



# LAWS551

## Professional and Community Engagement

S3 Day 2017

*Dept of Law*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8
<u>Changes from Previous Offering</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

Unit Convenor

Debra Ronan

[debra.ronan@mq.edu.au](mailto:debra.ronan@mq.edu.au)

Contact via [debra.ronan@mq.edu.au](mailto:debra.ronan@mq.edu.au)

Consultation is with Lisa McLoughlan

Co-convenor /tutor

Lisa McLoughlan

[lisa.mcloughlan@mq.edu.au](mailto:lisa.mcloughlan@mq.edu.au)

Contact via [lisa.mcloughlan@mq.edu.au](mailto:lisa.mcloughlan@mq.edu.au)

By appointment

Credit points

3

Prerequisites

48cp in LAW or LAWS units and permission by special approval

Corequisites

Co-badged status

Unit description

This unit provides the opportunity for students to engage with the legal profession and community through participation in a variety of workplace experiences including, but not limited to, law firms, legal centres, community-based legal organisations and services, government agencies and not-for-profit organisations. The experience may be via clerkship, volunteer work, or internship, and may be undertaken on a weekly or block basis. Students source their own placement, and nominate it for approval by the convenor. Applications for the unit are advertised by the convenor via email.

## 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:

Identify issues that arise in professional practice and community engagement. In

particular the personal and professional demands on, and expectations of, lawyers and public advocates in practice.

Identify and distinguish what it is to be a professional, especially in the discipline of law

Identify and respond to ethical and regulatory issues appropriately

Critique current practices and regulation of the legal profession

Develop the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research

Apply the cognitive, interpersonal and communication skills necessary in legal practice, including: • the ability to engage in reflection and be self-aware • constructive engagement with work colleagues • willing and collaborative participation in the work environment • effective communication • capacity for critical analysis

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Placement Participation</u>	0%	Yes	Ongoing
<u>Skills and Goals</u>	5%	No	8 December 2017
<u>Regulation Exercises</u>	35%	No	Monday 8 January 2018
<u>Research Essay</u>	40%	No	Monday 22 January 2018
<u>Reflective Report</u>	20%	No	Monday 29 January 2018

### Placement Participation

Due: **Ongoing**

Weighting: **0%**

**This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)**

**This is a pass/fail component. It is a hurdle requirement meaning that students must pass this component in order to pass the course**

**To indicate satisfactory attendance and participation, the placement supervisor will certify to the unit convenor that each student:**

- **attended each day**
- **responded to directions and carried out required tasks**

- **participated constructively in discussions**
- **acted ethically, i.e respectfully, with apparent honesty, and was aware of potential conflicts of interest**

On successful completion you will be able to:

- Identify issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and public advocates in practice.
- Identify and distinguish what it is to be a professional, especially in the discipline of law
- Identify and respond to ethical and regulatory issues appropriately
- Develop the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research
- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including: • the ability to engage in reflection and be self-aware • constructive engagement with work colleagues • willing and collaborative participation in the work environment • effective communication • capacity for critical analysis

## Skills and Goals

Due: **8 December 2017**

Weighting: **5%**

This assessment involves assessing your own skills, and setting goals for your placement. This must be completed in week 1.

This goal setting exercise involves the following stages completed on templates that are on iLearn:

1. Skills Checklist - complete before / after the first seminar. You must have completed a skills checklist prior to setting your goals.
2. 'My Goals' goal Setting Exercise - complete after the skills checklist, and after listening to the recorded lecture.

### Skills Checklist and 'My Goals' Submission

The due time and date for this assessment **10pm on Friday 8 December 2017**. It should be submitted via the link on iLearn

On successful completion you will be able to:

- Identify and distinguish what it is to be a professional, especially in the discipline of law

## Regulation Exercises

Due: **Monday 8 January 2018**

Weighting: **35%**

This assessment requires completion of set readings and 2 x 1000 word exercises on ethics and regulation of the legal profession. You should commence the readings and exercises in week 2 for submission in week 4

Details of exercises will be discussed in the recorded lecture, and full details will be provided on iLearn.

### Participation Exercise Submission

The due time and date for this assessment **10pm on Monday 8 January 2018**. It should be submitted via the link on iLearn

On successful completion you will be able to:

- Identify issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and public advocates in practice.
- Identify and respond to ethical and regulatory issues appropriately
- Critique current practices and regulation of the legal profession
- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including:
  - the ability to engage in reflection and be self-aware
  - constructive engagement with work colleagues
  - willing and collaborative participation in the work environment
  - effective communication
  - capacity for critical analysis

## Research Essay

Due: **Monday 22 January 2018**

Weighting: **40%**

You will be required to complete a research critique of current practices and / or regulation of the legal profession. Questions will be provided on iLearn.

Further details of this assessment task will be provided in the recorded lecture, and the set questions will be posted on i-Learn.

### Research Essay Submission

The due time and date for this assessment is **10pm on Monday 22 January 2018**. It should be submitted via the Turnitin link on iLearn

On successful completion you will be able to:

- Critique current practices and regulation of the legal profession

## Reflective Report

Due: **Monday 29 January 2018**

Weighting: **20%**

This 1000 word assessment task requires you to assess whether you achieved the goals you set for your session 3 placement, and to reflect on your placement as a whole. The assessment is in 2 parts:

1. Assessment of goals, and setting future short and long term goals (5 marks)
2. A personal report that reflects on your placement experience ( 15 marks)

Full details of this exercise, including guidelines and assessment criteria will be discussed in the recorded 'Reflective Thinking and Writing' tutorial, and are on i-Learn.

### Reflective Report Submission

The due time and date for this assessment is **10pm on Monday 29 January 2018**. It should be submitted via the link on iLearn

On successful completion you will be able to:

- Identify issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and public advocates in practice.
- Identify and distinguish what it is to be a professional, especially in the discipline of law
- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including:
  - the ability to engage in reflection and be self-aware
  - constructive engagement with work colleagues
  - willing and collaborative participation in the work environment
  - effective communication
  - capacity for critical analysis

## Delivery and Resources

Online units can be accessed at: <http://ilearn.mq.edu.au/>.

PC and Internet access are required. Basic computer skills (e.g., internet browsing) and skills in word processing are also a requirement.

## 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

### 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

- Identify issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and public advocates in practice.
- Identify and distinguish what it is to be a professional, especially in the discipline of law
- Identify and respond to ethical and regulatory issues appropriately
- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including:
  - the ability to engage in reflection and be self-aware
  - constructive engagement with work colleagues
  - willing and collaborative participation in the work environment
  - effective communication
  - capacity for critical analysis

#### Assessment tasks

- Placement Participation
- Skills and Goals
- Regulation Exercises
- Reflective Report

### Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue



knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

### **Learning outcome**

- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including: • the ability to engage in reflection and be self-aware • constructive engagement with work colleagues • willing and collaborative participation in the work environment • effective communication • capacity for critical analysis

### **Assessment tasks**

- Placement Participation
- Regulation Exercises
- Reflective Report

## **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 outcome**

- Develop the practical skills necessary in legal practice, including: • file noting • drafting legal correspondence • preparation of court documents • client interviewing • legal research

### **Assessment task**

- Placement 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 outcome**

- Critique current practices and regulation of the legal profession

### **Assessment tasks**

- Regulation Exercises
- Research Essay

## **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**

- Critique current practices and regulation of the legal profession

### **Assessment tasks**

- Regulation Exercises
- Research Essay

## **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**

- Critique current practices and regulation of the legal profession
- Apply the cognitive, interpersonal and communication skills necessary in legal practice, including:
  - the ability to engage in reflection and be self-aware
  - constructive engagement with work colleagues
  - willing and collaborative participation in the work environment
  - effective communication
  - capacity for critical analysis

### **Assessment tasks**

- Placement Participation

- Regulation Exercises
- Research Essay
- Reflective Report

## 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

- Identify and respond to ethical and regulatory issues appropriately
- Critique current practices and regulation of the legal profession

### Assessment tasks

- Placement Participation
- Regulation Exercises
- Research Essay

## Changes from Previous Offering

The assessment regime and timing of assessments is the same as in previous offerings of the unit. The requirement of a week 2 meeting with the convenor has been removed