PACE4099

Advanced Professional Practice and Reflection

Session 2, Weekday attendance, On location at placement 2020

University

Contents

Disclaimer

Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff
Unit convenor
Jennifer Ruskin
jennifer.ruskin@mq.edu.au
Contact via Email
4 Eastern Rd, 236
Tuesdays 1-2pm, by appointment

Placement administration
Co-op and Internships team
coopandinternships@mq.edu.au
Contact via Email

Credit points
30

Prerequisites
60cp at 2000 level or above including PACE3001

Corequisites

Co-badged status

Unit description
This placement-based capstone unit provides support for students to continue scaffolding their professional skill development during a final extended vocational placement. Students will explore and develop strategies for addressing challenging, ambiguous and complex professional situations. Students will be encouraged to integrate and reflect on workplace and classroom experiences throughout their degree. The unit is designed to support students' transitions to the next phase of their career, career self-management and ongoing learning journey. 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: Critically reflect on the skills necessary to collaborate effectively with different teams

ULO3: Develop strategies for responding when complexity, ambiguity and/or conflict are encountered in the workplace

ULO4: Investigate your capacity to make reasoned decisions in complex professional situations

ULO5: Critically assess academic and placement experiences to articulate personal preferences for next and later steps in career self-management

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.

At the end of the placement, some students' host organisations may require them to present to their team, a broader team or a leadership group. The unit content is designed to prepare students for this possibility. This unit is a Professional Practice/Co-op unit with Fitness to Practice requirements. For more information about the performance expectations, see the policies and procedures section below.

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning objectives and plan	20%	No	26/07/2020
Online module certification	30%	No	09/08/2020, 23/08/2020, 06/09/2020
Performance evaluation and reflection	20%	No	04/10/2020

Name	Weighting	Hurdle	Due
ePortfolio	30%	No	01/11/2020

Learning objectives and plan

Assessment Type [1]: Learning plan
Indicative Time on Task [2]: 3 hours
Due: **26/07/2020**
Weighting: **20%**

Students consult with their placement supervisors (guided by a template) to develop learning objectives and activities for their placement. Learning objectives should build on earlier practice-based learning and be relevant to the tasks, responsibilities and expected outcomes of the placement

On successful completion you will be able to:

- Explore discipline-specific knowledge and skills in a new, authentic context
- Critically assess academic and placement experiences to articulate personal preferences for next and later steps in career self-management

Online module certification

Assessment Type [1]: Reflective Writing
Indicative Time on Task [2]: 9 hours
Due: **09/08/2020, 23/08/2020, 06/09/2020**
Weighting: **30%**

Students review three online modules and reflect on how the module content applies in practice and/or in their studies.

On successful completion you will be able to:

- Critically reflect on the skills necessary to collaborate effectively with different teams
- Develop strategies for responding when complexity, ambiguity and/or conflict are encountered in the workplace
- Investigate your capacity to make reasoned decisions in complex professional situations

Performance evaluation and reflection

Assessment Type [1]: Practice-based task
Indicative Time on Task [2]: 3 hours
Due: **04/10/2020**
Weighting: **20%**

Workplace supervisors evaluate student performance on placement using a rubric. Students

reflect on their supervisor feedback and their own performance evaluation.

On successful completion you will be able to:

- Explore discipline-specific knowledge and skills in a new, authentic context
- Critically reflect on the skills necessary to collaborate effectively with different teams
- Investigate your capacity to make reasoned decisions in complex professional situations

ePortfolio

Assessment Type [1]: Portfolio
Indicative Time on Task [2]: 10 hours
Due: **01/11/2020**
Weighting: **30%**

Starting from the ePortfolio developed for PACE3001, students refine the top skill/attribute areas they want to showcase using artefacts and descriptions as well as developing job application materials, such as responses to selection criteria and video interviews.

On successful completion you will be able to:

- Explore discipline-specific knowledge and skills in a new, authentic context
- Critically assess academic and placement experiences to articulate personal preferences for next and later steps in career self-management

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

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

The class is run in internal mode. Because many of the unit hours are conducted at work placements, the unit is delivered via two online 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
--	Tues, 14 July, 6-9pm	SEMINAR on Zoom	Orientation
--	Sun, 26 July, 11:55pm	ASSESSMENT 1 due	Learning plan
2	Sun, 9 Aug, 11:55pm	ASSESSMENT 2, module 1 due	Inter-disciplinary teams
4	Sun, 23 Aug, 11:55pm	ASSESSMENT 2, module 2 due	Conflict management
5	Tues, 25 Aug, 6-7:30pm	SEMINAR on Zoom	Check-in
6	Sun, 6 Sept, 11:55pm	ASSESSMENT 2, module 3 due	Global citizenship
8	Tues, 29 Sept, 6-7:30pm	SEMINAR on Zoom	Check-in
8	Sun, 4 Oct, 11:55pm	ASSESSMENT 3 due	Performance evaluation
12	Sun, 1 Nov, 11:55pm	ASSESSMENT 4 due	ePortfolio
13	Tues, 3 Nov, 6-9pm	SEMINAR on Zoom	Becoming a professional

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 a Professional Practice/Co-op unit 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 this placement 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 required to attend 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.