PACE3001

Professional Practice Placement 2

Session 1, Weekday attendance, On location at placement 2020

University

Contents

General Information

Unit convenor and teaching staff
Unit Convenor
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Tuesdays 1-2pm, by appointment

Administration
Lucinda Schulz Guzman
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Credit points
30

Prerequisites
20cp at 2000 level or above including PACE2001 and (admission to BProfPrac or
BActStudProfPrac(Hons))

Corequisites

Co-badged status

Unit description
This unit provides support for students to scaffold their learning during an extended
placement. Students will extend their skills in reflective practice and professional self-
management. Unit topics include professional skills, such as problem solving, leadership,
resilience and working in teams. Students will have opportunities to explore workplace
behaviour, particularly in the face of complex challenges. The unit encourages students to
reflect on experiences in the workplace, seminars and learning through online modules. All
enquiries regarding enrolment should be made to coopandinternships@mq.edu.au no later
than 4 weeks before commencement of the study period. For background on PACE, making
the most of placement experiences and support for non-Co-op students to find placements,
visit PACEWISE on iLearn.

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: Explore discipline-specific knowledge and skills in a new, authentic context

ULO2: Evaluate tactics for self-management, resilience and problem-solving to address work-related successes and challenges

ULO3: Demonstrate professional skills, such as initiative, creativity and leadership in the workplace

ULO4: Evaluate the challenges and benefits of working collaboratively with others in the workplace

ULO5: Investigate your capacity to make reasoned decisions in complex professional situations

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

In order to complete the unit, students are required to complete the placement hours as agreed with their host organisation as well as the assessment tasks for the unit. Detailed instructions for each assessment task are available on iLearn. The instructions include information about content, submission methods, due dates and marking guides or rubrics. All assessment tasks must be submitted via links 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.

This unit is part of the Bachelor of Professional Practice (Co-op), which has performance requirements associated with the Fitness to Practice procedures. For more information about the performance expectations for Co-op students, see the policies and procedures section below.

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

Textbook

There is no prescribed textbook for this unit.

Other recommended reading

Students should be familiar with accessing academic sources from the library. Useful reading includes both recommended journals in the relevant discipline area and research on experiential learning in the work place.

Technology Used and Required

Microsoft Office suite (or equivalent), including in particular word processing and presentation software. Email (student email address) and iLearn (https://www.mq.edu.au/iLearn/) are both required for the unit. Students should be able to access research databases through the library. They may find referencing software helpful.

Prizes

Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE prizes. See the following link for information and the application process: http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/.

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

The class is run in internal mode. Because many of the unit hours are conducted at work placements, the unit is delivered via two face-to-face seminars and three online modules. Students are responsible for checking iLearn and/or email for updates to the seminar dates, times or locations

Week	Day and time	Activity and location	Topic
--	Thurs, 23 Jan, 5:30-8:30pm	SEMINAR MQ city campus, 2331	Leadership
--	Sun, 2 Feb, 11:55pm	ASSESSMENT 1 due	Learning plan
--	Sun, 16 Feb, 11:55pm	ASSESSMENT 2 module 1 due	Addressing challenges
--	Tues, 25 Feb, 6-7:30pm	SEMINAR MQ city campus, 2415	Check-in
1	Sun, 1 Mar, 11:55pm	ASSESSMENT 2 module 2 due	Teamwork
3	Sun, 15 Mar, 11:55pm	ASSESSMENT 2 module 3 due	Sustainability
6	Tues, 31 Mar, 6-7:30pm	SEMINAR MQ city campus, 2415	Check-in
8	Tues, 28 Apr, 6-7:30pm	SEMINAR MQ city campus, 2415	Check-in
8	Sun, 3 May, 11:55pm	ASSESSMENT 3 due	Performance eval
12	Tues, 26 May, 5:30-8:30pm	SEMINAR MQ city campus, 2415	Becoming a professional
12	Sun, 31 May, 11:55pm	ASSESSMENT 4 due	ePortfolio

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). 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). 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

Fitness to Practice Requirements

This unit is part of the Bachelor of Professional Practice (Co-op) which is a professional course with Fitness to Practice requirements. Therefore, student enrolment in this Course is governed by both the Academic Progression policy and General Coursework Rules 9 and 10. The General Coursework Rules may supersede the Academic Progression Policy. Students undertaking these PACE placements are required to demonstrate they are fit to practice and compliant with any mandated or accreditation requirements specified in the Handbook.

Fitness to Practice is the demonstration of the required professional knowledge and behaviours for students to practice safely and properly throughout any placements and to meet the core learning outcomes.

Students enrolled in this unit must conduct themselves in a manner consistent with the Macquarie University Code of Conduct, the expectations of relevant professional bodies, standards of partner organisations, and guidelines and policies specified by the course. Students must demonstrate that they have the skills, knowledge and attributes expected of student practitioners appropriate to their stage of learning and practice.

If a unit convenor or placement supervisor assesses a student's professional conduct as unsatisfactory at any time during the unit, the student will be invited to a performance review meeting. The student may be given an opportunity to improve their performance. In some cases, they may be withdrawn from the placement. If a student enrolled in a Co-op degree is unable to improve their performance to an acceptable standard and is withdrawn from a placement, they will be excluded from the Co-op degree and unable to re-apply. If the student meets the academic progression requirements of the Academic Progression Policy, the student may be able to continue with another degree program.

Fitness to Practice for Co-op is demonstrated across 3 domains:

- **Behaviour**: Students are required to conduct themselves in a professional manner at all times both in the classroom and on placement and reflect the behaviours, ethics and attitudes expected of the profession interpreted for the student context (see rubric for Performance Evaluation assessment task on iLearn).

- **Cognition**: Students must demonstrate an appropriate level of knowledge and

understanding both in their discipline and in professional practice consistent with the Bachelor of Professional Practice (or other course if relevant) fitness to practice standards

- **Communication**: Students must demonstrate communication skills consistent with professional standards interpreted for the student context (see rubric for Performance Evaluation assessment task on iLearn)

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 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

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.