



JPNS360

Working with and for People in Japan

S3 Placement 2019

Dept of International Studies

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convenor

Mio Bryce

mio.bryce@mq.edu.au

Contact via Email

Credit points

3

Prerequisites

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

Corequisites

Co-badged status

Unit description

Japan is an intriguing country with pioneering technologies, popular and traditional cultures, affluence and poverty, but still with limited exposure to cultural and language diversity. This provides valuable opportunities for non-Japanese PACE volunteers to share their language, culture and perspectives with Japanese people through first-hand collaborations. In this unit you will engage with one partner organisation in Japan for two weeks. Depending on your disciplinary background and skills you may assist in a university laboratory, support English Language learners, work in a corporate office or local community. You will be required to utilise your own initiative, knowledge and aptitude to work for and with people whilst enhancing your resourcefulness. The placement will require that you exhibit maturity, commitment and enthusiasm to help others, ethical and cultural awareness and basic Japanese language proficiency. If you are interested you need to apply online, but it is important you contact the Unit Convenor in advance to discuss your placement suitability. Accommodation options will be discussed with you on a case-by-case basis.

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:

Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.

Analytically identify issues and practically and innovatively explore potential solutions.
Apply cross-cultural communication skills to carry out required work harmoniously.
Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.

Identify own strength and weakness and strengthen aptitude and employability.

Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.

Make effective use of time and resources for efficient and timely planning and completion of tasks.

General Assessment Information

Assignments are compulsory and must be submitted on time. Assignment tasks handed in early will not be marked and returned before the due date.

Late Assessment 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.

Special Consideration

If a student is prevented by serious and unavoidable disruption from completing unit requirements in accordance with their ability, they may apply for support under the Special Consideration Policy. To access this support, students must notify the university via ask.mq.edu.au. Students should refer to the Special Consideration Policy for further information (see the link provided in the 'Policies and procedures' section of this unit guide).

Assessment Tasks

Name	Weighting	Hurdle	Due
Pre-Departure activities	10%	No	Before departure
Daily Logs	20%	No	Ongoing
Placement activities in Japan	45%	No	Ongoing
Post-Placement Report	25%	No	Post-placement

Pre-Departure activities

Due: **Before departure**

Weighting: **10%**

For this task, you will be required to participate in all required pre-departure seminar and online discussions. Detailed information is provided in iLearn.

On successful completion you will be able to:

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Analytically identify issues and practically and innovatively explore potential solutions.
- Identify own strength and weakness and strengthen aptitude and employability.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Daily Logs

Due: **Ongoing**

Weighting: **20%**

For this task, you will be required to maintain on-going reporting/communication with the Unit Convenor via iLearn throughout your placement in Japan. Detailed information is provided in iLearn.

On successful completion you will be able to:

- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Placement activities in Japan

Due: **Ongoing**

Weighting: **45%**

For this task, you will be required to successfully complete your placement in Japan as planned, and submit a progress report. Detailed information is provided in iLearn.

On successful completion you will be able to:

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Analytically identify issues and practically and innovatively explore potential solutions.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university

ethical standards.

- Identify own strength and weakness and strengthen aptitude and employability.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Post-Placement Report

Due: **Post-placement**

Weighting: **25%**

For this task, you will be required to submit/present a (creative) report regarding your placement in Japan, referring to the Unit Learning Outcomes. The format and specific topic of your report will need to be approved by the Unit Convenor prior to your placement. Detailed information is provided in iLearn.

On successful completion you will be able to:

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Identify own strength and weakness and strengthen aptitude and employability.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Delivery and Resources

Required and recommend texts and/or materials

No textbook is required for this unit.

You are required to bring your own computer to Japan.

Unit webpage and technology used and required

The online unit (iLearn) can be accessed at: <https://ilearn.mq.edu.au>. Students must have regular, reliable access to a computer and the internet to complete this unit.

TECHNOLOGY USED AND REQUIRED

Online Unit

Login is via: <https://ilearn.mq.edu.au/>

Is my unit in iLearn?: <http://help.ilearn.mq.edu.au/unitsonline/> to check when your online unit will become available.

Technology

Students are required to have regular access to a computer and the internet. *Mobile devices alone are not sufficient.*

- **For central technical support go to:** http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/
- **For student quick guides on the use of iLearn go to:** <https://students.mq.edu.au/support/study/tools-and-resources/ilearn/ilearn-quick-guides-for-students>

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](#) 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 outcome

- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan
- Post-Placement Report

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

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Assessment tasks

- Placement activities in Japan
- Post-Placement Report

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

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.

Assessment tasks

- Placement activities in Japan
- Post-Placement Report

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

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan
- Post-Placement Report

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

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.

Assessment tasks

- Pre-Departure activities
- Daily Logs
- Placement activities in Japan
- Post-Placement Report

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

- Analytically identify issues and practically and innovatively explore potential solutions.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan
- Post-Placement Report

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

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
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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

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university

ethical standards.

- Identify own strength and weakness and strengthen aptitude and employability.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan
- Post-Placement Report

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

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.

Assessment tasks

- Pre-Departure activities
- Daily Logs
- Placement activities in Japan
- Post-Placement Report