FBE 204
Becoming a Professional
S1 Day 2016
Dept of Marketing and Management

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General Information

Unit convenor and teaching staff
Lecturer in charge
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Contact via Email or approach at class time
Monday & Wednesday 11am to 12 noon with prior notice

Unit Convenor
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Credit points
3

Prerequisites
24cp

Corequisites

Co-badged status

Unit description
This unit develops students’ capabilities for professional practice so that they are better prepared for their transition to their chosen career. The unit frames professional learning within the broader context of learning and professional practices and considers various aspects of becoming a professional. Students work in teams throughout the semester, developing and critically reflecting on their employability, while building language and communication skills for learning and professional practice. Individual and team assessment tasks address a number of Macquarie University’s graduate capabilities, including effective communication; social responsibility; and professional and personal judgement and initiative.

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/

Learning Outcomes

1. Evaluate what it means to become a professional.
2. Identify and assess knowledge, skills and attributes needed in the workplace.
3. Use professional communication skills appropriate to context and audience in a range of tasks.
4. Critique roles and relationships in teams in different cultural, social and workplace contexts.
5. Create an understanding of the workplace opportunities and requirements for future-ready graduates.

General Assessment Information

Submission of assignments

Please refer to detailed instructions for each assignment to your FBE204 iLearn unit. Electronic submissions are made via Turnitin.

Extensions and late penalties

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

Assessment Tasks

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<th>Weighting</th>
<th>Due</th>
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<td>50%</td>
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<td>Professional Presentation</td>
<td>20%</td>
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Online Homework Exercises

Due: **Weeks 2 - 9**
Weighting: **50%**

There will be 5 online exercises to be completed during the session. You will be required to submit your work on iLearn. Each task will be valued at 10% of your mark.

Full details of the task will be released giving you two weeks to complete and submit. Marking will be based on the level of professionalism and academic effort clearly demonstrated in the submission.
This Assessment Task relates to the following Learning Outcomes:

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Critique roles and relationships in teams in different cultural, social and workplace contexts.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Professional Presentation

Due: **Weeks 9, 10 & 11**
Weighting: **20%**

Students will be required to give an individual oral presentation in class on a topic that will be nominated from the areas that we are investigating. Audio visual aids such as PowerPoint and Prezi may be used but no notes or palm cards.

There will be at least three weeks preparation time provided. Marking will be based on structure, delivery and content of the presentation.

This Assessment Task relates to the following Learning Outcomes:

- Use professional communication skills appropriate to context and audience in a range of tasks.

Group Assignment

Due: **Week 12**
Weighting: **30%**

Each team will provide an Induction Guide for new employees. The written component of this assignment will attract a value of 25 marks which is a group mark. Groups will submit this document to Turnitin (due before your class in Week 12) and provide a hard copy to your lecturer in class.

The teams will present their work to the class in Week 12 or 13 as allocated. The presentation will be marked with a maximum value of 5 marks based on the fluency of the overall delivery as well as the quality of the content. Full details of the task format will be released in Week 6.

A peer assessment form will be provided - this form must be submitted individually and evidence of failure of any students to participate enthusiastically and at 200 level of academic contribution may result in marks being varied for individual students.

This Assessment Task relates to the following Learning Outcomes:

- Identify and assess knowledge, skills and attributes needed in the workplace.
• Use professional communication skills appropriate to context and audience in a range of tasks.
• Critique roles and relationships in teams in different cultural, social and workplace contexts.
• Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Delivery and Resources

Unit Structure

The unit focuses on skills development and will be conducted in a weekly two-hour workshop combined with a weekly one-hour online tutorial over 13 weeks.

Students will be assigned into teams during the first workshop. Those enrolling later will be added to new team or existing ones. It is incumbent upon each student to confirm they have the correct time, day and location of their scheduled lecture and tutorial: http://timetables.mq.edu.au.

In order to satisfactorily pass this unit, you must achieve an overall minimum mark of 50%. In order to be successful in this unit and to get the most out of it, regular participation and work on the assessment tasks are essential. Come prepared to the workshops and set a schedule for yourself early on in the semester to successfully manage your time on the assignment tasks.

Class sizes are limited and attendance will be taken in class each week. Once you are included in a class, you MUST remain in that class and attend that each week. Changes will not be permitted.

Required Textbook

There is no textbook for this unit, however there will be multiple resources recommended for your use throughout the session and you are advised to take advantage of them to maximise your benefit in completing the program. More information is available on iLearn.

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


*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/](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://www.mq.edu.au/about_us/offices_and_units/information_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).
When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

**Graduate Capabilities**

**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**

- Evaluate what it means to become a professional.
- Use professional communication skills appropriate to context and audience in a range of tasks.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

**Assessment tasks**

- Online Homework Exercises
- Professional Presentation
- Group Assignment

**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 outcome**

- Critique roles and relationships in teams in different cultural, social and workplace contexts.

**Assessment tasks**

- Online Homework Exercises
- Group Assignment
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**

- Evaluate what it means to become a professional.
- Critique roles and relationships in teams in different cultural, social and workplace contexts.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

**Assessment tasks**

- Online Homework Exercises
- Group Assignment

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**

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Use professional communication skills appropriate to context and audience in a range of tasks.
- Critique roles and relationships in teams in different cultural, social and workplace contexts.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

**Assessment tasks**

- Online Homework Exercises
Global Context & Sustainability

This is a new program designed to give you an understanding of the issues that are apparent in the modern day workplace. Those issues that affect all businesses, government and Not-for-Profit organisations are set in a Global context and with respect for the need to include Sustainability in all our endeavours. Future-ready graduates should be prepared for work around the globe not just locally. Sustainability is no longer a catchphrase, it is an expectation. Business education requires you to align yourself with industry expectations on employability and sustainability and this will only increase as your career develops!

Research & Practice

The content of this unit has been developed with the input from various stakeholders at Macquarie University. Contribution from academic theorists on teaching, the PACE program executive team, career advisors and the most senior members of Macquarie's Learning & Teaching management. It will include the latest and still developing views of management consultants such as your lecturer and other contributors, and also the research that is being continued on experiential learning in preparing students for a career. The program includes a guided progression from personal awareness inclusive of personality profiling and individual learning styles, to the concept of teamwork as a common thread of the majority of project based activities in all organisations, to identification of potential career paths and how to maximise your opportunities in those areas that you choose to pursue.