



MQBS3000

PACE: Student Leadership in Community Engagement

Session 2, Online-scheduled-weekday 2022

Macquarie Business School Faculty level units

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	7
<u>Changes from Previous Offering</u>	9
<u>Changes since First Published</u>	9

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

Unit convenor and teaching staff

Lisa Rohanek

lisa.rohanek@mq.edu.au

E4A 2.08

Wednesday 10-12pm, Thursday 10-12pm via Zoom

Credit points

10

Prerequisites

130cp at 1000 level or above and permission by special approval

Corequisites

Co-badged status

Unit description

This unit provides an opportunity to develop leadership capabilities in the context of professional and community engagement with a local or international internship or project in a not-for-profit organisation, government agency, company, or other industry partner. At the completion of the unit, students are expected to have developed and critically reflected on their capabilities with reference to professional standards. Subject to demand, the unit includes a separate research internship stream for students who meet GPA requirements. This unit is a designated PACE unit. Applications are open to undergraduate students in any course who meet eligibility requirements. Applications are competitive and places are limited.

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 capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.

ULO2: Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.

ULO3: Critically assess your developing capabilities as relevant to your discipline or

industry.

ULO4: Identify and assess strategies to develop communication skills through active participation in learning, internship or project activities and assessment tasks.

General Assessment Information

Late Assessment Submission Penalty

Unless an application for [Special Consideration](#) has been submitted and approved, a **5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends)**. After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests, exams, performance assessments, and/or scheduled practical assessments/labs, students need to submit an application for [Special Consideration](#).

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning contract	30%	No	Due four weeks after internship start date
Online discussion and statement	30%	No	Fri 30 September, 11:59pm
Placement evaluation	40%	No	Fri 21 October, 11:59pm

Learning contract

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 10 hours

Due: **Due four weeks after internship start date**

Weighting: **30%**

You will create a learning contract for your internship or project, identifying appropriate learning objectives in consultation with your supervisor. Objectives should be linked to graduate capabilities and developed with reference to assigned readings and relevant organisational and professional standards. A template for this task, a reading list, and links to a range of professional standards are provided on iLearn.

On successful completion you will be able to:

- Develop professional capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.
- Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.

Online discussion and statement

Assessment Type ¹: Project

Indicative Time on Task ²: 10 hours

Due: **Fri 30 September, 11:59pm**

Weighting: **30%**

You will contribute posts to two online discussions held in weeks 6-7 and 8-9. The discussions are related to graduate capabilities. Discussion questions, word length along with tips for participating in online discussion will be provided.

On successful completion you will be able to:

- Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.
- Identify and assess strategies to develop communication skills through active participation in learning, internship or project activities and assessment tasks.

Placement evaluation

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 10 hours

Due: **Fri 21 October, 11:59pm**

Weighting: **40%**

This task includes your supervisor's evaluation (10%) and a 1500-1800 word critical reflection (30%). In order to complete the unit, you will need to submit the placement evaluation form which includes the supervisor's placement evaluation marking guide. Your supervisor has agreed to complete this evaluation as part of their agreement to host your internship or project. You will need to provide your supervisor with a copy of the placement evaluation form, giving your supervisor enough time to complete their evaluation. During your internship or project your supervisor will assess your performance using the supervisor's placement evaluation marking guide included in the placement evaluation form. If your performance is rated unsatisfactory at any time during your internship or project, you will be invited to a meeting to discuss your

performance. You may be given an opportunity to improve your performance or the internship or project may be discontinued. In this case, you may be required to complete the remainder of your placement hours within the Macquarie Business School or PACE. In these cases, the PACE team will identify a project, an appropriate supervisor and specify the number of hours required to meet the learning outcomes of this unit. If your supervisor gives a fail for your placement evaluation at the end of session, penalties may be applied to Task 3. In the critical reflection you will critically reflect on your progress towards achieving learning objectives identified in Task 1, with reference to your internship or project experience and assigned readings, incorporating any feedback from your supervisor and/or feedback on Task 1.

On successful completion you will be able to:

- Develop professional capabilities and demonstrate commitment to learning from your internship or project experience with reference to relevant organisational, ethical and professional standards.
- Analyse and interpret information while observing and participating in ethical practice in the context of your internship or project.
- Critically assess your developing capabilities as relevant to your discipline or industry.

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

This unit is workplace based. You are to focus on your internship experience. The assessments are designed to integrate your internship experience and embed the graduate capabilities.

Consultation is readily available along with some scheduled workshops outlined on iLearn. While attendance is encouraged it is not compulsory. Any session will be recorded and made available to students after the session. Consultation is not recorded as it allows you the opportunity to discuss things critical to your experience and assessments.

No resources are provided for this unit. Any readings will be available on iLearn and the assessment tasks will be explained and outlined for you. Your internship placement is the priority for this unit and you are expected to put your effort into the internship experience.

Resources will be available online to support you in a number of skills to improve your employability. You can work through this resources at your own time.

Unit Schedule

Week	Date	Topic	Activity
1	25 July 2022	Welcome	Review iLearn content and assessments Complete the readings on reflection
2	1 Aug 2022	Teamwork	Form into professional community teams Reading and activities on teamwork Reflect on how you perform in a team – what are your strengths? What are some areas you need to develop? Get some friends and play the escape room then discuss how your team performed. Review video on assessment 1 – start building the learning contracts – provide an example!
3	8 Aug 2022	Ethical Networking	Read the learning on Ethical Networking and reflect on the following. Post your thoughts in the discussion board What is ethical networking? Why do we need to worry about it? What are ethics? Can you think of any unethical networking practices? How can you network with your new work colleagues? What are ways you can build connections and future-proof your profile? What are your thoughts on LinkedIn requests?
4	15 Aug 2022	Workplace Values Assessment 1 Learning Contract Due (4 weeks after start of internship)	Review the content on workplace values What are workplace values? Does your workplace have values that you need to abide by? Integrity. Value agility, value respect? What would they be? If your workplace doesn't have values – can you write some for the business? What would they be and why? Why do those values matter to you? Post on the pallet some values that you can see in businesses
5	22 Aug 2022	Communication	Review the content on the communication Communication digitally and the difference between in person. Challenges of online meetings – how to communicate the non-verbal? How can you improve communication? Complete the activity on communication to see how you can improve your communication
6	29 Aug 2022	Self Efficacy	Complete the readings on self-efficacy. What does it mean to you? What do you think of your ability to be self-efficacious? How can you improve this skill? Complete the quiz on self-efficacy and reflect on your results
7	5 Sep 2022	Professionalism	Professionalism is in the eyes of the receiver. What are examples of professionalism and what are not? What do you think is appropriate in the workplace? Social media? Phones? Track pants? Joggers?
RECESS			
8	19 Sep 2022	Problem Solving	Complete the readings on problem-solving and the activity to look at workplace problems. What is your approach to problem-solving?

9	26 Sep 2022	Thinking for Self Assessment 2 Due, Friday 30 Sept 11:59pm	Complete the reading on thinking for self. How can you balance doing what your supervisor wants while also thinking for yourself and generating your own ideas?
10	3 Oct 2022	Attention to Detail	Complete the activities and readings on attention to detail. Reflect on whether you are a details person or a bigger picture worker? Is it ok to not be good at everything? Do you have to be good at everything?
11	10 Oct 2022	Persistence	Complete the reading on persistence. How can you stick things out? Come up with some strategies for persisting in challenging times at work.
12	17 Oct 2022	Reflective Practice Assessment 3 Due, Fri 21 Oct 2022 11:59pm	This unit has talked about reflection a lot. The process of reflecting in action is to teach you to continually reflect on what you are doing and where you are heading. Your final assessment is heavily focused on reflection.
13	24 Oct 2022	Ongoing Professional Development	

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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](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

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.

Changes from Previous Offering

Peer networking is incorporated for professional communities to form among students

Assessment 1 due four weeks after internship commencement regardless of start date

Changes since First Published

Date	Description
29/06/2022	Changes to late assessment policy as per the University update