



PACE2001

Professional Practice Placement 1

Session 3, Special circumstances 2020

University

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6

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

Jennifer Ruskin

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

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 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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning objectives and plan	20%	No	13 Dec 2020
Online module certification	30%	No	4 Jan 2021
Performance evaluation and reflection	20%	No	11 Jan 2021
ePortfolio	30%	No	17 Jan 2021

Learning objectives and plan

Assessment Type ¹: Learning plan

Indicative Time on Task ²: 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 ¹: Reflective Writing

Indicative Time on Task ²: 9 hours

Due: **4 Jan 2021**

Weighting: **30%**

Students engage with five 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 ¹: Practice-based task

Indicative Time on Task ²: 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 ¹: Portfolio

Indicative Time on Task ²: 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

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

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 five 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 modules	Project management, professional ethics, theory & practice and two additional topics
5	Tues, 12 Jan, 6-9pm	12 Second Way, 430	Becoming a professional

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.