PROF1001

Introduction to Professional Practice

Session 2, Weekday attendance, North Ryde 2020

University

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Disclaimer

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Notice

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

To check the availability of face-to-face and onlin e activities for your unit, please go to timetable vi ewer. To check detailed information on unit asses sments visit your unit's iLearn space or consult yo ur 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

Unit administration
Co-op and Internships team
coopandinternships@mq.edu.au
Contact via Email
4 Eastern Rd, level 2

Credit points
10

Prerequisites
Admission to BProfPrac or BActStudProfPrac(Hons)

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 self-assess 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 a Co-op course 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:

ULO1: Self-assess personal attributes, values and professional preparedness skills

ULO2: Investigate occupations, organisations and/or industries through primary and secondary research

ULO3: Propose preliminary career plan based on new/enhanced understanding of career options

ULO4: Practice reflection skills to learn from experience and integrate new knowledge

ULO5: 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. You are expected to attend every seminar unless you have a serious and unavoidable disruption to studies. If you have any questions, please discuss with the Unit Convenor.

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 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
Skill assessment and reflection	25%	No	Week 5
Career path research report	35%	No	Week 10
Skills seminar	40%	No	Weeks 9 and 11-13
Seminar participation	0%	Yes	Weeks 1-13

Skill assessment and reflection

Assessment Type [1]: Reflective Writing
Indicative Time on Task [2]: 16 hours
Due: **Week 5**
Weighting: **25%**

Students self-assess skills and attributes, research skills valued in workplaces of the future, and

write a reflection exploring three skills for development.

On successful completion you will be able to:

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

Career path research report

Assessment Type [1]: Report
Indicative Time on Task [2]: 26 hours
Due: **Week 10**
Weighting: **35%**

Students draw on primary and secondary research to write a report exploring their professional identity and career plan

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 to learn from experience and integrate new knowledge

Skills seminar

Assessment Type [1]: Facilitation
Indicative Time on Task [2]: 30 hours
Due: **Weeks 9 and 11-13**
Weighting: **40%**

Working with a team, students draw on academic and non-academic resources and use a flipped classroom model to design and facilitate an online seminar to engage their peers in developing a professional skill of their choosing. Formative peer feedback within group, summative feedback on content and facilitation with full class.

On successful completion you will be able to:

- Self-assess personal attributes, values and professional preparedness skills
- Practice reflection skills to learn from experience and integrate new knowledge
- Explore roles, communication and time management in team-based activities

Seminar participation

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 0 hours

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 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 to learn from experience and integrate new knowledge

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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

This unit 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 seminar 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 will take place via Zoom

Week	Topic
1	Welcome, introduction
2	Organisational structure
3	Organisational culture
4	Attributes and skills
5	Values

Week	Topic
6	Ethics
7	Sustainability
8	Teamwork
9	Decision making
10	Communication
11	Reflection
12	Goal setting
13	Career planning

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 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 unit 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 academic integrity policy , 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 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. If a Professional Practice student is unable to improve their performance to an acceptable standard, they will fail the unit. If a student enrolled in a Co-op degree is unable to improve their performance to an acceptable standard, 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 Professional Practice/Co-op is demonstrated across 3 domains:

- **Behaviour**: Students are required to conduct themselves in a professional manner at all times in the classroom and reflect the behaviours, ethics and attitudes outlined in the academic integrity policy and the student code of conduct.
- **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

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.