



PROF1000

Introduction to Professional Practice

Session 2, Weekday attendance, North Ryde 2021

Macquarie Business School Faculty level units

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Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

General Information

Unit convenor and teaching staff

Unit convenor

Jennifer Ruskin

jennifer.ruskin@mq.edu.au

Contact via email

4 Eastern Rd, 236

By appointment

Administration

Co-op and Internships team

coopandinternships@mq.edu.au

Contact via email

4 Eastern Rd, level 2

By appointment

Credit points

10

Prerequisites

(Admission to BProfPrac or BActStudProfPrac(Hons)) or permission by special approval

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 reflect on 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://students.mq.edu.au/important-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: Practice reflection and reflective writing skills

ULO3: Investigate possible career paths for graduates in your discipline

ULO4: Practice skills for collaborating with a team

ULO5: Demonstrate discussion, facilitation and presentation skills appropriate for a classroom environment

General Assessment Information

The tasks listed here are summaries. To complete the assessments, 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.

Late assessment submissions must be submitted through the appropriate submission link in iLearn. No extensions will be granted unless an application for Special Consideration is made and approved. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late. Late submissions will not be accepted after solutions have been discussed and/or made available.

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
Participation	35%	No	Weeks 1-13
Career path research report	35%	No	Week 8
Skills seminar	30%	No	Weeks 11-13

Participation

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 18 hours

Due: **Weeks 1-13**

Weighting: **35%**

Participation and engagement both online and in seminars is compulsory and critical to support

learning and development of professional practice skills consistent with fitness-to-practice standards. Marks are based on written reflections at three points during the session (10%, 10% and 15%).

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills
- Practice reflection and reflective writing skills
- Investigate possible career paths for graduates in your discipline
- Practice skills for collaborating with a team
- Demonstrate discussion, facilitation and presentation skills appropriate for a classroom environment

Career path research report

Assessment Type **1**: Report

Indicative Time on Task **2**: 35 hours

Due: **Week 8**

Weighting: **35%**

Drawing on both primary and secondary sources, you will write a 1500-word reflective research report exploring your pre-professional identity, your current thinking around the type of career and organisation that are suitable for you and activities you can undertake to explore your fit with your proposed target career and type of organisation.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills
- Practice reflection and reflective writing skills
- Investigate possible career paths for graduates in your discipline

Skills seminar

Assessment Type **1**: Facilitation

Indicative Time on Task **2**: 25 hours

Due: **Weeks 11-13**

Weighting: **30%**

Working with a team, you will collectively select a skill area for your professional development. Drawing on academic and non-academic sources, you will work with your team to design and

facilitate an approximately 40-minute seminar to introduce the skill to your peers and engage them in activities and discussion to support their development in the skill area.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills
- Practice skills for collaborating with a team
- Demonstrate discussion, facilitation and presentation skills appropriate for a classroom environment

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 [Learning Skills Unit](#) 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

Week	Topic
1	Introduction
2	Organisational structure and culture
3	Reflection and reflective writing
4	Attributes and skills
5	Values
6	Ethics and ethical decision-making
7	Teamwork
8	Sustainability
9	Communication

Week	Topic
10	Goal setting
11	Skill seminars
12	Skill seminars
13	Skill seminars

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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 unit and is part of a professional course with Fitness to

Practice requirements. Please see FTP requirements in the handbook listing for the relevant course:

[Actuarial Studies Co-op](#)

[Bachelor of Professional Practice](#)

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 Enquiry Service

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

Equity 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.

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.