



# GEOS3080

## PACE in Earth and Environmental Sciences

Session 1, Weekday attendance, North Ryde 2020

*Department of Earth and Environmental Sciences*

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## General Information

Unit convenor and teaching staff

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Faculty PACE Officer

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Lecture

Nathan Daczko

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Credit points

10

Prerequisites

Permission by special approval

Corequisites

Co-badged status

Unit description

This unit provides an opportunity for students to engage with the community through a variety of activities that relate to teaching and research in the Department of Earth and Environmental Sciences. Activities can be undertaken by individuals or groups and be located in international or Australian regions with public-sector agencies, companies, industry partners and not-for-profit organisations. Students will gain skills that make them more employable and provide them with a larger view of careers and where their degree can take them. All activities will be mutually beneficial to the students and partners.

## 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:

**ULO1:** Demonstrate effective self-directed learning and team work interpersonal skills and apply geoscientific principles to integrate and interpret data to solve real world

problems.

**ULO2:** Engage with community and industry partners and combine discipline-specific knowledge and a students' skill set to develop employability and citizenship.

**ULO3:** Practice scientific and professional responsibilities including adherence to required standards of workplace safety and ethics.

**ULO4:** Effectively use written, verbal and digital scientific communication mediums to summarise and present complex information appropriately for diverse audiences, including government and the community.

## Assessment Tasks

### Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult [iLearn](#) for revised unit information.

[Find out more about the Coronavirus \(COVID-19\) and potential impacts on staff and students](#)

## General Assessment Information

Give yourself the best chance to succeed by familiarising yourself with your Unit Guide and university assessment requirements.

**Key policy:** [Assessment Policy / Schedule 2 Unit Assessment Requirements](#)

## Delivery and Resources

### Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: [https://ask.mq.edu.au/account/pub/display/unit\\_status](https://ask.mq.edu.au/account/pub/display/unit_status)

PACE units in Science and Engineering, their Unit Convenors, and their students, are supported by a PACE Team within the Faculty. Throughout the unit offering, members of the Team may be in contact with students to provide or collect information. If you have any questions about PACE in Science and Engineering, please email: [pace.science@mq.edu.au](mailto:pace.science@mq.edu.au) or visit the following webpages: <https://students.mq.edu.au/experience/practical-experience/pace-experience/how-d-o-i-start/pace-in-the-faculty-of-science-and-engineering>

If you require more information about PACE in general or access to forms such as those for the PACE Travel Grants, please log into the PACE student wiki:

<https://students.mq.edu.au/experience/practical-experience/pace-experience/how-do-i-start>

### What to do in the case of an emergency:

1. Remove yourself from any danger.
2. Call 000, if necessary.
3. Speak to your partner-based supervisor, if possible. The Organisation may have emergency procedures to follow.

THEN - if the emergency occurs in office hours (i.e. Monday - Friday 9am-5pm)

4. Contact your Unit Convenor by phone/email as soon as you can.
5. If you cannot reach your Unit Convenor, contact your Faculty PACE Manager by phone/email.

OR - if the emergency occurs outside of office hours (i.e. outside of Monday - Friday 9am-5pm)

6. Phone Campus Security Office on (02) 9850-9999 as soon as you can. This is a 24 hour, 7 days a week service and it does not matter where in Australia you are when you call. Please identify yourself as a PACE student when you call.

N.B. For any minor issues with your participation activity, please speak to your partner-based Supervisor. If the problem is more serious, please contact your Unit Convenor or your Faculty PACE Manager.

If you are experiencing difficulties and need to speak to a counsellor:

Contact the MQ Counselling Service at Campus Wellbeing on 9850-7497 (Monday - Friday, 8am-6pm)

1800 MQ CARELINE (1800-227-367) - information and referral service (24 hours, 7 days a week)

If you would like to speak to a counsellor outside of office hours, you can also contact Lifeline on 13 11 14 (24 hours, 7 days a week).

**Work, Health, and Safety (WHS)** A PACE Activity is a practical experience allocated to, and undertaken by, a student within a PACE unit which may take place in premises other than the University (usually the Partner Organisation's premises). When working or studying in non-University premises, the primary responsibility for the health and safety of our students becomes that of the Partner Organisation hosting the student. All host organisations must comply with the NSW Work Health and Safety (WHS) Act 2011. During your PACE activity your host supervisor should:

- make your responsibilities clear
- provide any necessary training
- inform you about professional codes of conduct
- supervise and provide feedback.

During your PACE activity you must have:

- a safe work environment
- a WHS safety orientation
- safe work systems
- protection from bullying and harassment

You must also:

- take reasonable care of yourself
- ensure your actions don't affect the safety of others
- follow the safety procedures of the host organisation

**WHS and risk for fieldwork-based PACE activities** Certain PACE activities are fieldwork-

based. Fieldwork includes professional experience whereby the fieldwork i) forms the majority of the activity; ii) is essential to partner benefit; and iii) requires the application of discipline specific knowledge and skills. Fieldwork-based activities are undertaken in collaboration with a partner and are conducted on a site in the natural and/or built environment in order to collect data (e.g. soil samples, asking questions of humans, documenting information about animals, etc.) for the purposes of informing a study about that environment or site. Fieldwork may be led by students as the discipline experts; however, it requires supervision by an appropriately qualified Macquarie University staff or external partner. Students who will undertake fieldwork-based PACE activities must consult with their unit convenor regarding additional WHS and risk procedures that might be necessary. All fieldwork must be officially approved by relevant staff before it commences.

## Unit Schedule

### Coronavirus (COVID-19) Update

The unit schedule/topics and any references to on-campus delivery below may no longer be relevant due to COVID-19. Please consult [iLearn](#) for latest details, and check here for updated delivery information: [https://ask.mq.edu.au/account/pub/display/unit\\_status](https://ask.mq.edu.au/account/pub/display/unit_status)

## GEOS3080 PACE in Earth and Environmental Sciences

### Semester 1 WORKSHOPS and ASSIGNMENTS SCHEDULE:

Week	WORKSHOP	ASSIGNMENT DEADLINE / WEIGHTING	
	Thu 2-4pm at 10 Hadenfeld Ave – 246 Tutorial Rm		
1	Introduction to the unit Introduction to professional practice - <b>CV/Cover Letter workshop</b> <i>(by Career Development Consultant)</i>		
2	<b>Risk Assessment workshop</b> <i>(by PACE Health and Safety Advisor)</i>	End of week 2	CV and Cover Letter (10%)
3		End of week 3	Risk Assessment Assignment (5%)

4		End of week 4	Reflective Journal (5%)
5			
6			
7			
	Session Break		
8		End of week 8	Reflective Journal (5%)
9			
10			
11			
12	<b>Poster Presentation Workshop</b>	End of week 12	Reflective Journal (10%) <b>Final Report (45%)</b>
13		End of week 13	Poster (20%) Day of the Presentation TBA

## 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.*)

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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## 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.

## Changes since First Published

Date	Description
22/03/2020	Adding Nathan Daczko as a back up academic staff to support this unit
24/02/2020	I have added Angela Powell, Faculty PACE officer, to the teaching staff