



# PACE399

## Professional Internship: Learning in Practice

S1 External 2018

*University*

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#### **Disclaimer**

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## General Information

### Unit convenor and teaching staff

#### Convenor

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By appointment only

#### Lecturer

Rebecca Bilous

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### Credit points

3

### Prerequisites

39cp at 100 level or above and permission by special approval

### Corequisites

### Co-badged status

### Unit description

This unit provides a scaffolded curriculum to support experiential learning through a professional work placement. Students will apply the skills and knowledge acquired in a particular discipline to an authentic work setting, and will develop new skills and knowledge which will enable them to participate meaningfully in the workplace. Students will be encouraged to reflect on a learning experience which integrates theory and practice, as well as on their roles and responsibilities as workers and citizens. The unit also introduces them to self-directed lifelong learning. Depending on their discipline and chosen career path students will be able to either apply for a placement available through Macquarie University's pool of experiential activities with partner organisations, or negotiate their own activity with an organisation of their interest. Students will need to complete a minimum of 50 and a maximum of 80 hours of placement. They will also need to attend 5 compulsory on-campus workshops (internal students only). Students interested in this unit must contact the Arts PACE team at least 2 months before the beginning of semester ([arts.pace@mq.edu.au](mailto:arts.pace@mq.edu.au)).

## 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:

Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.

Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace

Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the learning.

Consider how your commitment to society and the environment can be realised through ethical, sustainable and inclusive practices during your placement.

## General Assessment Information

### Late Submission Penalty

*Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.*

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Learning Contract</a>	20%	No	Friday 16 March by 6 PM
<a href="#">Online activities</a>	30%	No	10 April, 4 May, 18 May
<a href="#">E-portfolio</a>	50%	No	18 June by 6 PM

## Learning Contract

Due: **Friday 16 March by 6 PM**

Weighting: **20%**

A learning contract is an agreement between two or more parties of what the student is expected to learn in this unit. The learning contract will include a brief description of the project the student will work on followed by the individual objectives the student has for the unit, how she or he is going to achieve them, how she or he will know these have been achieved, a plan for monitoring progress, and a timeline. The student will prepare the contract based on guidelines that will be

given in class and on iLearn. The contract will need to be signed by the student, host organisation supervisor, and unit convenor.

On successful completion you will be able to:

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace
- Consider how your commitment to society and the environment can be realised through ethical, sustainable and inclusive practices during your placement.

## Online activities

Due: **10 April, 4 May, 18 May**

Weighting: **30%**

In three of the online modules (all to be completed online after mid-semester break) you will be required to participate in online discussions and other collaborative activities with members of a group you will be assigned to. You will get a mark out of 10 for your online contribution to each of these modules.

On successful completion you will be able to:

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace
- Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the learning.

## E-portfolio

Due: **18 June by 6 PM**

Weighting: **50%**

You will be engaging in a series of activities, readings and reflections for each of the modules you complete. You will need to select some of these as you go along as evidence of your progress, of your reflections, and of your learning. You will need to select examples of your work within each module and incorporate it in your e-portfolio, which will be assessed at the end of the semester. Your e-portfolio should also include the poster presented in Workshop 4 and a reflective account of how all the modules connect to each other and to your learning contract. Full guidelines and a rubric will be available on iLearn.

On successful completion you will be able to:

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the learning.
- Consider how your commitment to society and the environment can be realised through ethical, sustainable and inclusive practices during your placement.

## Delivery and Resources

The unit has an academic component (delivered through 5 on campus workshops and 5 online modules) and a practical component which entails students' work for an organisation in the form of an internship. An internship is a structured placement where the student is applying knowledge learned in her or his studies in a professional context. An internship cannot entail a random allocation of tasks but needs to be planned and supervised.

For the academic component students will be required to:

1. Submit the required assessment tasks in a timely manner.
2. Complete all the required readings for the unit which will be listed on iLearn and made available through e-reserve.
3. Contribute to online discussions and activities.
4. Deliver a poster presentation to the rest of the classroom.

For the practical component students will be required to:

1. Agree on an activity with the host organisation.
2. Define a work schedule and commit to it.
3. Complete a minimum of 50 placement hours.

## Unit Schedule

Week	Dates for on-campus workshops (all to be held from 10 to 12 in 10 Macquarie Wlk- 244 Seminar room)	Module or topic	Assessment
Week 1 25 Feb	27 February	Introduction and goal setting	

**Unit guide** PACE399 Professional Internship: Learning in Practice

Week 2  5 March	6 March	Thinking, reflecting, learning	
Week 3  12 March		Commitment to environment and society	
Week 4  19 March			Learning contract due 16 March
Week 5  26 March	27 March	From theory to practice and from practice to theory	
Week 6  2 April		Connecting knowledges	Online forum 1 due 10 April
Week 7  9 April		Skills to succeed	
Week 8  30 April			Online forum 2 due 4 May
Week 9  7 May		The global workplace	
Week 10  14 May			Online forum 3 due 18 May
Week 11  21 May	22 May	Career insights	

Week 12 29 May 28 May		Presentations	
Week 13 4 June		E portfolio preparation and consultations	E-portfolio due 18 June

## 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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

## 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](https://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:

### Learning outcomes

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace
- Integrate critical thinking and reflective practice into the placement, and develop self-



management tactics to address the challenges during the placement and enhance the learning.

## **Assessment tasks**

- Online activities
- E-portfolio

## **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**

- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace
- Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the learning.
- Consider how your commitment to society and the environment can be realised through ethical, sustainable and inclusive practices during your placement.

### **Assessment task**

- E-portfolio

## **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**

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the

learning.

- Consider how your commitment to society and the environment can be realised through ethical, sustainable and inclusive practices during your placement.

## **Assessment tasks**

- Learning Contract
- E-portfolio

## **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**

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.

## **Assessment tasks**

- Online activities
- E-portfolio

## **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**

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the learning.

## Assessment tasks

- Learning Contract
- Online activities
- E-portfolio

## 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

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace

## Assessment tasks

- Online activities
- E-portfolio

## 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

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace

## Assessment tasks

- Online activities

- E-portfolio

## 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

- Connect the knowledge acquired in other units with the knowledge generated in the new, authentic context where your placement will unfold.
- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace
- Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the learning.
- Consider how your commitment to society and the environment can be realised through ethical, sustainable and inclusive practices during your placement.

### Assessment tasks

- Learning Contract
- E-portfolio

## 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

- Develop individual and interpersonal skills that are necessary for navigating the interconnected and fast-paced current global workplace
- Integrate critical thinking and reflective practice into the placement, and develop self-management tactics to address the challenges during the placement and enhance the learning.

- Consider how your commitment to society and the environment can be realised through ethical, sustainable and inclusive practices during your placement.

## **Assessment tasks**

- Learning Contract
- E-portfolio