



# FBE 204

## Becoming a Professional

S1 Day 2017

*Dept of Marketing and Management*

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## General Information

Unit convenor and teaching staff

Lecturer in charge

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Contact via Email or approach at class time

Monday 11am to 12pm, Tuesday 11am-12pm with prior notice

Unit Convenor

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Yang Yang

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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
<a href="#">Homework Exercises</a>	40%	No	Weeks 5 & 10
<a href="#">Professional Presentations</a>	25%	No	Weeks 3 - 9
<a href="#">Final Assignment</a>	25%	No	Week 12
<a href="#">Attendance &amp; Active Participat</a>	10%	No	Every Week

## Homework Exercises

Due: **Weeks 5 & 10**

Weighting: **40%**

There will be 2 homework exercises to be completed during the session. You will be required to submit your work on iLearn. Each task will be valued at 20% of your mark.

Full details of the task will be released giving you two weeks to complete and submit. Marking will be based on the level of 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.
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- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

## 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 if required.

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.

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.

## Final Assignment

Due: **Week 12**

Weighting: **25%**

**Part A of the Group Assignment** is due in Week 12 on iLearn by 12 midnight on June 1st. It has a value of 20 marks.

Your group will submit a 10 - 12 minute video loaded on [www.youtube.com](http://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. In addition, a Peer Assessment Form will be provided and must be completed and handed in to your lecturer in Week 12 by each student individually and marks will be varied if students have not contributed extensively to the task.

A peer assessment form will be provided - this form must be submitted individually. 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 final assignment** is a 500 word individual review of the process undertaken to make your management video it has a value of 5 marks. This is to be submitted on iLearn in Week 12 by 12 midnight on Thursday June 1st. A marking rubric will be provided on iLearn.

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.
- 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.

## Attendance & Active Participat

Due: **Every Week**

Weighting: **10%**

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. Attendance will 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 75% 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:

- 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 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.

### **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/disr>

[ption\\_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

- 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

- Homework Exercises
- Professional Presentations
- Final Assignment
- Attendance & Active Participat

### 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**

- Homework Exercises
- Professional Presentations
- Attendance & Active Participat

## **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**

- Homework Exercises
- Final 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**

- Homework Exercises
- Professional Presentations
- Final 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**

- Homework Exercises
- Final Assignment
- Attendance & Active Participat

## **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. .