



# FOBE200

## Professional and Community Engagement

S2 Day 2018

*Archive (Pre-2019) - Dept of Marketing and Management*

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#### Disclaimer

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## General Information

Unit convenor and teaching staff

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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 special consideration 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 | Hurdle | Due        |
|----------------------------------------------------|-----------|--------|------------|
| <a href="#"><u>Task 1 Placement evaluation</u></a> | 25%       | No     | Weeks 4,12 |
| <a href="#"><u>Task 2 Ethics report</u></a>        | 35%       | No     | Week 9     |
| <a href="#"><u>Task 3 Final project</u></a>        | 40%       | No     | Week 12    |

## Task 1 Placement evaluation

Due: **Weeks 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) in consultation with the project mentor and other team members, you will develop a team project proposal (10%) and objectives relevant to your individual contribution (5%). *Note; the project problem or topic must be identified and agreed upon by all team members and confirmed by the project mentor by week 2).*

### 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 and BIH project mentors 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 9**

Weighting: **35%**

By the fourth week of your placement, you will identify potential ethical issues relevant to your placement or BIH project context. Using evidence and examples and interpreting them by drawing on two key ethical theories, you will reflect on how your personal values and awareness of placement or project-relevant ethical areas have developed through your placement experience. The assessment 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 12. 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. Placement interns will submit individual recordings of 3-4 minutes each.

#### **Business Innovation Hub stream**

A video recording where you present a summary of your project solution will be submitted in week 12. You will design this recording to effectively pitch your achievements and abilities to prospective employers or partners. **Teams will update the project host on their solution progress at an arranged time prior to the final assessment deadline; feedback from the host must be addressed in the Task 3 video presentation.** 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.

### **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](http://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 will be delivered via a maximum of 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/](http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/).

See the Faculty website for information about other prizes: [http://www.businessandeconomics.mq.edu.au/undergraduate\\_degrees/prizes\\_scholarships](http://www.businessandeconomics.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 dates and locations as these are subject to change. 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 | Tuesday 9am-12pm | 4WR 220  | Orientation |

|         |                  |         |
|---------|------------------|---------|
| Week 4  | Tuesday 9am-12pm | 4WR 220 |
| Week 9  | Tuesday 9am-12pm | 4WR 220 |
| Week 11 | Debrief - TBA    |         |

### Seminar schedule – Business Innovation stream

| Week    | Day and time     | Location | Topic |
|---------|------------------|----------|-------|
| Week 1  | TBA -Orientation |          |       |
| Week 4  | TBA              |          |       |
| Week 9  | TBA              |          |       |
| Week 11 | TBA              |          |       |

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)

- [Special Consideration Policy](#) (**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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).

### PACE-specific Policies

Early Commencement Procedure [http://www.mq.edu.au/policy/docs/participation\\_activity/procedure\\_commencement.html](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](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](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](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

- 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 due date for Task 2 has been changed from Week 7 to Week 9 in order for intern students to fully reflect on placement or project-relevant ethical issue identification and subsequent ethical perspective development to more fully align with Learning Outcomes 3 and 4. There are no other changes to assessments from the previous offering. No textbooks are required.

## 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.