



# FBE 204

## Becoming a Professional

S3 Day 2017

*Dept of Marketing and Management*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Lecturer in charge

Stephen Erichsen

[stephen.erichsen@mq.edu.au](mailto:stephen.erichsen@mq.edu.au)

Contact via Email or approach at class time

Monday 3pm to 4pm and Tuesday 3pm-4pm, and other times by appointment

Jackie Gorrick

[jackie.gorrick@mq.edu.au](mailto:jackie.gorrick@mq.edu.au)

Credit points

3

Prerequisites

24cp at 100 level or above

Corequisites

Co-badged status

Unit description

This unit develops students' capabilities for professional practice so that they are better prepared for their transition to their chosen career. The unit frames professional learning within the broader context of learning and professional practices and considers various aspects of becoming a professional. Students work in teams throughout the semester, developing and critically reflecting on their employability, while building language and communication skills for learning and professional practice. Individual and team assessment tasks address a number of Macquarie University's graduate capabilities, including effective communication; social responsibility; and professional and personal judgement and initiative.

## 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:

Evaluate what it means to become a professional.

Identify and assess knowledge, skills and attributes needed in the workplace.

Use professional communication skills appropriate to context and audience in a range of

tasks.

Create an understanding of the workplace opportunities and requirements for future-ready graduates.

## General Assessment Information

### Submission of assignments

Please refer to detailed instructions for each assignment to your FBE204 iLearn unit. Electronic submissions are made via Turnitin.

### Extensions and late penalties

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark 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 of studies is made and approved. No submission will be accepted after solutions have been posted.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Personal Video Presentation</u>	30%	No	Week 3
<u>Management Assignment</u>	40%	No	Week 4
<u>Reflective Journal</u>	30%	No	Week 5

### Personal Video Presentation

Due: **Week 3**

Weighting: **30%**

Students will be required to submit a video recording of themselves that could be utilised on LinkedIn assuming them as a potential job candidate, stating their skills and qualifications for the role. 30% - due end of Week 3.

Marking will be based on structure, delivery and content of the presentation.

Further detailed instructions will be provided on iLearn and discussed in class.

On successful completion you will be able to:

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Use professional communication skills appropriate to context and audience in a range of tasks.

## Management Assignment

Due: **Week 4**

Weighting: **40%**

Students will be given a choice of current management topics and can choose to develop a management solution to the challenges posed. The responses should be based on sound academic research into current trends in corporate thinking and will require a 3,000 word review of the situation and then provide recommendations for action.

Further details of the assignment and the Marking Rubric will be released on iLearn. Marking will be based on the level of insight, professionalism and academic research clearly demonstrated in the submission.

On successful completion you will be able to:

- Identify and assess knowledge, skills and attributes needed in the workplace.
- Use professional communication skills appropriate to context and audience in a range of tasks.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

## Reflective Journal

Due: **Week 5**

Weighting: **30%**

The Reflective Journal requires you to gain insight into your own personal skill set against Graduate Capabilities and reflect on the impact that your current abilities will have on future career expectations. There is a short pre-work exercise completed in class in Week 2 of our sessions. You will be required to submit your work on iLearn and in hard copy in class.

Further details of the assignment and the Marking Rubric will be released on iLearn. Marking will be based on the level of insight, professionalism and academic effort clearly demonstrated in the submission.

On successful completion you will be able to:

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

## Delivery and Resources

### Unit Structure

The unit focuses on personal skills development and will be conducted in a twice weekly two-hour workshop combined with a weekly one-hour online tutorial over 5 weeks of 2 sessions per week.

The sessions for each week are at 10am and 1pm on either a Monday or a Tuesday depending on which stream you are enrolled into.

Students will be assigned into teams during the first workshop. Those enrolling later will be added to a new team or existing ones. It is incumbent upon each student to confirm they have the correct time, day and location of their scheduled lecture and tutorial: <http://timetables.mq.edu.au>.

In order to satisfactorily pass this unit, you must achieve an overall minimum mark of 50%. In order to be successful in this unit and to get the most out of it, regular participation and work on the assessment tasks are essential. Come prepared to the workshops and set a schedule for yourself early on in the semester to successfully manage your time on the assignment tasks.

Class sizes are limited and attendance will be taken in class each session. Once you are included in a class, you MUST remain in that class and attend that each week. Changes will not be permitted.

### Required Textbook

There is no textbook for this unit, however there will be multiple resources recommended for your use throughout the session and you are advised to take advantage of them to maximise your benefit in completing the program. More information is available on iLearn.

## 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)

Assessment Policy [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](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](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](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/](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).

## 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

### 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**

- Personal Video Presentation

## **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**

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Use professional communication skills appropriate to context and audience in a range of tasks.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

### **Assessment task**

- Reflective Journal

## **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**

- Evaluate what it means to become a professional.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

### **Assessment task**

- Personal Video Presentation

## 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

- Evaluate what it means to become a professional.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

### Assessment tasks

- Management Assignment
- Reflective Journal

## 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:

### Assessment task

- Management Assignment

## 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

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Use professional communication skills appropriate to context and audience in a range of



tasks.

- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

## **Assessment tasks**

- Personal Video Presentation
- Management Assignment
- Reflective Journal

## **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 outcome**

- Use professional communication skills appropriate to context and audience in a range of tasks.

## **Assessment tasks**

- Management Assignment
- Reflective Journal

## **Global Context & Sustainability**

This is a program designed to give you an understanding of the issues that are apparent in the modern day workplace. Those issues that affect all businesses, government and Not-for-Profit organisations are set in a Global context and with respect for the need to include Sustainability in all our endeavours. Future-ready graduates should be prepared for work around the globe not just locally. Sustainability is no longer a catchphrase, it is an expectation. Business education requires you to align yourself with industry expectations on employability and sustainability and this will only increase as your career develops!

## **Research & Practice**

The content of this unit has been developed with the input from various stakeholders at Macquarie University. Contribution from academic theorists on teaching, the PACE program executive team, career advisors and the most senior members of Macquarie's Learning & Teaching management. It will include the latest and still developing views of management consultants such as your lecturer and other contributors, and also the research that is being

continued on experiential learning in preparing students for a career. The program includes a guided progression from personal awareness inclusive of personality profiling and individual learning styles, to the concept of teamwork as a common thread of the majority of project based activities in all organisations, to identification of potential career paths and how to maximise your opportunities in those areas that you choose to pursue. .