



FOBE200

Professional and Community Engagement

S2 Day 2017

Dept of Marketing and Management

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General Information

Unit convenor and teaching staff

Unit convenor and teaching staff

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Appointment by email

Faculty Manager, PACE (Administrative contact)

Diana Caruso

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Administrative matters. Include FOBE200 in email subject line

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:

Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.

Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.

Demonstrate awareness of at least two key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.

Critically reflect on experience gained through work placement or project 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 organization or project partner as well as 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.

All assessment tasks must be submitted via links 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

FOBE200 students are enrolled in one of the following two streams:

1. Individual internship
2. Business Innovation Hub project

Assessment task instructions and criteria for some tasks are different for each stream. See assessment task information for details.

Assessment Tasks

Name	Weighting	Due
Task 1 Placement evaluation	25%	Wks 4,12
Task 2 Ethics report	35%	Week 7
Task 3 Final project	40%	week 11,12

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.

Task 1a

Individual internship stream

To prepare Task 1a (15% due in week 4) you will need to consult with your placement supervisor to develop objectives and activities for your placement. Learning objectives should be relevant to the tasks, responsibilities and expected outcomes of the placement.

Business Innovation Hub (BIH) stream

To prepare Task 1a (15% due in week 4) you will need to consult with your project mentor to develop objectives and activities for your project. BIH students will focus on the project problem. In consultation with the project mentor and other team members you will develop objectives relevant to your individual contribution achieving project outcomes.

Task 1b

For Task 1b (10% due in week 12) your supervisor or project mentor completes an evaluation of your performance relative to criteria in the *supervisor's placement evaluation marking guide* (available on iLearn) and your individual objectives developed in Task 1a.

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. Your placement supervisor or project mentor 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. Marking criteria for Task 1a and Task 1b are available on iLearn.

This Assessment Task relates to the following Learning Outcomes:

1. Demonstrate initiative, planning, and generic skills that enable success performance in a work placement or project
2. Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.

On successful completion you will be able to:

- Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.
- Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.

Task 2 Ethics report

Due: **Week 7**

Weighting: **35%**

Drawing on at least two key ethical theories, you will identify and interpret ethical issues and decision consequences relevant to your placement or BIH project context. Using evidence and examples, you will show how your personal values and those apparent in your placement or project environment influenced your interpretation. Reports must be submitted through the link on iLearn. No hard copies will be accepted.

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. Marking criteria are available on iLearn.

This Assessment Task relates to the following Learning Outcomes:

3. Demonstrate awareness of at least two key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.
4. Critically reflect on experience gained through the work placement or project and its relevance to both future studies and career.

On successful completion you will be able to:

- Demonstrate awareness of at least two key ethical theories by interpreting ethical issues

relevant to a specific workplace or project environment.

- Critically reflect on experience gained through work placement or project 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 or BIH project into a portfolio that you can use as a foundation for future job applications. The final project includes two parts.

Part A: Video (15%)

Individual internship stream

A video recording where you present a summary of your major placement achievements will be submitted in week 11. You will design this recording to effectively pitch your achievements and abilities to prospective employers or partners. Marking criteria will be available on iLearn. All FOBE200 participants will be graded individually.

Business Innovation Hub stream

A video recording where you present a summary of your project solution will be submitted in week 11. You will design this recording to effectively pitch your achievements and abilities to prospective employers or partners. Marking criteria are available on iLearn.

BIH project teams will submit a more substantial recording (10-11 minutes) as a team pitch, however each team member must make an individual presentation contribution to the video that will be individually graded. Placement interns will submit individual recordings of 3-4 minutes each.

Part B: Written submission (25%)

The written submission consists of two sections: a Report (15%) and Reflection (10%) that will be submitted in week 12.

Individual internship stream

Report: 15%

Main stream students will submit written responses to four selection criteria questions (200 words each, 800 words total). Focus on the skills and abilities that you can demonstrate to employers that you have drawn 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 the selection criteria.

Reflection: 10%

Main stream students will write a 700-word reflection that articulates how the experiences on the

work placement have developed professional skills, awareness of workplace practice, and contributed to personal development.

Business Innovation Hub stream

Report: 15%

BIH students will work as a team to submit a written report to the host organization (3000-4000 words). Further details on this report will be available on iLearn. The report will be similar in style to a consultant report submitted to a client. The report will be submitted to managers in the host organization. BIH students will also complete a peer review for each member of their team. Although the peer reviews themselves are not graded, report grades for individual team members may be affected if the review indicates unequal distribution of effort among team members.

Reflection: 10%

BIH students will write a 700-word reflection that articulates how their experiences on the BIH project have developed their awareness of entrepreneurship and innovation, their capacity to work as a team, and their personal development.

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. 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.

This Assessment Task relates to the following Learning Outcomes:

2. Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.
3. Demonstrate awareness of at least two key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.
4. Critically reflect on experience gained through the work placement or project and its relevance to both future studies and career.

On successful completion you will be able to:

- Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.
- Demonstrate awareness of at least two key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.
- Critically reflect on experience gained through work placement or project 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.

Students are expected to complete all assessment tasks for this subject. Successful completion of this unit requires the student to achieve at least 50% in total in the assessment tasks offered.

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. Note the dates for Placement interns and BIH Students are different, as outlined below.

Seminar schedule – Individual internship stream

Week	Day and time	Location	Topic
Week 2	Friday, 11 August, 11am-2pm	W5C 320	Orientation
Week 4	Friday, 25 August, 11am-2pm	W5C 320	Ethics
Week 9	Friday, 13 October, 11am-2pm	W5C 320	Reflection
Week 11	Friday, 27 October, 11am-2pm	W5C 320	Debrief

Seminar schedule – Business Innovation stream

Week	Day and time	Location	Topic
Week 1	Friday, 4 August, 11am-2pm	TBA	Orientation
Week 4	Friday, 25 August, 11am-2pm	W5C 320	Ethics
Week 9	Friday, 13 October, 11am-2pm	W5C 320	Reflection
Week 11	Friday, 27 October, 11am-2pm	TBA	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.a>

[u/policy/docs/complaint_management/procedure.html](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_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

- Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.
- Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.
- Demonstrate awareness of at least two key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.

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 or project 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 or project 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

- Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.
- Critically reflect on experience gained through work placement or project 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

- Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.
- Demonstrate awareness of at least two key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.

Assessment tasks

- Task 2 Ethics report
- Task 3 Final project

Changes from Previous Offering

The new Business Innovation Program will provide students with an option to develop innovative problem solutions for a host organisation in teams facilitated through the Business Hub, as well as develop the professional and community engagement capabilities encompassed by FOBE200 and its assessment structure. Changes to the previous offering mainly relate to Task 1 and Task 3.

Task 1: In order to focus attention on essential planning skills that relate to problem-solving and communication, Task 1a is increased from 10% to 15%. Task 1b consists of a 10% Supervisor or Mentor Evaluation. The reflective component of Task 1b is now part of Task 3. This aligns a reflection on learning experiences more closely with skills and placement or project achievements evidenced by both the video and written report components of Task 3.

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.