



# LAWS899

## Professional and Community Engagement

S3 Day 2016

*Dept of Law*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	3
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	3
<a href="#"><u>Delivery and Resources</u></a>	7
<a href="#"><u>Policies and Procedures</u></a>	7
<a href="#"><u>Graduate Capabilities</u></a>	9
<a href="#"><u>Changes from Previous Offering</u></a>	11

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Debra Ronan

[debra.ronan@mq.edu.au](mailto:debra.ronan@mq.edu.au)

Contact via [debra.ronan@mq.edu.au](mailto:debra.ronan@mq.edu.au)

W3A 518

By appointment until 11 December

Tutor

Lisa McLoughlan

[lisa.mcloughlan@mq.edu.au](mailto:lisa.mcloughlan@mq.edu.au)

Contact via [lisa.mcloughlan@mq.edu.au](mailto:lisa.mcloughlan@mq.edu.au)

By appointment

Credit points

4

Prerequisites

48cp in Law or Laws units at 600 level or above and permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description

This unit will fulfil the professional and community engagement (PACE) criteria for JD students through student involvement in new and existing, local and international partnerships between Macquarie University and the legal profession and community through participation in a variety of workplace experiences including law firms, legal centres, community-based legal organisations and services, government agencies and not-for-profit organisations. There will be a variety of ways that students will be able to engage with the real world application of legal skills and principles developed in earlier units of study either through internships, clerkships and voluntary or paid legally related employment. In line with the university's PACE initiatives, the unit aims to provide students with a broad social perspective, critical thinking skills and the technical competence that employers value.

## 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:

- 1 Demonstrate an advanced understanding of the social, political, ethical and legal issues involved in the provision of legal advice and services either through private practice or through public advocacy; or community legal centre practices
- 2 Demonstrate a high level appreciation of the personal and professional demands on, and expectations of, a lawyer in practice. In particular issues of honesty, trust and professional ethical duties to clients, the court and to society in general are addressed.
- 3 Identify and respond to ethical issues appropriately
- 4 Critique current practices and regulation of the legal profession
- 5 Where appropriate apply the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research
- 6 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

## General Assessment Information

Word limits will be strictly applied and work above the word limit will not be marked.

All assessments in the unit are to be submitted electronically. Plagiarism detection software is used in this unit

In the absence of a successful application for special consideration due to a disruption to studies, any assessment task submitted after its published deadline will not be graded and will receive a mark of zero. Applications for a Disruption to Studies are made electronically via [ask.mq.edu.au](http://ask.mq.edu.au) and should be accompanied by supporting documentation. Students should refer to the [Disruption to Studies policy](#) for complete details of the policy and a description of the supporting documentation required. Further policy information can be seen below under 'Policies and Procedures'

## Assessment Tasks

Name	Weighting	Due
<a href="#">Placement Participation</a>	0%	Ongoing

Name	Weighting	Due
<u>Skills and Goals</u>	5%	Week 1 (9/12/16)
<u>Participation Exercises</u>	35%	Week 3 (6/1/17)
<u>Research Essay</u>	40%	Week 5 (20/1/17)
<u>Reflective Report</u>	20%	Friday 27/1/17

## Placement Participation

Due: **Ongoing**

Weighting: **0%**

**This is a pass/fail component. You must pass this component in order to pass the unit**

**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:

- 1 Demonstrate an advanced understanding of the social, political, ethical and legal issues involved in the provision of legal advice and services either through private practice or through public advocacy; or community legal centre practices
- 2 Demonstrate a high level appreciation of the personal and professional demands on, and expectations of, a lawyer in practice. In particular issues of honesty, trust and professional ethical duties to clients, the court and to society in general are addressed.
- 3 Identify and respond to ethical issues appropriately
- 5 Where appropriate apply the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research
- 6 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

## Skills and Goals

Due: **Week 1 (9/12/16)**

Weighting: **5%**

This assessment involves assessing your own skills, and setting goals for your placement. This must be completed in week 1.

This goal setting exercise involves the following stages completed on templates that are on iLearn:

1. Skills Checklist - complete before / after the first seminar. You must have completed a skills checklist prior to setting your goals.
2. 'My Goals' goal Setting Exercise - complete after the skills checklist, and after the compulsory week 1 seminar.

### **Skills Checklist and 'My Goals' Submission**

The due time and date for this assessment **10pm on Friday 9 December 2016**. It should be submitted via the link on iLearn

On successful completion you will be able to:

- 2 Demonstrate a high level appreciation of the personal and professional demands on, and expectations of, a lawyer in practice. In particular issues of honesty, trust and professional ethical duties to clients, the court and to society in general are addressed.

## Participation Exercises

Due: **Week 3 (6/1/17)**

Weighting: **35%**

This assessment requires completion of set readings and 2 x 1000 word exercises on ethics and regulation of the legal profession. You should commence the readings and exercises in week 2 for submission in week 4

Details of exercises will be discussed at the compulsory week 1 seminar, and full details will be provided on iLearn.

### **Participation Exercise Submission**

The due time and date for this assessment **10pm on Friday 6 January 2017**. It should be submitted via the link on iLearn

On successful completion you will be able to:

- 1 Demonstrate an advanced understanding of the social, political, ethical and legal issues involved in the provision of legal advice and services either through private practice or through public advocacy; or community legal centre practices
- 3 Identify and respond to ethical issues appropriately
- 6 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

## Research Essay

Due: **Week 5 (20/1/17)**

Weighting: **40%**

You will be required to complete a research critique of current practices and / or regulation of the legal profession. Questions 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 3.

Further details of this assessment task will be provided at the compulsory week 1 seminar, and the set questions will be posted on i-Learn.

### Research Essay Submission

The due time and date for this assessment is **10pm on Friday 20 January 2017**. It should be submitted via the Turnitin link on iLearn

On successful completion you will be able to:

- 4 Critique current practices and regulation of the legal profession

## Reflective Report

Due: **Friday 27/1/17**

Weighting: **20%**

This 1000 word assessment task requires you to assess whether you achieved the goals you set for your session 3 placement, and to reflect on your placement as a whole. The assessment is in 2 parts:

1. Assessment of goals, and setting future short and long term goals (5 marks)

2. A personal report that reflects on your placement experience ( 15 marks)

Full details of this exercise, including guidelines and assessment criteria will be discussed at the week 1 seminar, and are on i-Learn.

### Reflective Report Submission

The due time and date for this assessment is **10pm on Friday 27 January 2017**. It should be submitted via the link on iLearn

On successful completion you will be able to:

- 1 Demonstrate an advanced understanding of the social, political, ethical and legal issues involved in the provision of legal advice and services either through private practice or through public advocacy; or community legal centre practices
- 2 Demonstrate a high level appreciation of the personal and professional demands on, and expectations of, a lawyer in practice. In particular issues of honesty, trust and professional ethical duties to clients, the court and to society in general are addressed.
- 6 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

## 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.

## 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](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](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/](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](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](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/](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).

In the absence of a successful application for special consideration due to a disruption to studies, any assessment task submitted after its published deadline will not be graded and will receive a mark of zero. Applications for a Disruption to Studies are made electronically via [ask.mq.edu.au](http://ask.mq.edu.au) and should be accompanied by supporting documentation. Students should refer to the [Disruption to Studies policy](#) for complete details of the policy and a description of the supporting documentation required.

Word limits will be strictly applied and work above the word limit will not be marked.

All assessments in the unit are to be submitted electronically. Plagiarism detection software is used in this unit.

## 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](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 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](http://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/](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

### PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

#### Learning outcomes

- 1 Demonstrate an advanced understanding of the social, political, ethical and legal issues involved in the provision of legal advice and services either through private practice or through public advocacy; or community legal centre practices
- 3 Identify and respond to ethical issues appropriately

### PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

#### Learning outcomes

- 2 Demonstrate a high level appreciation of the personal and professional demands on, and expectations of, a lawyer in practice. In particular issues of honesty, trust and professional ethical duties to clients, the court and to society in general are addressed.

- 3 Identify and respond to ethical issues appropriately
- 5 Where appropriate apply the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research

## PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

### Learning outcome

- 4 Critique current practices and regulation of the legal profession

## PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

### Learning outcomes

- 5 Where appropriate apply the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research
- 6 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

## PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

## Learning outcomes

- 5 Where appropriate apply the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research
- 6 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

## PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

### Learning outcome

- 3 Identify and respond to ethical issues appropriately

## Changes from Previous Offering

The assessment regime and timing of assessments is the same as in previous offerings of the unit. The requirement of a week 2 meeting with the convenor has been removed