



PROF3000

Professional Practice Placement 2

Session 1, Infrequent attendance, North Ryde 2021

Macquarie Business School Faculty level units

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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 other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Unit convenor

Jennifer Ruskin

jennifer.ruskin@mq.edu.au

Contact via Email

4 Eastern Rd, level 2

By appointment

Placement administration

Marianne Ching

coopandinternships@mq.edu.au

Contact via Email

4 Eastern Rd, level 2

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Credit points

30

Prerequisites

20cp at 2000 level or above including PROF2000

Corequisites

Co-badged status

Unit description

This unit provides support for students to scaffold their learning during an extended placement. Students will extend their skills in reflective practice and professional self-management. Unit topics include professional skills, such as problem solving, leadership, resilience and working in teams. Students will have opportunities to explore workplace behaviour, particularly in the face of complex challenges. The unit encourages students to reflect on experiences in the workplace, seminars and learning through online modules. This unit is a designated PACE unit. For background on PACE and making the most of placement experiences, 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 practice.

ULO2: Demonstrate ability to behave professionally in a workplace context.

ULO3: Critically reflect on strategies for working with diverse teams.

ULO4: Practice leadership skills relevant to junior professionals in the workplace.

ULO5: Analyse personal, environmental, social and financial sustainability practices in professional environments.

General Assessment Information

In order to complete this 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. 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.

At the end of the placement, 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
<u>Learning objectives and plan</u>	20%	No	31 Jan 2021
<u>Online module certification</u>	30%	No	14 Mar 2021
<u>Performance evaluation and reflection</u>	20%	No	25 Apr 2021
<u>ePortfolio</u>	30%	No	30 May 2021

Learning objectives and plan

Assessment Type ¹: Learning plan

Indicative Time on Task ²: 3 hours

Due: **31 Jan 2021**

Weighting: **20%**

Students consult with their placement supervisors (guided by a template) to develop learning objectives and activities for their placement. Learning objectives should build on earlier learning and be relevant to the tasks, responsibilities and expected outcomes of the placement.

On successful completion you will be able to:

- Demonstrate ability to behave professionally in a workplace context.
- Practice leadership skills relevant to junior professionals in the workplace.

Online module certification

Assessment Type **1**: Reflective Writing

Indicative Time on Task **2**: 9 hours

Due: **14 Mar 2021**

Weighting: **30%**

Students review three online modules and reflect on how the module content applies in practice and/or in their studies.

On successful completion you will be able to:

- Apply reflection skills to learn from practice.
- Critically reflect on strategies for working with diverse teams.
- Analyse personal, environmental, social and financial sustainability practices in professional environments.

Performance evaluation and reflection

Assessment Type **1**: Practice-based task

Indicative Time on Task **2**: 3 hours

Due: **25 Apr 2021**

Weighting: **20%**

Workplace supervisors evaluate student performance on placement using a rubric. Students reflect on their supervisor feedback and their own performance evaluation.

On successful completion you will be able to:

- Apply reflection skills to learn from practice.
- Demonstrate ability to behave professionally in a workplace context.
- Critically reflect on strategies for working with diverse teams.
- Practice leadership skills relevant to junior professionals in the workplace.
- Analyse personal, environmental, social and financial sustainability practices in professional environments.

ePortfolio

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 10 hours

Due: **30 May 2021**

Weighting: **30%**

Starting from the ePortfolio initiated for PROF2000, students add or revise a personal introduction and update or add three areas (skills, attributes, etc.) they have developed while on placement and include both an artefact and description of their development in each area in their ePortfolio.

On successful completion you will be able to:

- Apply reflection skills to learn from practice.
- Demonstrate ability to behave professionally in a workplace context.

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 should 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.

Unit Schedule

Week	Day and time	Activity and location	Topic
--	Tuesday, 19 Jan, 6-9pm	Seminar, 12 Second Way 435	Leadership
--	Sunday, 31 Jan, 11:55pm	Assessment 1, iLearn	LOs and plan
1	Tuesday, 23 Feb, 6:30-8pm	Seminar, 12 Second Way 435	Check-in
3	Sunday, 14 Mar, 11:55pm	Assessment 2, iLearn	Online modules
5	Tuesday, 23 Mar, 6:30-8pm	Seminar, 12 Second Way 435	Check-in
7	Sunday, 25 April, 11:55pm	Assessment 3, iLearn	Performance evaluation
8	Tuesday, 27 April, 6:30-8pm	Seminar, 12 Second Way 435	Check-in
12	Tuesday, 25 May, 6-9pm	Seminar, 12 Second Way 435	Becoming a professional
12	Sunday, 30 May, 11:55pm	Assessment 4, iLearn	ePortfolio

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 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.