



EESC3000

PACE in Earth and Environmental Sciences

Session 1, Special circumstances 2021

Department of Earth and Environmental Sciences

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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 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

Elena Belousova

elena.belousova@mq.edu.au

Contact via email or ph: 9850 6126

12 Wally's Walk, Level 2, Room 224

8 am - 4pm Monday, Tuesday and Friday

Faculty PACE Coordinator

Angela Powell

angela.powell@mq.edu.au

Contact via email or ph: 9850 8434

7 Wally's Walk, Level 1, Room 141

9am - 5pm Mon-Fri

Credit points

10

Prerequisites

A minimum 160 cp including ENVS2364

Corequisites

Co-badged status

Unit description

This PACE unit provides an opportunity for students to engage with the community through a variety of activities that are mutually beneficial for students and the organisations that host them. Activities can be undertaken by individuals or groups and could involve engagement with public-sector agencies, companies, industry partners, not-for-profit organisations, education providers, and the Department of Earth and Environmental Sciences in relation to research and teaching initiatives. Organisations could be based locally, regionally, or internationally, and engagement could occur online as well as in person. Students will gain skills that make them more employable and provide them with a larger view of careers and where their degree can take them.

All students planning to enrol in EESC3000 must apply for [Special Approval](#) and consult with PACE and the Unit Convenor(s) by: (1) self-enrolling in the pre-enrolment [iLearn Community Unit](#); (2) reviewing all available information in the pre-enrolment iLearn Community Unit.

Important: if you are finding and proposing your own PACE activity you need to do so no later than the first week of the Session.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://students.mq.edu.au/important-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

ULO1: demonstrate effective self-directed learning and team work interpersonal skills and apply geoscientific principles to integrate and interpret data to solve real world problems

ULO2: engage with community and industry partners and combine discipline-specific knowledge and a students' skill set to develop employability and citizenship

ULO3: practice scientific and professional responsibilities including adherence to required standards of workplace safety and ethics

ULO4: effectively use written, verbal and digital scientific communication mediums to summarise and present complex information appropriately for diverse audiences, including government and the community

Assessment Tasks

Name	Weighting	Hurdle	Due
Final report	45%	No	Week 12

Name	Weighting	Hurdle	Due
Reflective Journal	20%	No	Weeks 4, 8 and 12
PACE Portfolio	15%	Yes	Week 3
Poster presentation	20%	No	Week 13

Final report

Assessment Type ¹: Report

Indicative Time on Task ²: 14 hours

Due: **Week 12**

Weighting: **45%**

A final report on the PACE activity and placement.

On successful completion you will be able to:

- engage with community and industry partners and combine discipline-specific knowledge and a students' skill set to develop employability and citizenship
- practice scientific and professional responsibilities including adherence to required standards of workplace safety and ethics
- effectively use written, verbal and digital scientific communication mediums to summarise and present complex information appropriately for diverse audiences, including government and the community

Reflective Journal

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 10 hours

Due: **Weeks 4, 8 and 12**

Weighting: **20%**

A reflective journal of the PACE activity and placement.

On successful completion you will be able to:

- demonstrate effective self-directed learning and team work interpersonal skills and apply geoscientific principles to integrate and interpret data to solve real world problems
- engage with community and industry partners and combine discipline-specific knowledge and a students' skill set to develop employability and citizenship

PACE Portfolio

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 15 hours

Due: **Week 3**

Weighting: **15%**

This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)

This hurdle assessment task includes preparing a CV, cover letter writing, preparing a risk assessment and management plan

On successful completion you will be able to:

- engage with community and industry partners and combine discipline-specific knowledge and a students' skill set to develop employability and citizenship
- effectively use written, verbal and digital scientific communication mediums to summarise and present complex information appropriately for diverse audiences, including government and the community

Poster presentation

Assessment Type ¹: Presentation

Indicative Time on Task ²: 10 hours

Due: **Week 13**

Weighting: **20%**

A poster presentation on the PACE activity and placement.

On successful completion you will be able to:

- engage with community and industry partners and combine discipline-specific knowledge and a students' skill set to develop employability and citizenship
- practice scientific and professional responsibilities including adherence to required standards of workplace safety and ethics
- effectively use written, verbal and digital scientific communication mediums to summarise and present complex information appropriately for diverse audiences, including government and the community

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 [Learning Skills Unit](#) 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

PACE units in Science and Engineering, their Unit Convenors, and their students, are supported by a PACE Team within the Faculty. Throughout the unit offering, members of the Team may be in contact with students to provide or collect information. If you have any questions about PACE in Science and Engineering, please email: pace.science@mq.edu.au

WHAT TO DO IN THE CASE OF AN EMERGENCY:

1. Remove yourself from any danger.
2. Call 000, if necessary.
3. Speak to your partner-based supervisor, if possible. The Organisation may have emergency procedures to follow. THEN - if the emergency occurs in office hours (i.e. Monday - Friday 9am-5pm)
4. Contact your Unit Convenor or Faculty PACE Manager by phone/email as soon as you can.

OR - if the emergency occurs outside of office hours (i.e. outside of Monday - Friday 9am-5pm)

5. Phone Campus Security Office on (02) 9850-9999 as soon as you can. This is a 24 hour, 7 days a week service and it does not matter where in Australia you are when you call. Please identify yourself as a PACE student when you call.

N.B. For any minor issues with your participation activity, please speak to your partner-based Supervisor. If the problem is more serious, please contact your Unit Convenor or your Faculty PACE Manager.

If you are experiencing difficulties and need to speak to a counsellor:

- Contact the MQ Counselling Service at Campus Wellbeing on 9850-7497 (Monday - Friday, 8am-6pm)
- **1800 MQ CARELINE** (1800-227-367) - information and referral

WORK, HEALTH, AND SAFETY (WHS)

A PACE Activity is a practical experience allocated to, and undertaken by, a student within a PACE unit which may take place in premises other than the University (usually the Partner Organisation's premises). When working or studying in non-University premises, the primary responsibility for the health and safety of our students becomes that of the Partner Organisation hosting the student. All host organisations must comply with the NSW Work Health and Safety (WHS) Act 2011.

During your PACE activity your host supervisor should:

- make your responsibilities clear

- provide any necessary training
- inform you about professional codes of conduct
- supervise and provide feedback.

During your PACE activity you must have:

- a safe work environment
- a WHS safety orientation
- safe work systems
- protection from bullying and harassment

You must also:

- take reasonable care of yourself
- ensure your actions don't affect the safety of others
- follow the safety procedures of the host organisation

WHS and risk for fieldwork-based PACE activities: Some EESC3000 activities involve fieldwork. Fieldwork includes professional experience whereby the fieldwork i) forms the majority of the activity; ii) is essential to partner benefit; and iii) requires the application of discipline specific knowledge and skills. Fieldwork-based activities are undertaken in collaboration with a partner and are conducted on a site in the natural and/or built environment in order to collect data (e.g. soil, water or rock samples, asking questions of humans, documenting information about animals, etc.) for the purposes of informing a study about that environment or site. Fieldwork may be led by students as the discipline experts; however, it requires supervision by an appropriately qualified Macquarie University staff or external partner. Before commencing your activity, clarify with your partner organisation if fieldwork will be necessary and, if there is a cost associated, who will pay. Students who will undertake fieldwork-based PACE activities must consult with host supervisor regarding additional WHS and risk procedures that might be necessary. All fieldwork must be officially approved by relevant staff before it commences.

GENERAL INFORMATION ABOUT PACE AND PACE FORMS

If you require information about PACE in general or access to forms such as those for the PACE Travel Grants, please log into the PACE student wiki:

<https://students.mq.edu.au/experience/practical-experience/pace-experience/how-do-i-start>

PACE Activity – Early Commencement Procedure: to outline the conditions under which the unit convenor of a PACE unit will consider a request from a student to commence or complete a PACE activity prior to the official start date of the associated PACE unit.

https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/participation_activity

PACE - Managing Other Commitments Procedure: to outline the University's approach to an absence or other form of disruption during the session due to a student undertaking a PACE

activity.

<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/pace-managing-other-commitments>

PACE - Reasonable Adjustments, Guideline and Procedure: Macquarie University will endeavour to match students with an appropriate host and feasible PACE activity to maximise student success.

These documents provide good practice information for students and staff to encourage early disclosure of circumstances (e.g. disability, medical condition, flexible time arrangements, or leave days for official observances, etc.), which may impact on a student's PACE activity, and the subsequent arrangement of reasonable adjustments when enrolling or participating in a PACE Unit (Guideline).

<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/pace-reasonable-adjustments>

PACE activities requiring background checks: Some partner organisations may require students to complete certain background checks and/or clearances in cases where they will be working with children, young people, people with disabilities, the frail-aged, at-risk clients, and government/statutory agencies. It's very important that students complete the required background clearances before beginning the PACE activity. Any necessary information on background checks will be communicated directly to students by the Unit Convenor or the Faculty PACE team. Please note there is an extra verification step required for students who need to complete a Working with Children Check. Students will be required to provide their WWCC number to the Faculty PACE Team electronically and the result of their check will need to be verified by MQ WWCC Administrator (Governance Services) before they start their activity.

Policy regarding PACE and the AHEGS statement: PACE units will be flagged on student transcripts with the symbol "π" after the unit code and before the unit title. Students can highlight this designation to future employers and academic institutions as the following definition, which details the value of such units, will also be included after the list of units and before Special Achievements, Recognition and Prizes (if included) or the Key to Grading:

π: Units marked with π are designated PACE units. These units provide students with an opportunity to learn through practical experience and make a valuable contribution to the community by applying knowledge and skills acquired at the University.

PACE and Ethical Practice: Ethical considerations feature heavily in the PACE Initiative. As ambassadors of the University, students are expected to engage with the wider community in a responsible and ethically informed manner that respects the rights of individuals, communities and the environment. This expectation applies to all PACE activities regardless of their nature. Ethical practice involves negotiating the ethical complexities of the context with which you are working. This involves critically thinking about issues of power, hierarchy, culture and position, and about the potential risks of your work and interactions with others, immediate and over time. It is important to ensure that risks are mitigated and experiences are enriching and worthwhile for all those involved.

In addition to the role of students as ambassadors, partners must conform to the University's

ethical standards; PACE activities must be aligned with the wellbeing of people and planet; there are research-based PACE activities as well as collaborative research with partners; and, the way in which everybody's PACE experiences are captured and shared must be ethical. If a student ever feels that unethical behaviour has occurred during a PACE activity, they should consult with their Unit Convenors and/or the Faculty PACE staff immediately. Further, any students whose PACE activity will involve research must consult with their convenor prior to commencement to confirm whether or not research ethics permission is required.

PACE and IP: Students enrolled in PACE units may be working with external industry partners. Although it is uncommon, during some activities Intellectual Property may be created and there may be some instances when the partner requires the assignment of IP. Students are encouraged to seek legal advice prior to entering into any such agreement. Students uncertain of their rights relating to IP ownership can seek advice from the Office of the Deputy Vice-Chancellor (Research). This should be done by contacting the relevant Faculty PACE Manager.

PACE Grants and Prizes: There are several ways in which PACE might support students financially to undertake PACE activities. PACE students are also eligible to apply for the prestigious Prof. Judyth Sachs PACE Prizes.

<https://students.mq.edu.au/experience/practical-experience/pace-experience/apply-for-a-prize>

PACEWISE

Re-visit [PACEWISE](#) to find out more about:

- Hints to present yourself professionally
- The Judyth Sachs Prize
- PACE Equity and Travel grants
- Your Roles and Responsibilities
- Work Health and Safety

Unit Schedule

EESC3000 PACE in Earth and Planetary Sciences

Semester 1, 2021 WORKSHOPS and ASSIGNMENT SCHEDULE:

Week	WORKSHOPS	ASSIGNMENT DEADLINE / WEIGHTING	
	MONDAY 12 - 2pm, 11WW - 130		
1	Introduction to professional practice - CV/Cover Letter workshop <i>(by Serene Lin-Stephens, Career Development Consultant)</i>		
2	Risk Assessment workshop <i>(by PACE Health and Safety Advisor)</i>	Week 2	Risk Assessment Assignment (5%)

3		Week 3	CV and Cover Letter (10%)
4		Week 4	Reflective Journal (5%)
5			
6			
7			
	Session Break		
8		Week 8	Reflective Journal (5%)
9			
10			
11			
12	Poster Presentation Workshop <i>(by Elena Belousova)</i>	Week 12	Reflective Journal (10%) Final Report (45%)
13		Week 13	Poster (20%) Day of the Presentation TBA

Unit Convenors:	Contact Details:	Location
A/Prof. Elena Belousova	elena.belousova@mq.edu.au Ph: 9850-6126	E7A - 12 Wally's Walk, Level 2, office 224

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

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 Enquiry Service

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

Equity 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.

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.