MMCC8045

Professional Practices

Session 1, Online-scheduled-weekday 2022

Department of Media, Communications, Creative Arts, Language and Literature

Contents

Disclaimer

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General Information

Unit convenor and teaching staff
Unit Convenor
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10HA 165H
See iLearn for consultation times and zoom link

Tutor
Dennis Bruining
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Credit points
10

Prerequisites
Permission by special approval

Corequisites

Co-badged status

Unit description
In this unit, students apply their academic learning to employment contexts, gain a deeper understanding of the job market and industry, and develop a stronger career identity. Students must undertake a 30-hour (minimum) Professional Practice Activity where they have the option to partake in an internship or design their own professional project that will help them meet career objectives. This unit promotes learning through participation with community partners as well as the development of graduate capabilities, professional skills, and career management 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

Please note that the University and the Faculty of Arts have launched a new assessment policy effective as of 1 July 2021. This new policy particularly affects LATE SUBMISSION OF ASSESSMENTS.

The Faculty policy in relation to late assessment submissions is as follows:

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 marks out of 100 credit will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests, etc.

To be very clear:

- Unless you have applied for special consideration and had your application approved, for each day your assignment is late, 10 marks will be deducted. For example, if you submit your assignment 7 days late, 70 marks will be deducted, which means you will fail that assignment.
- If your assignment is more than 7 days late (including weekends), you will get 0 marks for your assignment.

These are serious penalties that will substantially alter your final grade and even determine whether you pass or fail this unit. Please make every effort to submit your assignment by the due date.

If you find you cannot submit your assignment on time, please apply for Special Consideration through AskMQ. Make sure you read Macquarie University's policy regarding Special Consideration requests before you apply: https://students.mq.edu.au/study/assessment-exams/special-consideration

Assessment Tasks

Name	Weighting	Hurdle	Due
Portfolio Part 1	35%	No	17:00 on 08/04/2022
Portfolio Part 2	35%	No	17:00 on 03/06/2022

Name	Weighting	Hurdle	Due
Online Quizzes	30%	No	17:00 on 18/03/2022, 29/04/2022, and 27/05/2022

Portfolio Part 1

Assessment Type [1]: Portfolio
Indicative Time on Task [2]: 26 hours
Due: **17:00 on 08/04/2022**
Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in the first half of semester, including key tasks related to professional development, career management, reflective practice and integrating disciplinary knowledge. To complete this task, students must have their Professional Practice Activity (PPA) approved by the unit staff. 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]: 26 hours
Due: **17:00 on 03/06/2022**
Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in the second half of this unit, including key tasks related to professional development, career management, reflective practice, and integrating disciplinary knowledge. As part of this task, students must show they have completed the minimum 30 hours in the approved Professional Practice Activity (PPA). To do this, students must log their hours and work completed in the unit log sheet, and have this signed off by their PPA supervisor. 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.

Online Quizzes

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 13 hours
Due: **17:00 on 18/03/2022, 29/04/2022, and 27/05/2022**
Weighting: **30%**

Students will complete online quizzes that will assess their knowledge and understanding of unit content. 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

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[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. For the latest information on timetabled classes, please consult the MQ Timetables website.

Classes start in **Week One**.

Professional Practice Activity

As part of the learning for this unit, you must complete a minimum 30-hour "Professional Practice Activity" ("PPA") that will develop and demonstrate graduate capabilities and professional skills

acquired during your studies. PPAs may be either a professional internship or project, and must be aligned with your career goals, must enhance your employability skills, and help you progress in your career development. All PPAs must be approved by the unit staff before commencement, and students must use the unit log sheet (found on iLearn) to record a breakdown of the hours and work completed. This log sheet must be signed off and submitted at the end of session to show you have met these unit requirements - see iLearn for more details.

To prepare for their PPA, students are encouraged to utilise the following resources:

- MQ Career and Employment Services

- WIL for international students

Consultations

The unit convenor will hold regularly weekly consultations on zoom where you can discuss your PPA progress, the course content, and any issues or concerns. You may attend these consultations individually or in groups. No appointment is necessary, but please arrive within the first 15 minutes of the scheduled time. See iLearn for consultation times and zoom link.

Emails

You are expected to regularly check your student email account throughout the semester and up until grades are released. You are also expected to respond to the unit staff (and their PPA supervisor) in a timely and professional manner. If you have a query, please email during business hours, and use your student email account. If you are not able to access your student email account, please provide an alternative account ASAP for staff and supervisors to contact you.

Website

The website for this unit is provided through the University's iLearn system, which can be found here. If you are enrolled in this unit you should have access to the material on iLearn (from one week before the start of semester). You 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 your 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' understanding of, and engagement with, the readings are also assessed in the Online Quizzes and Portfolio assessments. You are expected to go beyond the set readings through independent research that is both specific to your area of study and also to your PPA.

Technology used and required

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

Unit Schedule

Week 1 - Career Pathways and opportunities

Week 2 - Reflecting on skills

Week 3 - Applying for jobs

Week 4 - Preparing for interviews; Online Quiz 1

Week 5 - Optimising work experience

Week 6 - Bias of professionalism

Week 7 - Reading week (no classes); Portfolio Part 1 due

Mid-semester break

Week 8 - Reflective practice; Online Quiz 2

Week 9 - Industry knowledge

Week 10 - Personal brand

Week 11 - Networking

Week 12 - Reflection and goal-setting; Online Quiz 3

Week 13 - Portfolio Part 2 + Log Sheet due

Please note this is an approximate topic schedule - please refer to iLearn for more information.

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.e

du.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.

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.

- Subject and Research Guides
- Ask a Librarian

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, or contact 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/.

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.