



# LING982

## Professional Practice in Accessible Communication

S2 Placement 2019

*Dept of Linguistics*

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#### Disclaimer

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## General Information

Unit convenor and teaching staff

Lecturer and Unit convenor

Dr Loy Lising

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By appointment

Co-convenor

Professor Jan-Louis Kruger

[janlouis.kruger@mq.edu.au](mailto:janlouis.kruger@mq.edu.au)

By appointment

Credit points

4

Prerequisites

16cp including LING980

Corequisites

Co-badged status

Unit description

This industry-based internship unit provides MAC students an opportunity to gain experience in the workplace. It promotes learning through participation in industry through which graduate capabilities and professional skills will be developed. Students will be expected to apply theories and principles learnt throughout their degree to real-world situations. For the major part of the unit, students work with both an industry supervisor and an academic supervisor to complete an Accessible Communication project. Project topics will be agreed upon among the student, the program convenor and the industry partner. Student learning will be facilitated through orientation and induction activities, scaffolding for skill and knowledge development and debriefing, appropriate rigorous assessments, and their actual work experience with the industry partner. Assessment will be based on a combination of written reports and presentations. The students are expected to complete their internship over the course of a semester.

## 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:

Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.

Express outcomes gained through professional presentations reflecting the principles of accessible communication.

Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## General Assessment Information

### Submission and Feedback

All assessment tasks in LING982 need to be submitted via Turnitin, and all feedback will also be given through there.

### Late submission of an assignment

- Late submissions without an extension will receive a penalty of 5% per day (including weekend days) of the total mark available for the assessment task.
- Late submission of an assessment task without an extension will not be permitted after marks have been released to the rest of the class. Any student who has failed to submit the expected task will receive a mark of 0 for that assessment task.
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at [ask.mq.edu.au](https://ask.mq.edu.au) and providing the requisite supporting documentation.
- For more information on Special Consideration, see the university website <https://students.mq.edu.au/study/my-study-program/special-consideration> Assignments submitted after the deadline, regardless of the reason, will be marked and returned at a date determined by the unit convenor.
- Extensions cannot continue beyond the start of the following semester, and students should be aware that long extensions may impact graduation dates.
- If a student fails the unit due to non-submission of an assessment task, an FA grade will be applied in accordance with the University's Assessment Policy.
- Unit convenors have the discretion to determine whether or not students should fail a unit on the basis of lateness penalties alone if other learning outcomes of the unit have been met

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Workplace placement</u>	70%	No	Week 13
<u>Workplace placement report</u>	30%	No	Week 13

### Workplace placement

Due: **Week 13**

Weighting: **70%**

This assessment task includes workplace activities pre-determined by the workplace supervisor and agreed upon by all parties including the student, the workplace supervisor, and the academic supervisor. These tasks total 70 hours for the semester.

On successful completion you will be able to:

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.
- Express outcomes gained through professional presentations reflecting the principles of accessible communication.
- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

### Workplace placement report

Due: **Week 13**

Weighting: **30%**

This report describes the students' workplace experience including description of tasks, specific strategies employed to achieve accessible communication, and a critical reflection on workplace practices that can be improved to reflect inclusive communication.

On successful completion you will be able to:

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.
- Express outcomes gained through professional presentations reflecting the principles of accessible communication.
- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## Delivery and Resources

The unit is delivered via one-to-one consultation with course convenor to plan details of placement. Actual placement of 70 hours per semester will take place at the agreed-upon company site.

## Unit Schedule

This is an individual placement task. Meeting schedules for placement work will be determined and agreed upon by all parties involved (student, workplace supervisor and academic supervisor) before the semester commences.

## 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 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](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)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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

### PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

### Learning outcomes

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.

- Express outcomes gained through professional presentations reflecting the principles of accessible communication.
- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## **Assessment tasks**

- Workplace placement
- Workplace placement report

## **PG - Discipline Knowledge and Skills**

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

## **Learning outcomes**

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.
- Express outcomes gained through professional presentations reflecting the principles of accessible communication.
- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## **Assessment tasks**

- Workplace placement
- Workplace placement report

## **PG - Critical, Analytical and Integrative Thinking**

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

## **Learning outcomes**

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.
- Express outcomes gained through professional presentations reflecting the principles of

accessible communication.

- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## **Assessment tasks**

- Workplace placement
- Workplace placement report

## **PG - Research and Problem Solving Capability**

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

## **Learning outcomes**

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.
- Express outcomes gained through professional presentations reflecting the principles of accessible communication.
- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## **Assessment tasks**

- Workplace placement
- Workplace placement report

## **PG - Effective Communication**

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

## **Learning outcomes**

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.
- Express outcomes gained through professional presentations reflecting the principles of accessible communication.



- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## **Assessment tasks**

- Workplace placement
- Workplace placement report

## **PG - Engaged and Responsible, Active and Ethical Citizens**

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

## **Learning outcomes**

- Communicate in the workplace in a way that displays cross-cultural sensitivity as attested to by workplace supervisor report.
- Express outcomes gained through professional presentations reflecting the principles of accessible communication.
- Critically reflect on the semester long internship, allowing critical appraisal of their experience.

## **Assessment tasks**

- Workplace placement
- Workplace placement report