



# SPED8909

## Critical Reflection and Professional Experience for Practitioners in Sensory Disability

Session 1, Intensive attendance, On location at placement 2020

*Macquarie School of Education*

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#### 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

Alison Hawkins-Bond

[alison.hawkins-bond@ridbc.org.au](mailto:alison.hawkins-bond@ridbc.org.au)

Contact via 02 98720321

RIDBC Renwick Centre, North Rocks

8.30-4.30 Monday to Thursday

Administration

Lena Karam

[lena.karam@ridbc.org.au](mailto:lena.karam@ridbc.org.au)

Contact via 02 98720303

RIDBC Renwick Centre, North Rocks

9.00-4.00 Monday to Friday

Credit points

10

Prerequisites

40cp from SPED8900 - SPED8999

Corequisites

Co-badged status

Unit description

This unit provides students with the opportunity to prepare for and then undertake the equivalent of 14 days of professional experiences in the field of sensory disability. As a means of understanding both diverse roles and a team approach, students complete a professional experience including both observation of professionals supporting people with sensory impairment and online learning experiences relating to the student's chosen areas of interest. Central to this professional experience is a critical reflection model that guides and highlights the student's awareness regarding the role that research plays in strengthening their professional skills and knowledge. Using critical reflection students will demonstrate in the ePortfolio knowledge of professional practice that optimises outcomes for people with sensory disability.

## 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:** Analyse research in sensory impairment and synthesise findings to make evidence based improvements in identified focus areas for improvement.

**ULO2:** Critically reflect on level of professional practice in order to formulate a plan for improvement of service delivery to clients with a sensory impairment

**ULO3:** Using ePortfolio reflections evaluate the features of effective interdisciplinary team collaboration to support the needs of clients with a sensory disability.

**ULO4:** Apply professional experience scenarios to support translation from a professional role grounded within health model, to a role that reflects person-centred approaches within the field of disability

## 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

### Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://students.mq.edu.au/important-dates>

### Assessment Presentation and Submission Guidelines

**Please follow these guidelines when you submit each assignment:**

- The assignment title page should include the student name, student number, unit code, title of the assessment and submitted word count.
- Allow a left and right-hand margin of at least 2cm in all assignments.
- Please type all assignments using 12-point font and single line spacing.
- All assessments must be submitted through Turnitin as a word document
- It is the responsibility of the student to ensure that all assessments are successfully

submitted through Turnitin.

### **Draft Submissions & Turnitin Originality Reports**

Students may use Turnitin's Originality Report as a learning tool to improve their academic writing if this option is made available in the unit. Students are strongly encouraged to upload a draft copy of each assessment to Turnitin at least one week prior to the due date to obtain an Originality Report.

The Originality Report provides students with a similarity index that may indicate if plagiarism has occurred. Students will be able to make amendments to their drafts prior to their final submission on the due date.

Generally, one Originality Report is generated every 24 hours up to the due date.

Students should regularly save a copy of all assignments before submission.

Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.

### **Assignment extensions and late penalties**

In general, there should be no need for extensions except through illness or misadventure that would be categorised as serious and unavoidable disruption according to the University definition of same, see: <https://students.mq.edu.au/study/my-study-program/special-consideration>

Applications for extensions must be made via AskMQ according to the Special Consideration policy. Extensions can only be granted if they meet the Special Considerations policy and are submitted via <https://ask.mq.edu.au/>. This will ensure consistency in the consideration of such requests is maintained.

Late submissions without extension will receive a penalty. You are reminded that submitting even 1 day late could be the difference between passing and failing a unit. Late penalties are applied by unit convenors or their delegates after tasks are assessed.

No assessable work will be accepted after the return/release of marked work on the same topic. If a student is still permitted to submit on the basis of unavoidable disruption, an alternative topic may be set.

Students should keep an electronic file of all assessments. Claims regarding "lost" assessments cannot be made if the file cannot be produced. It is also advisable to keep an electronic file of all drafts and the final submission on a USB untouched/unopened after submission. This can be used to demonstrate easily that the assessment has not been amended after the submission date.

### **Requesting a re-assessment of an assignment**

If you have evidence that your task has been incorrectly assessed you can request a re-mark. To

request a re-mark you need to contact the unit convenor within 7 days of the date of return of the assignment and provide a detailed assessment of your script against the task criteria. Evidence from your assignment must be provided to support your judgements.

Failed assessments cannot be re-marked as they are all double-marked as a part of the moderation process.

Grades are standards referenced and effort is NOT a criterion.

### **Criteria for awarding grades for assessment tasks**

SPED8910 is a pass/ fail unit. In order to meet the unit outcomes and successfully pass this unit, students must make a genuine attempt at all assessment tasks. Students who demonstrate a 'Graduate' level of competency on their Professional Experience and complete the requirements of the ePortfolio will be awarded a Pass (ungraded).

<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment-in-effect-from-session-2-2016>

**In order to meet the Professional Experience placement expectations of this unit, students must:**

- contribute to online reflection posts in a timely manner and attain a 'Satisfactory' grade for their Professional Experience ePortfolios.

### **Withdrawing from this Unit**

If you are considering withdrawing from this unit, please seek academic advice via <https://ask.mq.edu.au> before doing so as this unit may be a co-requisite or prerequisite for units in the following sessions and may impact on your progression through the degree. Please contact Claire Farrington on 0298720811 or [claire.farrington@ridbc.org.au](mailto:claire.farrington@ridbc.org.au) prior to withdrawing and for advice related to your progression.

### **Results**

Results shown in iLearn, 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](https://ask.mq.edu.au).

## **Professional Experience Unit Placement Expectations**

**To be eligible to commence the placement component of this unit,**

Students must be able to present evidence of completion of the following prior to Week 2:

- A Working with Children Check or State/ Territory equivalent
- Anaphylaxis training (practical and online training). Please note that Anaphylaxis training

is only current for 2 years so students will need to update this, if lapsed

- Child Protection online training

Students may need to withdraw from this unit if this has not been obtained in time.

- Students must have submitted all written assessment tasks and/or associated unit component requirements prior to the commencement of the block.
- Students must meet the participation requirements for the unit.
- Students are responsible for ensuring that their evidence is current. Please be aware that you may need to update your training or credential during your program of study.
- Feedback from Supervisors is of a general nature. It is incumbent on the student to check the requirements of any assessments prior to submission.
- If a Student is identified being **in need of additional support** for Professional Practice the [Department's 'Additional Support' procedure](#) will be activated and they will not be able to withdraw themselves from this Unit.
- The timing of placements can vary. For placements early in the Session, Fail grades may be approved by the University prior to the end of Session for students who do not meet the placement expectations of the Unit.

#### **Fitness to practice requirements:**

- Macquarie University operates under a 'Fitness to Practice' model as specified in the University's Academic Progression Policy. For this Unit, this means that, when undertaking a placement, a student is declaring that they are able to demonstrate professional competence, acceptable professional behaviour, freedom from impairment, and compliance with program specific requirements needed for a student to practice properly and safely throughout their Practical, Clinical or Professional program or unit. It is the responsibility of the student to determine whether they are fit to undertake a placement. Therefore, if a student is feeling unfit to undertake a placement, they should not do so. For more information <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-progression>

## **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)

## Delivery and Resources

SPED8909 has a full web presence through iLearn. The iLearn site is available ahead of Session 1 for the completion and uploading of all Mandatory Check Forms. All other requirements for this unit begin Session 1 Week 1, 2020. Students are expected to access the iLearn site and engage with unit materials regularly during Session 1.

## Support resources

Macquarie University has a range of services for students. If you are struggling with any aspect of academic life or career trajectory and skills, we have great supports within the university. Please refer to the comprehensive list of support services [here](#).

## Access and technical assistance

Information for students about access to the online component of this unit is available at [ilearn.mq.edu.au/login/MQ/](https://ilearn.mq.edu.au/login/MQ/). You will need to enter your student username and password.

Please do **NOT** contact the Unit Convenor regarding *iLearn* technical help.

No extensions will be given for any technical issues. Allow enough time for your submissions.

Assistance is available from IT Helpdesk ph: 1800 67 4357, or log a request at [help.mq.edu.au](https://help.mq.edu.au). OneHelp is the online IT support service for both students and staff.

This unit requires students to use several ICT and software skills:

- Internet access: The *iLearn* site contains materials for this unit; it is also required for the online submission of all Assessment Tasks, and for the use of Turnitin submission for ALL tasks.
- Word processing, visual representations, and document formatting: You are required to use an appropriate form of software to present your assignments.
- Uploading of assessment tasks to iLearn.

## 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)

## Unit Schedule for SPED8909

The unit is divided into a series of topics; the materials are open for the entirety of the session:

- Completion of Critical Reflection Tool (**prior** to starting Professional Experience)
- Completion of Focus Area planning, setting of individual SMART learning goals and outline of literature review (**prior** to starting Professional Experience)
- Professional Experience (observation placements) in 2 blocks of 7 days
- Submission of block 1 ePortfolio with mid-term reflection post and block 2/ FINAL ePortfolio with end-session reflection

Week	Week Begins	Activities and Assessments	Due Dates
1	24 Feb	<b>Activity 1</b> Completion of Critical Reflection Tool  <b>Activity 2</b> Completion of Focus Area planning, setting of individual SMART learning goals (based on Focus Areas to improve) and outline of proposed initial literature review/research	Mandatory checks and Task 1 and 2 due <b>midnight 1 March</b>
2	2 Mar	Ongoing Focus Area planning and reading of identified literature. Initial references submitted are to be added to throughout the Prof Exp. as you deepen your understanding or your chosen Focus Areas for improving.	
3	9 Mar	<b>Assessment 1</b> Start Observation Placements Block 1	The placement dates outlined here are <b>only a guide</b> to assist you in ensuring that you will finish by the end of the Session.
4	16 Mar	Observation Placements	
5	23 Mar	Observation Placements	Ensure Block 1 dates have been authorised/ signed approval given by Professional Experience Coordinator midnight 5 April as a <b>guide only</b>
6	30 Mar	Observation Placements submission of Block 1 ePortfolio	<b>BLOCK 1 MUST BE SUBMITTED FOR MARKING BEFORE STARTING BLOCK 2.</b>
7	6 Apr	Start Observation Placements Block 2	NOTE: Ensure 2-week gap between submission of Block 1 ePortfolio and starting of block 2, to allow sufficient time for marking and feedback.
		<b>University Recess</b>	starts Monday 13 Apr
		<b>University Recess</b>	starts Monday 20 Apr



Week	Week Begins	Activities and Assessments	Due Dates
8	27 Apr	Observation Placements  Complete <b>mid-session online reflection</b> (as part of block 1 ePortfolio) and comment on at least 2 other student's reflections.	Ensure Block 2 dates have been authorised/ signed approval given by Professional Experience Coordinator
9	4 May	Observation Placements	
10	11 May	Observation Placements	
11	18 May	Observation Placements	
12	25 May	Observation Placements	
13	1 Jun	<b>Assessment 2</b> Submission of Block 2/FINAL ePortfolio.  Complete <b>end-session online reflection</b> (as part of block 2 ePortfolio) and comment on at least 2 other student's reflections.	As stated in the handbook <b>all coursework</b> needs to be completed and <b>submitted for marking in week 13</b> of the Session in which you enrol in the course. Final date for submission of <b>ePortfolio</b> is midnight <b>7 June</b>  <b>General Assessment Information</b>  Students requesting an extension for the final assignment should submit a this at <a href="https://ask.mq.edu.au/">https://ask.mq.edu.au/</a> . The Professional Experience Coordinator should be notified prior to the submission being made.

## 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) (<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
06/02/2020	Updated need to participate in online reflection posts