PACE399

Professional Internship: Learning in Practice

S2 Day 2019

University

Contents

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General Information

Unit convenor and teaching staff
Convenor
Rebecca Bilous
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Contact via 9850-1919
By appointment only

Credit points
3

Prerequisites
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. To enroll in PACE399, you must complete the following steps: 1) Email arts.pace@mq.edu.au to express your interest in taking PACE399 and to receive information about the enrollment process for this unit. 2) Secure an internship. 3) Submit a project proposal describing your internship. 4) Once your proposal has been approved, apply for Special Approval. Please do not submit a Special Approval request without completing these steps.

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
Learning Contract	20%	No	Week 3
Online activities	40%	No	Various
E-portfolio	40%	No	Week 13

Learning Contract

Due: **Week 3**
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, followed by individual objectives for the unit, and a plan for monitoring progress. Guidelines will be provided.

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: **Various**
Weighting: **40%**

Completion of all modules and contribution to online discussions on a weekly basis.

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: **Week 13**
Weighting: **40%**

An e-portfolio is a digital collection of artefacts that documents a learners' path of learning and development. It provides evidence of work completed and requires an element of reflection that clearly demonstrates learning and growth. It should contain your career narrative, the identification of skills or attributes that you have developed and concluding reflections. 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 online modules and 4 optional workshops) and a practical component in which 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 Leganto.
3. Contribute to online discussions and activities.

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

Please see iLearn for further details regarding online modules.

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-centr al). 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 (htt ps://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).

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 published on platform other than eStudent, (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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) 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

If you are a Global MBA student contact globalmba.support@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 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