PROF2000

Professional Practice Placement 1

Session 3, Infrequent attendance, North Ryde 2021

Macquarie Business School Faculty level units

Contents

Disclaimer

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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
level 2, 4 Eastern Rd
by appointment

for placement/internship queries
Co-op and internships team
coopandinternships@mq.edu.au
Contact via email
level 2, 4 Eastern Rd
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 academic foundation for a professional experience in a workplace. Students will further develop their professional communication skills, understanding of professional ethics and application of reflective practice. Students will explore and develop project management skills based on their experience in the workplace, including the use of technology to support project planning and management. 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.

This unit is a designated PACE unit and 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: Apply reflection skills to learn from workplace practice.

ULO2: Identify strategies for addressing ethical issues that may arise in the workplace.

ULO3: Adapt content and mode of communication in the workplace based on the audience for the information.

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.

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.

At the end of the placement/internship, 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	25%	No	12 Dec 2021
Performance evaluation and reflection	40%	No	9 Jan 2022
ePortfolio	35%	No	16 Jan 2022

Learning objectives and plan

Assessment Type [1]: Learning plan

Indicative Time on Task [2]: 3 hours
Due: **12 Dec 2021**
Weighting: **25%**

Students develop learning objectives for their placement. Learning objectives should build on self-awareness and be relevant to the tasks, responsibilities and expected outcomes of the placement.

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Adapt content and mode of communication in the workplace based on the audience for the information.

Performance evaluation and reflection

Assessment Type [1]: Practice-based task
Indicative Time on Task [2]: 12 hours
Due: **9 Jan 2022**
Weighting: **40%**

Workplace supervisors evaluate student performance on placement using a rubric (10%). Students reflect on their learning (30%).

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Identify strategies for addressing ethical issues that may arise in the workplace.
- Adapt content and mode of communication in the workplace based on the audience for the information.

ePortfolio

Assessment Type [1]: Portfolio
Indicative Time on Task [2]: 10 hours
Due: **16 Jan 2022**
Weighting: **35%**

Students identify three areas (skills, attributes, etc.) they have developed while on placement and include artefacts, descriptions and reflections of their development in an ePortfolio.

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Identify strategies for addressing ethical issues that may arise in the workplace.
- Adapt content and mode of communication in the workplace based on the audience for the information.

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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 need to 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

Week	Day and time	Location	Topic
1	30 Nov 2021	01 CC, room 103	Orientation
3	14 Dec 2021	01 CC, room 103	Check-in seminar
5	11 Jan 2022	01 CC, room 103	Becoming a professional

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (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). 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) 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 and Academic Requirements This unit is a Professional Practice unit and is part of a professional course with Fitness to Practice and academic requirements. For Co-op students, please see FTP and academic 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 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.