



PROF4000

Advanced Professional Practice and Reflection

Session 2, Infrequent attendance, North Ryde 2021

Macquarie Business School Faculty level units

Contents

<u>General Information</u>	3
<u>Learning Outcomes</u>	4
<u>General Assessment Information</u>	4
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	7
<u>Changes since First Published</u>	9

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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

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By appointment

Co-op Coordinator

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Credit points

30

Prerequisites

60cp at 2000 level or above including PROF3000

Corequisites

Co-badged status

Unit description

This placement-based capstone unit provides support for students to continue scaffolding their professional skill development during a final extended vocational placement. Students will explore and develop strategies for addressing challenging, ambiguous and complex professional situations. Students will be encouraged to integrate and reflect on workplace and classroom experiences throughout their degree. The unit is designed to support students' transitions to the next phase of their career, career self-management and ongoing learning journey. 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 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: Critique your experiences and observations of ethical practice.

ULO2: Demonstrate communication skills appropriate for diverse professional audiences.

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

ULO4: Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

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	25/07/2021
<u>Online module certification</u>	30%	No	05/09/2021
<u>ePortfolio</u>	30%	No	31/10/2021
<u>Performance evaluation and reflection</u>	20%	No	03/10/2021

Learning objectives and plan

Assessment Type ¹: Learning plan

Indicative Time on Task ²: 3 hours

Due: **25/07/2021**

Weighting: **20%**

Students develop learning objectives 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:

- Critique your experiences and observations of ethical practice.
- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.

Online module certification

Assessment Type **1**: Reflective Writing

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

Due: **05/09/2021**

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:

- Critique your experiences and observations of ethical practice.
- Critically reflect on strategies for working with diverse teams.
- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

ePortfolio

Assessment Type **1**: Portfolio

Indicative Time on Task **2**: 10 hours

Due: **31/10/2021**

Weighting: **30%**

Students submit an ePortfolio in which they add or refine material to showcase their learning throughout the course.

On successful completion you will be able to:

- Demonstrate communication skills appropriate for diverse professional audiences.
- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

Performance evaluation and reflection

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

Indicative Time on Task ²: 3 hours

Due: **03/10/2021**

Weighting: **20%**

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

On successful completion you will be able to:

- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.

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
--	13 July 6:30-8:30	Seminar, 1 Central Courtyard, room 103 (unless otherwise notified)	Communication and adaptability
--	25 July	Assessment 1, iLearn	Learning objectives and plan

Week	Day and time	Activity and location	Topic
2	8 August	Online module 1, suggested completion date	Interdisciplinary and cross-functional teams
4	22 August	Online module 2, suggested completion date	Conflict management
6	31 August	Seminar, 1 Central Courtyard, room 103 (unless otherwise notified)	Translating placement experiences to job application materials
6	5 Sept	Assessment 2, iLearn	Online module certification, including Global citizenship
8	3 Oct	Assessment 3, iLearn	Performance evaluation
10	12 Oct	Seminar, Zoom	Flash mentoring: securing a graduate role
12	31 Oct	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.

Changes since First Published

Date	Description
06/07/2021	This version of the unit guide includes updated mapping of the assessment tasks to the unit learning outcomes (6 July 2021).