

ECHP325

Professional Experience 5

S2 Day 2018

Department of Educational Studies

Contents

General Information	2
Learning Outcomes	3
General Assessment Information	3
Assessment Tasks	6
Delivery and Resources	7
Unit Schedule	10
Policies and Procedures	11
Graduate Capabilities	12

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General Information

Unit convenor and teaching staff

Unit convenor

Helen Little

Contact via via iLearn Dialogue

29 Wally's Walk (X5B), Room 235

By appointment

Tutor

Catherine Jones

Contact via via iLearn Dialogue

By appointment

Co-convenor and PE Co-ordinator

Catherine Patterson

Contact via via iLearn dialogue

By appointment

Owain Matthews

owain.matthews@mq.edu.au

Credit points

3

Prerequisites

ECHP222 and ECHE220

Corequisites

Co-badged status

Unit description

This unit incorporates both theoretical and practical aspects of teaching and working in early childhood contexts. Students in this unit will explore and examine theories of learning and develop a critical understanding for (i) observing, recording and planning for diverse learners, (ii) provisioning the outdoors as a learning space for young children, and (iii) embedding sustainability practices in everyday teaching. Students will continue to develop their teaching skills and complete 20 days of Professional Experience in an early childhood setting.

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:

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.
- 7. Observe, plan and document the children's learning whilst on PE.

General Assessment Information

Full details about each assignment task is provided on iLearn.

Assessment Presentation & Submission Guidelines

Please follow these guidelines when you submit each assignment:

- · Allow a left and right-hand margin of at least 2cm in all assignments.
- Please type all assignments using 12-point font and 1.5 spacing.
- All assessments must be submitted through turnitin in .doc or .pdf format for submission.
- It is the onus of the student to ensure that all assessments are successfully submitted through turnitin.
- Faculty assignment cover sheets are <u>NOT</u> required for this unit.

Draft Submissions & Turnitin Originality Reports

- Students may use Turnitin's Originality Report as a learning tool to improve their academic writing if this option is made available in the unit.
- Students are strongly encouraged to upload a draft copy of each assessment to Turnitin at least one week prior to the due date to obtain an Originality Report.
- The Originality Report provides students with a similarity index that may indicate if plagiarism has occurred. Students will be able to make amendments to their drafts prior

to their final submission on the due date.

• Generally, one Originality Report is generated every 24 hours up to the due date.

When preparing your assignments, it is essential that:

- Students must retain a copy of all assignments before submission, and retain the copy until your final grade for the subject has been received;
- Marks will be deducted if you submit your assessment late (refer to the 'late assessments' section below for more details);
- Unless there are exceptional circumstances, no assessment will be accepted after the date that the assessment has been returned to other students.
- If an assessment is considered to be below passing standard, another staff member on the unit will provide a second opinion. No failed assessment may be re-submitted.

Final Submissions

- Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.
- · Late submissions due to last minute technical difficulties will incur a lateness penalty.*

Special Consideration

The following link takes you to the **Special Consideration** policy, which makes clear the ways in which you can apply for special consideration in times of difficulty.

https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedure s/policies/special-consideration

Extensions:

Applications for extensions must be made via AskMQ at https://ask.mq.edu.au as a "Special Consideration" request before the submission date. Students who experience a disruption to their studies through ill-health or misadventure are able to apply for this request. Extensions can only be granted if they meet the Disruption to Studies policy and are submitted via ask.mq.edu.au. This will ensure consistency in the consideration of such requests is maintained.

In general, there should be no need for extensions except through illness or misadventure that would be categorised as **unavoidable disruption** according to the University definition of same, and currently available at:

https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedure s/policies/special-consideration

*Late Assessments:

Late submissions without extension will receive a penalty of 5% reduction of the total possible mark for each day late (including weekends and public holidays). You are reminded that submitting even just 1 day late could be the difference between passing and failing a unit. Late penalties are applied by unit convenors or their delegates after tasks are assessed.

No assessable work will be accepted after the return/release of marked work on the same topic. If a student is still permitted to submit on the basis of unavoidable disruption, an alternative topic may be set.

Students should keep an electronic file of all assessments. Claims regarding "lost" assessments cannot be made if the file cannot be produced. It is also advisable to keep an electronic file of all drafts and the final submission on a USB untouched/unopened after submission. This can be used to demonstrate easily that the assessment has not been amended after the submission date.

Appealing an assignment grade (requesting a re-mark)

If you have evidence that your task has been incorrectly assessed against the grade descriptors you can request a remark. To request a re-mark, you need to contact the unit convenor **within 7 days** of the date of return of the assignment and provide a detailed assessment your script against the task criteria. Evidence from your assignment must be provided to support your judgements.

Please note: The outcome of a remark may be a higher/lower or unchanged grade. Grades are standards referenced and effort is NOT a criterion

Submission of Family & Children's Records

Family and Children's Records

Some assessment tasks require students to submit records about families and about children and their learning. It is expected that the records submitted are original, authentic, adheres to the ethical practices of the Early Childhood Australia Code of Ethics (2016) and is the work of the student. Issues with the authenticity of such records will be investigated for possible forgery (see Fabrication in the IEC Academic Honesty Handbook). Please note that submitted records can only be used once for assessment purposes.

Confidentiality

Students must respect the need for sensitivity and confidentially and ensure that privacy obligations are met. There should be nothing in assessment submissions that identifies a centre or school. Use only the first name for children, families and staff. Do not record details that enable identification of the site, and of the adults or children.

Photography Permission

In this unit, students may take photographs to support the observation, planning, evaluation and reflection records that are developed during the Professional Experience. Students are expected to adhere to the Professional Experience placement site's policies and seek permission from families in order to take photographs. Please use the permission form provided on iLearn.

Assessment Tasks

Name	Weighting	Hurdle	Due
Planning for Diversity.	40%	No	12/09/2018 (Week 7)
Professional Experience	0%	Yes	Weeks 10 - 12
Philosophy in Practice	60%	No	11/11/2018 (end of Week 13)

Planning for Diversity.

Due: 12/09/2018 (Week 7)

Weighting: 40%

Situational Analysis - focus on aspects of diversity and difference that will form the basis for teaching decisions.

On successful completion you will be able to:

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.

Professional Experience

Due: Weeks 10 - 12

Weighting: 0%

This is a hurdle assessment task (see <u>assessment policy</u> for more information on hurdle assessment tasks)

Undertake 20 days of professional experience.

On successful completion you will be able to:

 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.

- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.
- 7. Observe, plan and document the children's learning whilst on PE.

Philosophy in Practice

Due: 11/11/2018 (end of Week 13)

Weighting: 60%

Present evidence of philosophical approach to teaching with a focus on diversity, the outdoor learning environment and transition to school.

On successful completion you will be able to:

- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.
- 7. Observe, plan and document the children's learning whilst on PE.

Delivery and Resources

The information in this Unit Guide must be read in conjunction with the <u>Assessment Details and Weekly Readings</u> documents available for download from iLearn.

Texts and Readings for this Unit

Compulsory texts for this unit which you should already have.

Little, H., Elliott, S., & Wyver, S. (2107). *Outdoor learning environments: Spaces for exploration, discovery and risk-taking in the early years*. Crows Nest, NSW: Allen & Unwin.

Porter, L. (2016). Young children's behaviour. Guidance approaches for early childhood educators (4th Ed.). Crows Nest, NSW: Allen & Unwin.

Australian Children's Education & Care Quality Authority. (2017). *Guide to the National Quality Standard*. Retrieved from http://files.acecqa.gov.au/files/NQF/Guide-to-the-NQF-3-Guide-to-the-NQS-Part-A.pdf

Australian Government Department of Education Employment and Workplace Relations. (2009). *Belonging, being & becoming: The early years learning framework for Australia.* Australia: Commonwealth of Australia. Retrieved from http://docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

Other Relevant Documents

The information in this *Unit Guide* must be read in conjunction with the following documents available for download from iLearn:

- Professional Experience Handbook
- Professional Experience Guidelines
- Professional Experience Evaluation

EC Professional Experience Unit Placement Expectations

- Students are required to complete 20 days of Professional Experience at an early childhood centre for children aged birth-five.
- To be eligible to commence the block placement component of this unit, students
 - Must have submitted all written assessment tasks and/or associated unit component requirements prior to the commencement of the block
 - Must meet the participation requirements for the unit
- Students must be able to present evidence of completion of the following prior to semester census date in order to receive a placement for Professional Experience:
 - A Working with Children Check or State/ Territory equivalent
 - Anaphylaxis training (practical and on line training)*
 - Child Protection online training*
- A Working with Children Check or State/Territory equivalent is required by the end of Week 3/census date to be eligible for a placement. Students may need to withdraw from this unit if this has not been obtained in time.
- Students may not be able to commence their placement until all alleged academic honesty breaches have been investigated and concluded.
- Students are expected to negotiate with the supervising teacher to complete five (5)

observation days at times which do not impact on attendance at tutorials for this or other units.

- Students who are completing a unit offered by another department are expected to
 inform and negotiate with that unit convener about their professional experience block
 dates and to discuss how that unit's requirements can be met. For some situations, it
 may mean that you are enrolled externally for that unit so that your attendance for
 tutorials for that unit is not impacted.
- Feedback from Tertiary Supervisors and/or Supervising Teachers is of a general nature.
 It is incumbent on the student to check the requirements of assessments against the marking criteria and unit outcomes prior to submission.
- In order to meet the Professional Experience placement expectations of this unit, students must:
 - attain a 'Satisfactory' grade for their Professional Experience Practical Work in their Evaluation Report, AND
 - attain a 'Satisfactory' grade for their Professional Experience Folder in their Evaluation Report

For this Unit, students must also be aware of the following specific requirements: - Students must meet the mandatory requirements to undertake placements as specified in the Unit Guide. These may include both University requirements and mandatory requirements specified by the accrediting authority such as the Working with Children check.

- Macquarie University operates under a 'Fit to Sit' model as specified in the University's <u>Special Consideration Policy</u>. For this Unit, this means that, when undertaking a placement, a student is declaring that they are fit to do so. It is the responsibility of the student to determine whether they are fit to undertake a placement. Therefore, if a student is feeling unfit to undertake a placement, they should not do so. If a Student is identified by the Unit Convenor as being 'At Risk', the <u>Department's 'At Risk' procedure</u> will be activated and they will not be able to withdraw themselves from this Unit.
- The timing of placements can vary. For placements early in the Session, Fail grades may be approved by the University **prior to the end** of Session for students who do not meet the placement expectations of the Unit.

Macquarie University policies and procedures are accessible from <u>Policy Central</u>. Students should be aware of the policies listed in this/the Unit Guide with regard to Learning and Teaching.

Withdrawing from this UG Unit

If you are considering withdrawing from this unit, please seek academic advice by writing to DE S.ug@mq.edu.au before doing so as this unit may be a co-requisite or prerequisite for units in

the following semesters and may impact on your progression through the degree.

Unit Schedule

Date	Lecture Content	Lecturer
Week 1 31 July	Introduction to unit	Helen Little
	Overview of key themes - Outdoor Learning, Diversity and Difference, Transitions and Guiding Behaviour.	
Week 2 7 August	Planning for Diversity and Difference	Jenni Burgess
Week 3 14 August	Outdoor learning environments: Making the most of what you've got	Helen Little
Week 4 21 August	The outdoors as a learning environment – beyond running and climbing	Catherine Jones
Week 5 28 August	ATSI contexts – honouring land and learning from Indigenous ways.	TBC
Week 6 4 September	The Forest schools as inspiration in the Australian context	Rebecca Andrews (DET)
Week 7 11 September	The outdoors for infants and toddlers	Sandra Cheeseman
17 – 28 September	Recess	
Week 8 2 October	Documenting learning with a focus on record keeping for individuals and groups	Sandra Cheeseman
Week 9 9 October	The Transition to School Statement	Sandra Cheeseman

Week 10 15 October	Professional Experience	
Week 11 22 October	Professional Experience	
Week 12 29 October	Professional Experience	
Week 13 6 November	No lecture - tutorial only	

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.m.q.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 <u>Student Policy Gateway</u> (htt <u>ps://students.mq.edu.au/support/study/student-policy-gateway</u>). 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 (https://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 <a href="extraction-color: blue} eStudent. For more information visit <a href="extraction-color: blue} ask.m <a href="equation-color: blue} e...

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mg.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 <u>Disability Service</u> 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 <u>Acceptable Use of IT Resources Policy</u>. 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:

Learning outcomes

- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 7. Observe, plan and document the children's learning whilst on PE.

Assessment tasks

- · Professional Experience
- · Philosophy in Practice

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

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.
- 7. Observe, plan and document the children's learning whilst on PE.

Assessment tasks

- · Planning for Diversity.
- Professional Experience
- · Philosophy in Practice

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 outcomes

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.

Assessment tasks

- · Planning for Diversity.
- · Professional Experience
- · Philosophy in Practice

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

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.

• 7. Observe, plan and document the children's learning whilst on PE.

Assessment tasks

- · Planning for Diversity.
- · Professional Experience
- · Philosophy in Practice

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

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.
- 7. Observe, plan and document the children's learning whilst on PE.

Assessment tasks

- Planning for Diversity.
- Professional Experience
- · Philosophy in Practice

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 outcomes

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.
- 7. Observe, plan and document the children's learning whilst on PE.

Assessment tasks

- Planning for Diversity.
- · Professional Experience
- · Philosophy in Practice

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

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements as a teacher in terms of the NQF and NQS.
- 4. Consolidate knowledge on guiding children's behaviour and hone strategies for guiding children's behaviour, including transitions.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.
- 7. Observe, plan and document the children's learning whilst on PE.

Assessment tasks

- · Planning for Diversity.
- · Professional Experience
- · Philosophy in Practice

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

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.
- 5. Engage in active, careful and critical reflective practice.
- 6. Extend generic skills such as problem-solving, critical analysis, self-awareness, task management, literacy and communication skills.

Assessment tasks

- · Planning for Diversity.
- · Professional Experience
- · Philosophy in Practice

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- 1. Examine theories of diverse learners and develop strategies for differentiating planning for diverse needs.
- 2. Understand the Early Years Learning Framework and the accountability requirements

as a teacher in terms of the NQF and NQS.

• 3. Examine the outdoors as a learning space and develop strategies for embedding sustainability in the prior to school setting.

Assessment tasks

- Planning for Diversity.
- Professional Experience
- · Philosophy in Practice