



MMCC8045

Professional Practices

Session 2, Special circumstance 2020

Department of Media, Music, Communication and Cultural Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Policies and Procedures</u>	5

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.

Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online 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 Rachael Gunn rachael.gunn@mq.edu.au
Credit points 10
Prerequisites Admission to MMediaComm or MCrlnd and 80cp at 8000 level
Corequisites
Co-badged status
Unit description The objective of this unit is for students to develop professional media and creative skills. Students demonstrate their skills across a variety of formats in either project design, aesthetics, and management, or creative entrepreneurship tactics and strategies. This unit promotes learning through participation with community partners as well as the development of graduate capabilities and professional skills.

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:** develop professional, collaborative, and interpersonal skills to navigate the interconnected and fast-paced global workplace
- ULO2:** integrate reflective practice and self-management tactics to improve employability.
- ULO3:** connect, synthesize, and apply theoretical knowledge to employment and project contexts
- ULO4:** communicate media/creative industries discourse in appropriate styles and formats.

General Assessment Information

Late Penalty and Special Consideration

Unless a [Special Consideration](#) request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

Please note: Extensions and late penalties will be applied per 24hour period. I.e. If the original deadline was Monday 5pm and the student received 2 days extension, the assessment will then be due on Wednesday 5pm. This is to help prepare students for employment contexts.

Students with a pre-existing disability/health condition or prolonged adverse circumstances may be eligible for ongoing assistance and support. Such support is governed by other policies and may be sought and coordinated through [Campus Wellbeing](#) and Support Services.

Assessment Tasks

Name	Weighting	Hurdle	Due
Online Quizzes	30%	No	Week 4 and Week 7
Portfolio Part 1	35%	No	Mid-semester break
Portfolio Part 2	35%	No	Week 14

Online Quizzes

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 30 hours

Due: **Week 4 and Week 7**

Weighting: **30%**

Students will complete online quizzes that will assess their knowledge and understanding of unit content, including key professional practices in the media and creative industries. Refer to iLearn for further information.

On successful completion you will be able to:

- develop professional, collaborative, and interpersonal skills to navigate the interconnected and fast-paced global workplace
- connect, synthesize, and apply theoretical knowledge to employment and project contexts

Portfolio Part 1

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 30 hours

Due: **Mid-semester break**

Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in this unit, including key tasks related to professional development, career management, reflective practice, and relevant theoretical knowledge and professional practice. A reflective portfolio introduction needs to be included. Students are expected to synthesise and apply theoretical knowledge relevant to employment contexts in ways that underpin the portfolio task. Refer to iLearn for further information.

On successful completion you will be able to:

- integrate reflective practice and self-management tactics to improve employability.
- connect, synthesize, and apply theoretical knowledge to employment and project contexts
- communicate media/creative industries discourse in appropriate styles and formats.

Portfolio Part 2

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 30 hours

Due: **Week 14**

Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in this unit, including key tasks related to professional development, career management, reflective practice, and relevant theoretical knowledge and professional practice. A reflective portfolio introduction needs to be included. Students are expected to synthesise and apply theoretical knowledge relevant to employment contexts in ways that underpin the portfolio task. Refer to iLearn for further information.

On successful completion you will be able to:

- integrate reflective practice and self-management tactics to improve employability.
- connect, synthesize, and apply theoretical knowledge to employment and project contexts
- communicate media/creative industries discourse in appropriate styles and formats.

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

Classes

This unit will be delivered as two-hour weekly interactive seminars. Attendance is required at all seminars. Further details regarding schedule and topics are available on iLearn. Students should bring their own devices for use in class (laptops or tablets + mobile phones). The library has laptops and iPads available for lending. Please also bring a pen or pencil and paper to class.

For current updates, classrooms and times please consult the [MQ Timetables website](#).

Classes start in [Week 2](#).

Website

The website for this unit is provided through the University's iLearn system. iLearn can be found at <http://ilearn.mq.edu.au>. If you are enrolled in this unit you should have access to the material on iLearn once you log on. Students are expected to regularly visit the unit's iLearn site to engage with the unit materials and announcements, utilise the assessment and career resources, and interact with their peers.

Readings

The MMCC8045 unit readings are listed on iLearn and accessed via Leganto. The readings are essential preparation for your assignments and help you meet the learning outcomes. Students are expected to go beyond the set readings through independent research that is both specific to their area of study and also to their placement.

Technology used and required

Computer and Internet access are required. Basic computer skills (e.g. internet browsing), skills in word processing and powerpoint are also a requirement.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](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 or if you are a Global MBA student contact 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) 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.