



FOBE200

Professional and Community Engagement

S1 Day 2017

Dept of Marketing and Management

Contents

| | |
|---|----|
| <u>General Information</u> | 2 |
| <u>Learning Outcomes</u> | 3 |
| <u>General Assessment Information</u> | 3 |
| <u>Assessment Tasks</u> | 3 |
| <u>Delivery and Resources</u> | 6 |
| <u>Unit Schedule</u> | 6 |
| <u>Policies and Procedures</u> | 7 |
| <u>Graduate Capabilities</u> | 8 |
| <u>Changes from Previous Offering</u> | 10 |
| <u>Research & Practic, Global Context and Sus</u> | |
| <u>tainability</u> | 10 |
| <u>Changes since First Published</u> | 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

PACE Officer

John Uychoco

pace.business@mq.edu.au

Contact via email, please include 'FOBE200' in subject

E4A level 5

Unit convenor

Chris Bilsland

christine.bilsland@mq.edu.au

Contact via Email

E4A 319

Friday 1:30-2:30 or by appointment

Jen McPherson

jen.mcpherson@mq.edu.au

Credit points

3

Prerequisites

(24cp at 100 level or above) and permission by special approval

Corequisites

Co-badged status

Unit description

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.

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:

Develop skills to demonstrate initiative and perform successfully in your work placement.

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

Enhance awareness of at least two key ethical theories and draw on them to interpret an ethical decision in the workplace.

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

General Assessment Information

In order to complete the unit, students are required to complete the placement hours as agreed with their host organisation and the assessment tasks for the unit. Detailed instructions for each assessment task are available on iLearn. The instructions include information about content, submission methods, due dates, late penalties and marking guides or rubrics.

The first part of the placement evaluation (AT1a), the ethics report (AT2) and the final project (AT3) must all be submitted via links on iLearn. The second part of the placement evaluation (AT1b) may either be signed, scanned and submitted via the link on iLearn or a hard copy may be submitted in a seminar by week 12. 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.

Assessment Tasks

| Name | Weighting | Hurdle | Due |
|---|-----------|--------|----------|
| Task 1 Placement evaluation | 25% | No | Wks 4,12 |
| Task 2 Ethics report | 35% | No | Week 7 |
| Task 3 Final project | 40% | No | week 12 |

Task 1 Placement evaluation

Due: **Wks 4,12**

Weighting: **25%**

The placement evaluation consists of two parts. To prepare Task 1a (10% due in week 4) you will need to consult with your placement supervisor to develop learning objectives and activities

for your placement. For Task 1b (15% due in week 12) the supervisor completes an evaluation of your performance relative to criteria in the *supervisor's placement evaluation marking guide* (available on iLearn) and the individual learning objectives developed in Task 1a. You also evaluate your own performance relative to the planned learning objectives. Task 1a must be submitted through the link on iLearn. No hard copies will be accepted. Task 1b may either be signed, scanned and submitted via the link on iLearn or a hard copy may be submitted in a seminar by week 12. Marking criteria are available on iLearn.

In order to complete the unit, you must submit the placement evaluation. All supervisors have agreed to complete this evaluation as part of their agreement to host an intern. During the placement, the supervisor will assess your performance using the *supervisor's placement evaluation marking guide*. If performance is rated unsatisfactory at any time during the placement, you will be invited to a meeting to discuss your performance. You may be given an opportunity to improve your performance or the placement may be discontinued and you may be required to complete the remainder of the placement within the Faculty of Business and Economics or PACE. In the latter case, the PACE team will identify a suitable project, an appropriate supervisor and specify the number of hours required to meet the learning outcomes of this unit. If your supervisor assigns a failing mark for your placement evaluation at the end of the semester, penalties may be applied to Task 3, the final project.

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.

On successful completion you will be able to:

- Develop skills to demonstrate initiative and perform successfully in your work placement.
- Apply discipline-specific skills acquired through university studies in a relevant work placement.

Task 2 Ethics report

Due: **Week 7**

Weighting: **35%**

You will need to identify an ethical decision point relevant to your work placement and draw on at least two key ethical theories to interpret the risks and consequences of an unethical decision. Discuss the relevance of your own personal and organisational values to making decisions and fostering ethical behaviour. Reports must be submitted through the link on iLearn. No hard copies will be accepted. Marking criteria are available on iLearn.

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.

On successful completion you will be able to:

- Enhance awareness of at least two key ethical theories and draw on them to interpret an ethical decision in the workplace.
- Critically reflect on experience gained through work placement and its relevance to both future studies and career.

Task 3 Final project

Due: **week 12**

Weighting: **40%**

The final project provides an opportunity for you to translate some of your experiences from your work placement into a portfolio that you can use as a foundation for future job applications. You will need to reflect on your personal and professional development as it relates to your work placement. There are two components of the final project: written responses to five selection criteria (200 words each, 1000 words total) and video recorded responses to interview questions (2 minute limit per response). While the selection criteria and interview questions look similar, they are different, and your responses to each should not be identical. You **must** focus on experiences you draw from your work placement. Other experience (part-time job, volunteer experience, university experience) may be included, but all responses should focus primarily on your current work placement. Use the STAR model (available on iLearn) as a guide for developing responses to both the selection criteria and interview questions. Both the responses to the selection criteria and the video recording must be submitted through the links on iLearn. Marking criteria are available on iLearn.

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.

Important:

- 5% will be deducted from the final project mark for each seminar missed throughout the semester, unless an application for disruption to studies (ask.mq.edu.au) has been made and approved for that seminar.
- If your supervisor assigns a failing mark for your placement evaluation at the end of the semester, penalties may be applied to Task 3, the final project.

On successful completion you will be able to:

- Apply discipline-specific skills acquired through university studies in a relevant work placement.
- Enhance awareness of at least two key ethical theories and draw on them to interpret an ethical decision in the workplace.
- 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 seminar topics and dates. Students are responsible for checking iLearn and/or email for updates to the seminar dates and times.

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 work place.

Technology Used and Required

Microsoft Office suite (or equivalent), including in particular word processing, spread sheets 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.businessandconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships.

Unit Schedule

Below is the schedule for the four seminars. Students are responsible for checking email and iLearn for updates to the seminar offerings.

| Week | Day and time | Location | Topic |
|--------|-------------------------|----------|-------------|
| Week 2 | Friday, 10 March, 3-6pm | W5C 220 | Orientation |
| Week 4 | Friday, 24 March, 3-6pm | W5C 220 | Ethics |

| | | | |
|---------|------------------------|---------|------------|
| Week 6 | Friday, 7 April, 3-6pm | W5C 220 | Reflection |
| Week 11 | Friday, 26 May, 3-6pm | W5C 220 | Debrief |

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

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.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 (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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.

PACE-specific Policies

Early Commencement Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure_early_commencement.html

Managing Other Commitments Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure.html

Reasonable Adjustment Procedure http://www.mq.edu.au/policy/docs/reasonable_adjust_pace/procedure.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

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

- Develop skills to demonstrate initiative and perform successfully in your work placement.
- Apply discipline-specific skills acquired through university studies in a relevant work placement.

- Enhance awareness of at least two key ethical theories and draw on them to interpret an ethical decision in the workplace.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Ethics 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 outcome

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

Assessment tasks

- Task 1 Placement evaluation
- Task 3 Final project

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

- Task 2 Ethics 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

- Develop skills to demonstrate initiative and perform successfully in your work placement.
- Critically reflect on experience gained through work placement and its relevance to both future studies and career.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Ethics report
- Task 3 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.
- Enhance awareness of at least two key ethical theories and draw on them to interpret an ethical decision in the workplace.

Assessment tasks

- Task 2 Ethics report
- Task 3 Final project

Changes from Previous Offering

No substantive changes from previous offering.

Research & Practic, Global Context and Sustainability

As this is an individual internship unit, the unit activities and assessments incorporate a range of links to research & practice, global contexts and sustainability that depend on the context of the

internship placement.

Changes since First Published

| Date | Description |
|------------|------------------------------|
| 22/02/2017 | two typos corrected (iLearn) |