



# MMCC8045

## Professional Practices

Session 1, Weekday attendance, North Ryde 2020

*Department of Media, Music, Communication and Cultural Studies*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	3
<a href="#"><u>Delivery and Resources</u></a>	3
<a href="#"><u>Policies and Procedures</u></a>	4
<a href="#"><u>Late Submission and Special Consideration</u></a>	6

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Dr Rachael Gunn

[rachael.gunn@mq.edu.au](mailto:rachael.gunn@mq.edu.au)

10HA, Office 153

By appointment

Credit points

10

Prerequisites

Admission to MMediaComm or MCrInd and 80cp at 8000 level

Corequisites

Co-badged status

Unit description

The objective of this unit is for students to develop professional media and creative skills. Students demonstrate their skills across a variety of formats in either project design, aesthetics, and management, or creative entrepreneurship tactics and strategies. This unit promotes learning through participation with community partners as well as the development of graduate capabilities and professional skills.

## 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:** develop professional, collaborative, and interpersonal skills to navigate the interconnected and fast-paced global workplace

**ULO2:** integrate reflective practice and self-management tactics to improve employability.

**ULO3:** connect, synthesize, and apply theoretical knowledge to employment and project contexts

**ULO4:** communicate media/creative industries discourse in appropriate styles and

formats.

## 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

### Assignment grading

All assignments of this unit are aligned to the standards outlined in the [Macquarie University Assessment Policy](#). Marking rubric for each of the assignments is available on the iLearn. Students are expected to read the rubric before working on the assignment.

### Feedback

Feedback on assessments and student learning and performance will be provided in a range of ways. Students will receive formal individual feedback on their performance in assessments in the form of general comments, rubric and in-text comments attached to assignments marked in Grademark/Turnitin. They may receive further individual feedback from the unit staff in email communication and personal consultations by phone or face to face as requested by appointment. As part of the cohort, they will receive informal group feedback through the 'announcement' function on iLearn and also in classes. Marks are made available in the Gradebook function in iLearn.

## 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)

### Classes

Classes are to be held weekly on Monday 11-1pm. Please check the [MQ Timetables website](#) for details. Please refer to iLearn for weekly topic scheduling details.

Students are expected to attend all classes for this unit. As part of the Participation assessment, students will be assessed on their performance in classes, such as the quality and consistency of their engagement in the class discussions and activities set by staff. Staff will observe your

progress and participation but you will only receive marks proportionate to the classes you attend - you receive no marks for attendance, only for participation.

Classes deliver important content and are a central component of meeting the learning outcomes in this unit. Class attendance is also used to identify students at risk of failing the unit or who are experiencing unforeseen disruption. These classes will not be recorded. Students who elect to not attend classes will miss out on unit content, learning activities, and staff support, and therefore do so at their own risk.

Classes start in week two.

## Online

Regularly engaging with the unit's iLearn site is a central component of meeting the learning outcomes in this unit. On iLearn, students will access the required unit readings, engage with the learning activities, access important assessment and career resources, communicate with unit staff and fellow students, and submit assessment tasks. The Online Quizzes are worth 30% of your overall unit grade, and requires students to log on to iLearn and complete the quizzes by the due date and time.

## Readings

The unit readings are listed on iLearn and accessed via Leganto. These readings are essential preparation for your assignments and will help you meet the learning outcomes. Students are expected to go beyond the set readings through independent research that is both specific to their discipline and placement.

## Technology used and required

Computer and Internet access are required. Basic computer skills (e.g. internet browsing) and skills in word processing are also a requirement.

## 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](https://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## MMCCS website:

[https://www.mq.edu.au/about\\_us/faculties\\_and\\_departments/faculty\\_of\\_arts/department\\_of\\_media\\_music\\_communication\\_and\\_cultural\\_studies/](https://www.mq.edu.au/about_us/faculties_and_departments/faculty_of_arts/department_of_media_music_communication_and_cultural_studies/)

MMCCS Session Re-mark Application: <http://www.mq.edu.au/pubstatic/public/download/?id=167914>

Information is correct at the time of publication.

## 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.

## Late Submission and Special Consideration

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.

Please note: Extensions and late penalties will be applied per 24hour period. I.e. If the original deadline was Monday 5pm and the student received 2 days extension, the assessment will then be due on Wednesday 5pm. This is to help prepare students for employment contexts.

Students with a pre-existing disability/health condition or prolonged adverse circumstances may be eligible for ongoing assistance and support. Such support is governed by other policies and may be sought and coordinated through [Campus Wellbeing](#) and Support Services.