the tasks for this unit.

In addition you should familiarise yourself with the relevant periodical section of the library. Journals recommended for your study in your discipline area (e.g. marketing, accounting, finance, economics, human resources, demography, business, international business, public sector management etc.)

You should be able to use Microsoft Office (or equivalent) especially the word, excel and powerpoint (or Prezi) software.

Some databases are recommended below:

- Ebscohost:
  - Emerald
  - Business Source Premier
- Wiley Interscience
- Google Scholar (only when logged in via the Macquarie University website)

Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE Prizes.

Please see the following link for application process.


See the Faculty Website for other prizes

http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships
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:


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/](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](http://ask.mq.edu.au).

Student Support

Macquarie University provides a range of support services for students. For details, visit [http://students.mq.edu.au/support/](http://students.mq.edu.au/support/)

Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://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 Enquiry Service

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)
Equity 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.

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.

Graduate Capabilities
Problem Solving and Research Capability
Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

• Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.
• Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces
• Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues

Assessment tasks

• Reflective Activities
• Final Report and Presentation
• Supervisor Report

Effective Communication
We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.
This graduate capability is supported by:

**Learning outcomes**

- Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.
- Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces.
- Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues.

**Assessment tasks**

- Reflective Activities
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- Supervisor Report

**Engaged and Ethical Local and Global citizens**

As local citizens our graduates will be aware of indigenous perspectives and of the nation’s historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

**Learning outcomes**

- Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.
- Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces.
- Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues.

**Assessment tasks**

- Reflective Activities
- Supervisor Report

**Discipline Specific Knowledge and Skills**

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where
relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

**Learning outcome**

- Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.

**Assessment tasks**

- Reflective Activities
- Final Report and Presentation

**Critical, Analytical and Integrative Thinking**

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

**Learning outcomes**

- Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.
- Understand the interests of different stakeholders in an organisation or professional environment, including customers, competitors, collaborators, and other external forces
- Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues

**Assessment tasks**

- Final Report and Presentation
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**Capable of Professional and Personal Judgement and Initiative**

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.
This graduate capability is supported by:

**Learning outcomes**

- Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces
- Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues

**Assessment tasks**

- Reflective Activities
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- Supervisor Report

**Changes from Previous Offering**

Assignments have been altered to reflect student feedback via LEU’s.

**Changes since First Published**

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>11/02/2015</td>
<td>Added Lecturer and consultation times</td>
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