



# PACE2001

## Professional Practice Placement 1

Session 3, Weekday attendance, On location at placement 2020

*University*

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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 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

Jennifer Ruskin

[jennifer.ruskin@mq.edu.au](mailto:jennifer.ruskin@mq.edu.au)

Contact via Email

4 Eastern Rd, level 2

By appointment

Placement administration

Co-op and internships team

[coopandinternships@mq.edu.au](mailto:coopandinternships@mq.edu.au)

Contact via Email

4 Eastern Rd, level 2

By appointment

Credit points

10

Prerequisites

Admission to BProfPrac or BActStudProfPrac(Hons)

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 the Bachelor of Professional Practice 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](mailto: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:** Assess your evolving professional identity in the workplace

**ULO2:** Evaluate disciplinary knowledge, skills and attributes needed in the workplace

**ULO3:** Identify strategies for addressing ethical issues that may arise in the workplace

**ULO4:** Adapt content and mode of communication in the workplace based on the audience for the information

**ULO5:** Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

## General Assessment Information

NOTE: THIS PACE2001 UNIT GUIDE IS FOR STUDENTS COMPLETING PLACEMENTS/ INTERNSHIPS >100 HOURS

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. 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
<a href="#">Learning objectives and plan</a>	20%	No	13 Dec 2020
<a href="#">Online module certification</a>	30%	No	4 Jan 2021
<a href="#">Performance evaluation and reflection</a>	20%	No	11 Jan 2021
<a href="#">ePortfolio</a>	30%	No	17 Jan 2021

## Learning objectives and plan

Assessment Type <sup>1</sup>: Learning plan

Indicative Time on Task <sup>2</sup>: 3 hours

Due: **13 Dec 2020**

Weighting: **20%**

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

On successful completion you will be able to:

- Assess your evolving professional identity in the workplace
- Evaluate disciplinary knowledge, skills and attributes needed in the workplace
- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

## Online module certification

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 9 hours

Due: **4 Jan 2021**

Weighting: **30%**

Students engage with 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:

- Identify strategies for addressing ethical issues that may arise in the workplace
- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

## Performance evaluation and reflection

Assessment Type <sup>1</sup>: Practice-based task

Indicative Time on Task <sup>2</sup>: 3 hours

Due: **11 Jan 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:

- Evaluate disciplinary knowledge, skills and attributes needed in the workplace
- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

## ePortfolio

Assessment Type <sup>1</sup>: Portfolio

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **17 Jan 2021**

Weighting: **30%**

Students identify three areas (skills, attributes, etc.) they have developed while on placement and include both an artifact and description of their development in each area in an ePortfolio.

On successful completion you will be able to:

- Assess your evolving professional identity in the workplace
- Evaluate disciplinary knowledge, skills and attributes needed in the workplace
- Adapt content and mode of communication in the workplace based on the audience for the information
- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

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<sup>1</sup> 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.

<sup>2</sup> 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/](http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/).

## Unit Schedule

The class is run in internal mode. Because many of the unit hours are conducted at work placements, the unit is delivered via three seminars and three online modules. Students are responsible for checking iLearn and/or email for updates to the seminar dates, times or locations.

Week	Day and time	Location	Topic
1	Tues, 1 Dec, 6-9pm	12 Second Way, 430	Orientation
2	Tues, 15 Dec, 6:30-8pm	12 Second Way, 430	Check-in seminar
4	Complete by Mon 4 Jan	Online module	Project management, professional ethics and theory & practice
5	Tues, 12 Jan, 6-9pm	12 Second Way, 430	Becoming a professional

**Note for Co-op students:** during the week of 15 Feb 2021 (time and day TBC), Co-op students will complete brief presentations about their placement experience to partners of their Co-op discipline.

## 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Fitness to Practice Requirements

This unit is a Professional Practice/Co-op unit with Fitness to Practice requirements. Therefore, Co-op student enrolment in this Course is governed by both the Academic Progression policy and General Coursework Rules 9 and 10. The General Coursework Rules may supersede the Academic Progression Policy. Students undertaking this placement are required to demonstrate they are fit to practice and compliant with any mandated or accreditation requirements specified in the Handbook.

Fitness to Practice is the demonstration of the required professional knowledge and behaviours for students to practice safely and properly throughout any placements and to meet the core learning outcomes.

Students enrolled in this unit must conduct themselves in a manner consistent with the Macquarie University Code of Conduct, the expectations of relevant professional bodies,

standards of partner organisations, and guidelines and policies specified by the course. Students must demonstrate that they have the skills, knowledge and attributes expected of student practitioners appropriate to their stage of learning and practice.

If a unit convenor or placement supervisor assesses a student's professional conduct as unsatisfactory at any time during the unit, the student will be required to attend a performance review meeting. The student may be given an opportunity to improve their performance. In some cases, they may be withdrawn from the placement. If a student enrolled in a Co-op degree is unable to improve their performance to an acceptable standard and is withdrawn from a placement, they will be excluded from the Co-op degree and unable to re-apply. If the student meets the academic progression requirements of the Academic Progression Policy, the student may be able to continue with another degree program.

**Fitness to Practice for Co-op is demonstrated across 3 domains:**

- **Behaviour:** Students are required to conduct themselves in a professional manner at all times both in the classroom and on placement and reflect the behaviours, ethics and attitudes expected of the profession interpreted for the student context (see rubric for Performance Evaluation assessment task on iLearn).
- **Cognition:** Students must demonstrate an appropriate level of knowledge and understanding both in their discipline and in professional practice consistent with the Bachelor of Professional Practice (or other course if relevant) fitness to practice standards
- **Communication:** Students must demonstrate communication skills consistent with professional standards interpreted for the student context (see rubric for Performance Evaluation assessment task on iLearn)

## 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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.