# LAWS499

## Legal Governance and Professional Leadership

S2 External 2016

*Dept of Law*

# Contents

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# General Information

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Credit points
3

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

Corequisites

Co-badged status

Unit description

Students will interact directly with legal practitioners and policy makers from Participation and Community Engagement (PACE) partner organisations drawn from the legal profession, government, industry and civil society. Mentors from partner organisations will work with students on real world research projects that will feed into and support the law reform work of the partner organisation. Mentors will also discuss with students the highlights and challenges of working in legal practice and policy development, and the leadership role of their organisation in working for progress in areas such as legal governance and social justice. Students will work in professionally oriented teams to meet the research needs of the partner organisation and will present the results of their research to their partner organisation and their peers for consideration and feedback. Please note that applications to undertake LAWS499 in Session 2 will close at the end of Week 5 in Session 1, 2016. No late applications can be accepted. For information on the application process please lodge an online enquiry via ask.mq.edu.au.

## 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:

Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.

Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.

Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

Communicate orally and in writing using clear language and an appropriate communication style.

Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

# Assessment Tasks

| Name | Weighting | Due |
|------|-----------|-----|
| Attendance | 10% | Ongoing |
| Research Project Plan | 15% | 26 August 2016 |
| Team Research Report | 45% | 28th October 2016 |
| Host Supervisors report | 30% | Week 12 |

## Attendance

Due: **Ongoing**
Weighting: **10%**

You are required to attend all of the two hour tutorials held in Weeks 1 to 13.

This is a Professional and Community Engagement (PACE) unit and it is a requirement of the course that students are able to attend all of the two hour tutorials in person. You will be required to agree to an undertaking to meet the time commitment involved in this unit and to participate in the tutorial sessions. Your attendance will be tracked and recorded. You must pass this item of assessment in order to pass the unit.

You will meet and liaise with your external partner organisation during the tutorials. You will also work with your team to develop your research project plan and report. You will present your oral presentation to your partner organisation and peers for review and feedback during the tutorials. You should consider the tutorials your 'workplace' for the purposes of this unit.

If you are unable to attend a tutorial due to serious and unavoidable disruption that lasts less than three (3) consecutive days, you may apply directly to the unit convenor for discretionary special consideration by email. Your application must meet all of the criteria set out in the Disruption to Studies Policy except the criteria related to the duration of the disruption. Your application must be supported by the same documentary evidence set out in the Disruption to Studies Policy. If the disruption is found to be 'serious and unavoidable' the attendance requirement for the tutorial affected by the disruption will be waived. If the disruption is found NOT to be 'serious and unavoidable' you will fail this element of assessment and you may fail the unit.

On successful completion you will be able to:

• Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.

• Engage in a respectful and collaborative way with other students, including other team

members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

• Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

# Research Project Plan

Due: **26 August 2016**
Weighting: **15%**

Each team will be required to submit a project plan for the research project they are given by their PACE Partner Organisation. The project plan must include a clear outline of the project including proposed headings and sub-headings and a brief description of what will be included under each heading. The plan must indicate which team member will be working on which sections of the project; when work on each section is to be completed; and approximately how many words will be included in each section of the report. The plan must also include a bibliography setting out some of the resources the team intends to rely on in preparing their research project. Each team member should contribute at least two resources to the bibliography. The project plan, including bibliography, has a maximum word limit of 1000 words.

Each team member is required to submit an identical copy of the team project plan and bibliography by way of Turnitin on the iLearn page by 5 pm on the due date. Each team member will receive the same mark as other team members for this item of assessment.

Any project plan submitted late will not be graded and will receive a mark of zero in the absence of a successful Disruption to Studies application. If a team member submits a successful Disruption to Studies application the team will be given an extension of time to complete the assessment task, however, if the application is not successful and the team submits late the plan will not be graded and will receive a mark of zero. On this basis, team members should consider submitting their plan on time where possible.

On successful completion you will be able to:
• Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
• Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
• Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous

research and analysis in response to the question.

- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

- Communicate orally and in writing using clear language and an appropriate communication style.

# Team Research Report

Due: **28th October 2016**
Weighting: **45%**

Each team will be required to submit a team research report - prepared in response to the research project set by your PACE Partner Organisation - with a maximum word limit of 5000 words (excluding the reference list). The assessment of the research report will have a team component and an individual component.

The team component is worth 20% of your grade. It is intended to assess those elements of the project that result from team members working together in a collaborative and supportive manner. Each team member will receive the same mark for this component except in the following circumstances:

- Any team member who has made a less than equitable contribution to the preparation of the team research report will receive a mark that is half the team mark for this element of assessment in the absence of a  successful Disruption to Studies application.

The level of your contribution will be assessed on the basis of a peer review of your contribution by other members of your team.

The individual component is worth 25% of your grade. You, in consultation with the other members of your team, will be asked to prepare a statement indicating the part or parts of the research report for which you took primary responsibility. The individual component of your grade will be based on an assessment by the convenor of those parts of the report for which you took primary responsibility. Additionally you will be required to submit a reflective essay, with a maximum word limit of 1000 words. Your reflective essay will focus on your experience as a team member in LAWS499. Your essay should recognise and reflect on your strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team. It should indicate what you have learned about effective teamwork and how you are seeking to apply that learning to improve your performance as a team member and the performance of the team as a whole.

Each team member is required to submit an identical copy of the team research report.The personal statement and reflective essay should be attached to the back of your team  report and submitted by way of Turnitin on the iLearn page by 5 pm on the due date. So you will only be submitting one document. Any essay submitted late will not be graded and will receive a mark of zero in the absence of a successful Disruption to Studies application.

On successful completion you will be able to:

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.

- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.

- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

- Communicate orally and in writing using clear language and an appropriate communication style.

# Host Supervisors report

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

Host supervisors will complete a report on how the teams final report met their research objectives (20%) and they will also provide a grade for the student oral presentations ( 10%). Each team will be required to present the results of its research to their PACE Partner Organisation as a oral presentation in class during the tutorial held in Week 12. Each team will have a maximum of 10 minutes for their presentation, with 5 minutes for feedback and questions from their Partner Organisation, other class members and the convenor. Each member of the team must be present for the presentation and prepared to answer questions and respond to feedback. This item will be assessed on a team basis and each member of the team will receive the same mark, except in the following circumstances:

- Any team member who has made a less than equitable contribution to the preparation of the oral presentation will receive a mark that is half the team mark for this element of assessment in the absence of a successful Disruption to Studies application.

 If you are unable to attend this tutorial due to serious and unavoidable disruption, please see the

guidance set out above under Attendance in relation to applying for Disruption to Studies or discretionary special consideration.

On successful completion you will be able to:

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.
- Communicate orally and in writing using clear language and an appropriate communication style.

# Delivery and Resources

This is a **Professional and Community Engagement** (PACE) unit and you will be asked to participate and engage on a number of levels. You will be asked to engage with an external PACE Partner Organisation and to undertake a research project--that is, your Participation Activity--in response to a research question posed by the organisation. You will interact with your Partner Organisation both in person during tutorials and by way of a discussion forum on the LAW499 iLearn page.The iLearn page will also provide information on lecture topics, readings and team work exercises.

You will be asked to participate in a team of students working on each research project. Team work is a central focus of this unit, as it is in most work places. Your assessment in this unit will depend in part on your successful engagement with your team and their assessment of your contribution to the work of the team.

The unit will be delivered as a series of weekly two hour workshops running from Week 1 until Week 13. You are  required to attend all workshops in person unless you are an external student, in which case you will have on-line forums with your tutor. Students will present the results of their work to their external partners in the form of a written report, due in Week 11, and an oral presentation, which will be delivered during tutorials in Week 12.

Students should bring laptops or tablets to tutorials to allow them to work on their team projects in the course of the tutorials.

Each student will be asked to agree to an undertaking to meet the required time commitment; to complete all assessment and other  tasks; and to grant a licence to the Partner Organisation to use, copy, publish or distribute the material produced by the student in the course of the Participation Activity.

# Unit Schedule

**Key dates LAWS 499 2016**

Mondays weeks 1-13

Internal students- 1-3 pm group W6B 350 Tutorial Rm

Internal students- 3-5 pm group W5C 335 Tutorial Rm

| Week/ date of workshops | Description | Notes |
|---|---|---|
| Week 1 ( 1st August), | Introduction to the unit.  Tania Currie to work with students on career development | |
| Week 2 ( 8th August) | Partners to brief students  Tania Currie to work with students on career development | |
| Week 3 ( 15th August) | Working on report | |
| Week 4 ( 22nd August) | Working on report | Project description due  August 26th **5 pm Friday** |
| Week 5 ( 29th August) | Working on report | |
| Week 6 (5th Sept) | Working on report | Discussions with partners |
| Week 7 ( 12th Sept) | Working on report | |

| | | |
|---|---|---|
| **UNI BREAK** <br><br>**19<sup>th</sup>September – 2<sup>nd</sup> October** | | |
| Week 8 <br><br>(3<sup>rd</sup> October ) | * No class Labour day holiday | Draft Project reports provided to host supervisors for their comments by **7<sup>th</sup> October 5 pm Friday** |
| Week 9 <br>(10<sup>th</sup> Oct) | Working on report | Comments on draft reports back from partners by 14<sup>th</sup> October **5 pm Friday** |
| Week 10 <br>(17<sup>th</sup> Oct) | Working on report | Finalising reports |
| Week 11 <br>( 24<sup>th</sup> Oct ) | Tania Currie to work with students on career development | **Assignment 2- Project report due, including reflections – week 11 submit on ilearn by Friday 28<sup>th</sup> October , 5 pm** |
| Week 12 <br>(31<sup>st</sup> Oct) | Oral Presentations to partners | Host supervisors report returned |
| Week 13 <br><br>(7<sup>th</sup> Nov) | Debrief | |

On Campus Sessions – external students only  ( 10 a.m – 4 pm) room 501 ( Blackshield Room) all OSCs days held in this room

| Date | Description | Notes |
|---|---|---|
| Friday, 12 August; | Duncan McWhirter , Leeton Shire Council to work with students in Sydney on CCTV project | |
| Saturday, 13 August | Working on reports | |
| Friday 4 November | Tania Currie to work with students on career development for 1.5- 2 hours | Presentations to partners |

# 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

**New Assessment Policy in effect from Session 2 2016** http://mq.edu.au/policy/docs/assessment/policy_2016.html. For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

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 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.

Participation Activity (Disruption) Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure_disruption.html

# 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://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

## Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

### Assessment task

- Host Supervisors report

## 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

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.

- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

## Assessment task

- Team Research Report

# Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

## Learning outcome

- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

# 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 outcomes

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

## Assessment tasks

- Research Project Plan
- Team Research Report

# 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

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

## Assessment tasks

- Research Project Plan
- Team Research Report

# 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

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative

and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

## Assessment tasks

- Research Project Plan
- Team Research 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

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Communicate orally and in writing using clear language and an appropriate communication style.
- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

## Assessment tasks

- Research Project Plan
- Team Research Report
- Host Supervisors 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

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

## Assessment task

- Attendance

# Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

## Learning outcomes

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

## Assessment task

- Attendance

# Changes from Previous Offering

In 2016 the coding for LAWS599 was changed to LAWS499. Assessments were adjusted to meet the new Assessment Policy so 50% of individual students work can be graded. The attendance and disruption components were modified slightly to comply with current policies.

# Marking

Detailed marking rubrics will be made available on iLearn. Markers in this unit undertake a process of 'blind marking' to establish a common marking standard and all Fail papers are double marked. Host organisations contribute to the final grades.

# On Campus Session- External students

Three on- campus days will be held. These are Friday 12th August, Saturday 13 th August and Friday 4th November. It is compulsory for external students to attend these days. If, for some reason students cannot attend you need to submit an application for special consideration through : ask.mq.edu.au . Any request needs to be accompanied by  a Professional Authority Form.

# Changes since First Published

| Date | Description |
| --- | --- |
| 06/06/2016 | updated tutor email contact |