



# PROF101

## Introduction to Professional Practice

S2 Day 2019

*University*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Jennifer Ruskin

[jennifer.ruskin@mq.edu.au](mailto:jennifer.ruskin@mq.edu.au)

Contact via Contact via email

3 Innovation Rd, Level 1

Tuesdays, 12-1pm, by appointment

Credit points

3

Prerequisites

Admission to BActStudBProfPrac or BComProfAccgBProfPrac

Corequisites

Co-badged status

Unit description

This unit offers an introduction to professional practice. Students will have opportunities to develop fundamental workplace skills, including communication, teamwork, decision-making, networking and reflective practice. Students will reflect on their personal attributes, values and skills, engage in career planning and goal setting, as well as exploring industries, organisations and/or occupations. The unit is designed to help students begin to develop an understanding of their professional identity and the changing nature of work. The unit will provide a foundation for students to complete a successful practical experience in a workplace as part of their studies. While students admitted to the Bachelor of Professional Practice have enrolment priority for this unit, a limited number of spaces are open to students enrolled in other degrees.

## 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:

Self-assess personal attributes, values and professional preparedness skills

Investigate occupations, organisations and/or industries through primary and secondary research

Propose preliminary career plan based on new/enhanced understanding of career options

Practice reflection skills that can be applied to learn from experience and integrate new knowledge

Explore roles, communication and time management in team-based activities

## General Assessment Information

The tasks listed here are summaries. In order to complete the assessment tasks, you will need to review the full instructions 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.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Skill assessment &amp; reflection</u></a>	25%	No	Week 5
<a href="#"><u>Career path research report</u></a>	35%	No	Week 10
<a href="#"><u>Skills seminar</u></a>	40%	No	Weeks 9 and 11-13
<a href="#"><u>Seminar participation</u></a>	0%	Yes	Weeks 1-13

### Skill assessment & reflection

Due: **Week 5**

Weighting: **25%**

To complete the skills self-assessment and reflection, you will need to:

- Complete an online skills self-assessment
- Research skills needed for success in workplaces of the future
- Identify 3 skills you would target for your professional development
- Write a reflection exploring the 3 skills you identified

On successful completion you will be able to:

- Self-assess personal attributes, values and professional preparedness skills
- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

## Career path research report

Due: **Week 10**

Weighting: **35%**

Drawing on at least 8 sources, including a combination of primary and secondary resources, you will write a report exploring:

- Your professional identity
- Your current thinking around the type of career and organisation that would be suitable for you
- Activities you can pursue to explore the fit among your target career, organisation type and you

On successful completion you will be able to:

- Investigate occupations, organisations and/or industries through primary and secondary research
- Propose preliminary career plan based on new/enhanced understanding of career options
- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

## Skills seminar

Due: **Weeks 9 and 11-13**

Weighting: **40%**

Working with a team, you will select a skill area you have identified for your professional development (assessment task 1). Drawing on academic and non-academic sources, and based on a flipped classroom model, you will work with your team to design and facilitate an approximately 40-minute seminar to engage your peers in developing the professional skill. You will need to:

- Research and develop a seminar plan
- Design activities that you and your team can facilitate (e.g., pair-and-share discussion, reviewing cases, role plays, etc.) to engage your peers in developing familiarity with the identified skill
- Facilitate a mock seminar within your team and provide constructive feedback in week 9
- Revise activities and plan based on mock seminar
- Post resources for your peers to review in advance of the seminar
- Facilitate the seminar with your team in week 11, 12 or 13

On successful completion you will be able to:

- Self-assess personal attributes, values and professional preparedness skills
- Explore roles, communication and time management in team-based activities

## Seminar participation

Due: **Weeks 1-13**

Weighting: **0%**

**This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)**

Participation and engagement in face-to-face seminars is critical to support learning in this unit, and as such, is compulsory. This is designed to support development of professional practice skills consistent with the fitness-to-practice standards of the Bachelor of Professional Practice.

On successful completion you will be able to:

- Self-assess personal attributes, values and professional preparedness skills
- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

## Delivery and Resources

PROF101 is offered in a flipped classroom environment. This means students are expected to review and engage with materials on iLearn each week in advance of the seminar. This enables face-to-face time to focus on discussion, activities, reflection and workshops. Preparation materials including readings and videos are located in the relevant week on iLearn.

## Unit Schedule

All seminars take place in 23 Wally's Walk, tutorial room 204.

Week 1	Welcome, introduction
Week 2	Organisational structure
Week 3	Organisational culture
Week 4	Attributes and skills
Week 5	Values
Week 6	Ethics
Week 7	Sustainability
Week 8	Teamwork
Week 9	Decision-making
Week 10	Communication

Week 11	Reflection
Week 12	Goal setting
Week 13	Career planning

For Co-op students, there are additional, compulsory partner visits which will serve as primary research for the Career path research report. You will be advised of the times, dates and locations of these visits separately.

## 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](https://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

### 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:

### Assessment task

- Skills seminar

### 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**

- Self-assess personal attributes, values and professional preparedness skills
- Propose preliminary career plan based on new/enhanced understanding of career options

### **Assessment tasks**

- Skill assessment & reflection
- Career path research report
- Skills seminar
- Seminar participation

## **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 outcome**

- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

### **Assessment task**

- Skills seminar

## **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**

- Self-assess personal attributes, values and professional preparedness skills



- Propose preliminary career plan based on new/enhanced understanding of career options
- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

## **Assessment task**

- Skill assessment & reflection

## **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**

- Investigate occupations, organisations and/or industries through primary and secondary research
- Propose preliminary career plan based on new/enhanced understanding of career options
- Explore roles, communication and time management in team-based activities

## **Assessment tasks**

- Career path research report
- Skills seminar
- Seminar participation

## **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**

- Investigate occupations, organisations and/or industries through primary and secondary research
- Explore roles, communication and time management in team-based activities

## **Assessment tasks**

- Skill assessment & reflection
- Career path research report
- Skills seminar
- Seminar participation