FBE 204

Becoming a Professional

S2 Day 2017

Dept of Marketing and Management

Contents

General Information

Unit convenor and teaching staff
Lecturer in charge
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Unit Convenor
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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.

Critique roles and relationships in teams in different cultural, social and workplace contexts.

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
Professional Presentations	25%	No	Weeks 3 - 9
Reflective Journal	25%	No	Week 13
Major Assignment	35%	No	Week 10
Active Participation	15%	No	Every Week

Professional Presentations

Due: **Weeks 3 - 9**
Weighting: **25%**

Students will be required to give an individual oral presentation of 3 minutes in class on a topic that will be nominated from the areas that we are investigating. Audio visual aids such as PowerPoint and Prezi may be used but **no notes or palm cards**. 10% - conducted in class over Weeks 3 - 9 as class numbers dictate.

Students will also be required to submit a video recorded application for a nominated job, stating their skills and qualifications for the role. 15% - due Week 7.

There will be at least three weeks preparation time provided. Marking will be based on structure, delivery and content of the presentation.

Detailed information for preparation and marking guides will be provided on iLearn.

On successful completion you will be able to:

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Reflective Journal

Due: **Week 13**
Weighting: **25%**

There will be an individual essay that relates to the program in the form of a Reflective Journal to be completed and submitted in Week 13. You will be required to submit your work on iLearn via Turnitin. This assessment will be valued at 25% of your total marks.

Full details of the assessment and the marking rubric will be released in Week 4 on iLearn and discussed in class. It requires a short pre-assessment task that will need to be completed by Week 6. The pre-assessment is not marked but is required to establish the format for the final

response.

Marking of your full submission will be based on the level of professionalism, reflection and academic effort clearly demonstrated in the submission.

On successful completion you will be able to:

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Major Assignment

Due: **Week 10**
Weighting: **35%**

Part A of this Assignment is due in Week 10 on iLearn by 11:55pm on October 20th. It has a value of 25 marks.

50% of the mark is for individual contribution.

Your group will submit a 10 - 12 minute video loaded on www.youtube.com as **"unlisted"** of management making a decision to resolve a problem within the organisation of your choice.

The problem can be internal, dealing with a staffing issue, or external, in dealing with a supplier or customer issue.

A separate marking rubric will be loaded on iLearn. As there needs to be at least 50% of the assessment allocated to individual input, you are required to define the participation of each student in the preparation of this video. A contribution form will be made available to this effect, and it must be signed by all members of the group and submitted to your teacher in Week 10. It will be in the form of a Peer Assessment Form and failure of any student to participate enthusiastically and at a minimum of 200 level of academic contribution will result in marks being varied for individual students.

Part B of your assignment is a 500 word individual review of the process undertaken to make your management video it has a value of 10 marks and is an individual mark. This is to be submitted on iLearn on Friday by 11.55pm in Week 10. A marking rubric will be provided on iLearn.

On successful completion you will be able to:

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

tasks.

- Critique roles and relationships in teams in different cultural, social and workplace contexts.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Active Participation

Due: **Every Week**
Weighting: **15%**

As the name of the course suggests, this course is about preparing you for employment. Punctual and participative attendance is essential for the ongoing success of your career. The online nature of tutorials requires you to prepare fully for the class and then actively participate in discussions about the topics raised. In addition, attendance will regularly be taken at 5 minutes past the hour of commencement for each class and marks will be deducted for poor punctuality and attendance. The expectation is that you will attend on time for at least 80% of the classes, unless prior arrangements have been made with your lecturer based on validated reasons for absence. In the case of medical or accident issues, please arrange for medical certificates or police reports to be submitted as a Disruption to studies.

On successful completion you will be able to:

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- 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 skills development and will be conducted in a weekly two-hour workshop combined with a weekly one-hour online tutorial over 13 weeks.

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 week. Once you are included in a class, you MUST remain in that class and attend that each week. Changes will not be

permitted.

Technology Used: Unit web page

Please note the unit's logon iLearn address is: http://ilearn.mq.edu.au

Here you will find the unit resources, learning materials, important announcements, marking

guides, and assessment drop boxes. It is each student's responsibility to regularly check iLearn.

The lecture in this unit will not be recorded as it is a workshop format requiring substantial individual participation.

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

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.

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

- Professional Presentations

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.
- Critique roles and relationships in teams in different cultural, social and workplace contexts.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Assessment tasks

- Professional Presentations
- Reflective Journal
- Major Assignment
- Active Participation

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.
- Critique roles and relationships in teams in different cultural, social and workplace contexts.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Assessment tasks

- Professional Presentations

- Reflective Journal
- Active Participation

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.
- Critique roles and relationships in teams in different cultural, social and workplace contexts.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Assessment tasks

- Reflective Journal
- Major 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

- Professional Presentations

- Reflective Journal
- Major Assignment

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

- Use professional communication skills appropriate to context and audience in a range of tasks.
- Critique roles and relationships in teams in different cultural, social and workplace contexts.

Assessment tasks

- Reflective Journal
- Major Assignment
- Active Participation

Global Context & Sustainability

This is a new 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. .