FOBE200
Professional and Community Engagement
S1 Day 2016
Dept of Marketing and Management

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# General Information

<table>
<thead>
<tr>
<th>General Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Unit convenor and teaching staff</strong></td>
<td></td>
</tr>
<tr>
<td>Unit Convenor</td>
<td>Jennifer Ruskin</td>
</tr>
<tr>
<td><strong><a href="mailto:jennifer.ruskin@mq.edu.au">jennifer.ruskin@mq.edu.au</a></strong></td>
<td></td>
</tr>
<tr>
<td>Contact via email</td>
<td>E4A 319</td>
</tr>
<tr>
<td>Wednesdays, 2-3pm</td>
<td></td>
</tr>
<tr>
<td><strong>PACE Officer</strong></td>
<td>Lara D'Arcy</td>
</tr>
<tr>
<td><strong><a href="mailto:pace.business@mq.edu.au">pace.business@mq.edu.au</a></strong></td>
<td></td>
</tr>
<tr>
<td>Contact via email</td>
<td>E4A level 1</td>
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<tr>
<td>Jen McPherson</td>
<td><strong><a href="mailto:jen.mcpherson@mq.edu.au">jen.mcpherson@mq.edu.au</a></strong></td>
</tr>
<tr>
<td><strong>Credit points</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td>24cp and permission of Executive Dean of Faculty</td>
</tr>
<tr>
<td><strong>Corequisites</strong></td>
<td></td>
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<tr>
<td><strong>Co-badged status</strong></td>
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<tr>
<td><strong>Unit description</strong></td>
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<tr>
<td>This unit provides an opportunity for students to gain professional experience through a work placement in a not-for-profit organisation, government agency, company, or other industry partner. At the completion of the unit, students are expected to have applied discipline-specific skills in a relevant work placement, interpreted observations of ethical and professional conduct, and critically reflected on their experience in the work placement. These outcomes assist students in becoming responsible and engaged local and global citizens who are able to be socially and environmentally active 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.</td>
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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. Apply discipline-specific skills acquired through university studies in a relevant work placement.
2. Interpret observations of ethical and professional conduct in the work place with reference to both a theoretical understanding of ethical practice and personal values related to ethical practice.
3. Critically reflect on experience gained through work placement and its relevance to both future studies and career.

General Assessment Information

Students enrolled in FOBE200 participate in either the main stream or the entrepreneurship stream*. In order to complete the unit, students in both streams are required to complete the placement hours as agreed with their placement supervisor and the assessment tasks for their stream. Detailed assessment task instructions for each stream are available on ilearn. The instructions include information about content, submission methods, due dates and late penalties.

*Note: the entrepreneurship stream is available to BCom students who have declared an entrepreneurship major. It is recommended that you complete BBA220 before enrolling in the entrepreneurship stream of FOBE200.

For all assessment tasks, no extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded marks 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 to studies is made and approved. No submission will be accepted after solutions have been posted. Transfer of marks across assessment tasks is not permissible.

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics report</td>
<td>35%</td>
<td>Week 6</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
<td>Wk 4, Seminars 3, 4</td>
</tr>
<tr>
<td>Supervisor's evaluation</td>
<td>10%</td>
<td>Week 12</td>
</tr>
<tr>
<td>Final project</td>
<td>45%</td>
<td>Various (see description)</td>
</tr>
</tbody>
</table>
Ethics report
Due: **Week 6**
Weighting: **35%**

Students identify ethical decision points relevant to their work placements, and discuss risks, consequences, recommendations for ethical/unethical behaviour. Reports must be submitted through the link on ilearn. No hard copies will be accepted.

This Assessment Task relates to the following Learning Outcomes:
  - Interpret observations of ethical and professional conduct in the work place with reference to both a theoretical understanding of ethical practice and personal values related to ethical practice.
  - Critically reflect on experience gained through work placement and its relevance to both future studies and career.

Participation
Due: **Wk 4, Seminars 3, 4**
Weighting: **10%**

Participation includes a self-assessment and active participation in both the reflection and debrief seminars. The self-assessment is an ilearn task that involves a preliminary assessment of students' skills, knowledge and experience in the work place. Although it is not marked, the self-assessment is compulsory. Each student must complete the self-assessment in ilearn by week 4 in order to attract participation marks later in the semester. In the reflection and debrief seminars, students are expected to contribute to small and large group discussions. Contributions may include, for example, observations from work placements, reflections on personal experiences or constructive feedback to peers.

This Assessment Task relates to the following Learning Outcomes:
  - Apply discipline-specific skills acquired through university studies in a relevant work placement.
  - Critically reflect on experience gained through work placement and its relevance to both future studies and career.

Supervisor's evaluation
Due: **Week 12**
Weighting: **10%**

The supervisor in the work placement completes an evaluation. The first section (marked) is a report of hours worked, expectations met and outcomes achieved. The second section
(unmarked) is an evaluation of the student's skill level in each of the graduate capability areas. Students must submit both parts of the supervisor's evaluation in order to complete the unit. Supervisor's evaluations may either be submitted via the link on ilearn or in hard copy at the debrief seminar.

This Assessment Task relates to the following Learning Outcomes:

- Apply discipline-specific skills acquired through university studies in a relevant work placement.

**Final project**

**Due:** Various (see description)

**Weighting:** 45%

For **main stream**: students research, reflect and write a report addressing their experience of the workplace, relevance of academic and technical skills to solving real-world problems and considering the impact of the experience on future career goals. Reports must be submitted via the link on ilearn. No hard copies will be accepted. **Due date: week 12**.

For **entrepreneurship stream**: students develop a business idea based on their work placement. At the reflection seminar, they present an initial pitch (5 min, 2-page overview) and receive constructive feedback. Based on the feedback and further research, students develop a final pitch (8 min, 10-page business concept plan) for the debrief seminar. **Pitches are due at reflection and debrief seminars. Reports must be submitted via the link on ilearn before reflection and debrief seminars.**

This Assessment Task relates to the following Learning Outcomes:

- Apply discipline-specific skills acquired through university studies in a relevant work placement.
- Interpret observations of ethical and professional conduct in the work place with reference to both a theoretical understanding of ethical practice and personal values related to ethical practice.
- Critically reflect on experience gained through work placement and its relevance to both future studies and career.

**Delivery and Resources**

**Class Timetable**

The class is run in internal mode. Because many of the unit hours are conducted at work placements, the on-campus portion of the unit is delivered via four 3-hour seminars. Please see the unit schedule for topics and preliminary dates for the seminars in each stream. Students are responsible for checking ilearn and/or email for updates to the seminar dates and times for their stream.
Unit Schedule

Students must complete the number of hours specified in their letter of offer. Work experience can be in any relevant organisation, including for-profit, non-profit or governmental organisations.

Textbook

There is no prescribed textbook for this unit.

Other Recommended Reading

Students need to be familiar with accessing academic sources from the library. Useful reading includes both recommended journals in the relevant discipline area and research on experiential learning in the workplace.

Technology Used and Required

Microsoft Office suite (or equivalent), including in particular word processing, spreadsheets and presentation software.

Email (student email address) and iLearn (https://www.mq.edu.au/iLearn/) are both required for the unit.

Students should be able to access research databases through the library. They may find referencing software helpful.

Prizes

Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE prizes. See the following link for information and the application process: http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/.

See the Faculty website for information about other prizes: http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships.

Unit Schedule

Below is the preliminary schedule for the four seminars in each stream. Reflection and Debrief seminars will be scheduled after enrolments are finalized. Students are responsible for checking email and iLearn for updates to the seminar offerings.

Main Stream

<table>
<thead>
<tr>
<th>Week</th>
<th>Day and time</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Wednesday, 3-6pm</td>
<td>W5C 220</td>
<td>Orientation</td>
</tr>
<tr>
<td>Week 4</td>
<td>Wednesday, 3-6pm</td>
<td>W5C 220</td>
<td>Ethics</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Reflection</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Debrief</td>
</tr>
</tbody>
</table>
Entrepreneurship Stream

<table>
<thead>
<tr>
<th>Week</th>
<th>Day and time</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 3</td>
<td>Wednesday, 3-6pm</td>
<td>W5C 220</td>
<td>Orientation</td>
</tr>
<tr>
<td>Week 4</td>
<td>Wednesday, 3-6pm</td>
<td>W5C 220</td>
<td>Ethics</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Reflection, initial pitches</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Debrief, final pitches</td>
</tr>
</tbody>
</table>

### Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](http://mq.edu.au/policy/docs/). 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 prior to Session 2 2016](http://mq.edu.au/policy/docs/assessment/policy.html)
- [Grading Policy prior to Session 2 2016](http://mq.edu.au/policy/docs/grading/policy.html)
- [Grade Appeal Policy](http://mq.edu.au/policy/docs/gradeappeal/policy.html)
- [Complaint Management Procedure for Students and Members of the Public](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)
- [Disruption to Studies Policy](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html)

The [Disruption to Studies Policy](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) 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](http://mq.edu.au/policy/docs/) 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.

PACE-specific Policies


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 Enquiry Service

For all student enquiries, visit Student Connect at 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/.

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

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 outcome**

- Critically reflect on experience gained through work placement and its relevance to both future studies and career.

**Assessment task**

- Participation

**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 outcome**

- Critically reflect on experience gained through work placement and its relevance to both future studies and career.

**Assessment tasks**

- Ethics report
- Participation
- Supervisor's evaluation
- Final project

**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

• Apply discipline-specific skills acquired through university studies in a relevant work placement.
• Interpret observations of ethical and professional conduct in the work place with reference to both a theoretical understanding of ethical practice and personal values related to ethical practice.

Assessment tasks

• Ethics report
• Final project

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 outcome

• Critically reflect on experience gained through work placement and its relevance to both future studies and career.

Assessment tasks

• Participation
• Final project

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

• Apply discipline-specific skills acquired through university studies in a relevant work placement.
• Interpret observations of ethical and professional conduct in the work place with reference to both a theoretical understanding of ethical practice and personal values related to ethical practice.

**Assessment tasks**

• Ethics report
• Supervisor's evaluation

**Changes from Previous Offering**

Assessment tasks have been updated. The unit is being offered in two streams: main stream and entrepreneurship stream.