PROF3000
PACE: Professional Practice Placement 2
Session 1, In person/Online-scheduled-infrequent, North Ryde 2022
Macquarie Business School Faculty level units

Contents

General Information .................................................. 2
Learning Outcomes .................................................. 3
General Assessment Information ............................... 3
Assessment Tasks .................................................... 3
Delivery and Resources ............................................. 5
Unit Schedule .......................................................... 6
Policies and Procedures ............................................. 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.
## General Information

<table>
<thead>
<tr>
<th>Unit convenor and teaching staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit convenor</strong></td>
</tr>
<tr>
<td>Jennifer Ruskin</td>
</tr>
<tr>
<td><a href="mailto:jennifer.ruskin@mq.edu.au">jennifer.ruskin@mq.edu.au</a></td>
</tr>
<tr>
<td>Contact via email</td>
</tr>
<tr>
<td>level 2, 4 Eastern Rd</td>
</tr>
<tr>
<td>by appointment</td>
</tr>
</tbody>
</table>

| for placement queries           |
| Co-op and Internships team      |
| coopandinternships@mq.edu.au    |
| Contact via email               |
| level 2, 4 Eastern Rd           |
| by appointment                  |

| Credit points                  |
| 30                              |

| Prerequisites                  |
| 20cp at 2000 level or above including PROF2000 or PACE2001 |

| Corequisites                   |
| Co-badged status              |

| Unit description              |
This unit provides support for students to scaffold their learning during an extended placement. Students will extend their skills in reflective practice and professional self-management. Unit topics include professional skills, such as problem solving, leadership, resilience and working in teams. Students will have opportunities to explore workplace behaviour, particularly in the face of complex challenges. The unit encourages students to reflect on experiences in the workplace, seminars and learning through online modules. This unit is a designated PACE unit. For background on PACE and making the most of placement experiences, visit [PACEWISE on iLearn](https://www.mq.edu.au/study/calendar-of-dates).

## 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](https://www.mq.edu.au/study/calendar-of-dates)
Learning Outcomes

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

- **ULO1**: Apply reflection skills to learn from workplace practice.
- **ULO2**: Critically reflect on strategies for working with diverse teams.
- **ULO3**: Practice leadership skills relevant to junior professionals in the workplace.
- **ULO4**: Analyse organisational practices that address contemporary challenges in modern societies.

General Assessment Information

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.

Late assessment submissions must be submitted through the appropriate submission link in iLearn. No extensions will be granted unless an application for Special Consideration is made and approved. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late. Late submissions will not be accepted after solutions have been discussed and/or made available.

At the end of the placement/internship, 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning objectives and plan</td>
<td>20%</td>
<td>No</td>
<td>30/01/2022</td>
</tr>
<tr>
<td>Online module certification</td>
<td>30%</td>
<td>No</td>
<td>13/03/2022</td>
</tr>
<tr>
<td>Performance evaluation and reflection</td>
<td>20%</td>
<td>No</td>
<td>01/05/2022</td>
</tr>
<tr>
<td>ePortfolio</td>
<td>30%</td>
<td>No</td>
<td>29/05/2022</td>
</tr>
</tbody>
</table>

Learning objectives and plan

Assessment Type 1: Learning plan
Indicative Time on Task 2: 3 hours
Due: 30/01/2022
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:

• Practice leadership skills relevant to junior professionals in the workplace.

Online module certification

Assessment Type 1: Reflective Writing
Indicative Time on Task 2: 9 hours
Due: 13/03/2022
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:

• Apply reflection skills to learn from workplace practice.
• Critically reflect on strategies for working with diverse teams.
• Analyse organisational practices that address contemporary challenges in modern societies.

Performance evaluation and reflection

Assessment Type 1: Practice-based task
Indicative Time on Task 2: 3 hours
Due: 01/05/2022
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:
• Apply reflection skills to learn from workplace practice.
• Critically reflect on strategies for working with diverse teams.
• Practice leadership skills relevant to junior professionals in the workplace.
• Analyse organisational practices that address contemporary challenges in modern societies.

**ePortfolio**

Assessment Type 1: Portfolio  
Indicative Time on Task 2: 10 hours  
Due: 29/05/2022  
Weighting: 30%

Students submit an ePortfolio with a personal introduction and three areas (skills, attributes, etc.) they have developed while on placement. They include artefacts, descriptions and reflections for each area of development.

On successful completion you will be able to:

• Apply reflection skills to learn from workplace practice.

---

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Day and time</th>
<th>Activity and location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18 Jan, 6-9pm</td>
<td>Seminar 1, location TBC</td>
<td>leadership, mindfulness</td>
</tr>
<tr>
<td></td>
<td>30 Jan</td>
<td>Assessment 1</td>
<td>learning plan</td>
</tr>
<tr>
<td></td>
<td>13 Feb</td>
<td>Assessment 2, module 1 due</td>
<td>problem solving</td>
</tr>
<tr>
<td>week 1</td>
<td>27 Feb</td>
<td>Assessment 2, module 2 due</td>
<td>teamwork</td>
</tr>
<tr>
<td>week 2</td>
<td>1 Mar, 6-9pm</td>
<td>Seminar 2 via Zoom</td>
<td>check in</td>
</tr>
<tr>
<td>week 3</td>
<td>13 Mar</td>
<td>Assessment 2, module 3 and certification due</td>
<td>sustainability</td>
</tr>
<tr>
<td>week 5</td>
<td>22 Mar, 6-9pm</td>
<td>Seminar 3, location TBC</td>
<td>placement experience</td>
</tr>
<tr>
<td>week 8</td>
<td>26 April, 6-9pm</td>
<td>Seminar 4 via Zoom</td>
<td>check in</td>
</tr>
<tr>
<td>week 8</td>
<td>1 May</td>
<td>Assessment 3</td>
<td>performance evaluation</td>
</tr>
<tr>
<td>week 12</td>
<td>24 May, 6-9pm</td>
<td>Seminar 5, location TBC</td>
<td>placement experience</td>
</tr>
<tr>
<td>week 12</td>
<td>29 May</td>
<td>Assessment 4</td>
<td>ePortfolio</td>
</tr>
</tbody>
</table>

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](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
- Assessment Procedure
- Complaints Resolution 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). 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) 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

**Academic Integrity**

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

**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/

**The Writing Centre**

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.
Student Services and Support

Macquarie University offers a range of **Student Support Services** including:

- **IT Support**
- **Accessibility and disability support** with study
- **Mental health support**
- **Safety support** to respond to bullying, harassment, sexual harassment and sexual assault
- **Social support including information about finances, tenancy and legal issues**

**Student Enquiries**

Got a question? Ask us via [AskMQ](https://www.mq.edu.au/services-and-support/askmq), or contact [Service Connect](https://www.mq.edu.au/services-and-support/service-connect).

**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](https://www.mq.edu.au/about_us/offices_and_units/information_technology/help/). The policy applies to all who connect to the MQ network including students.