MQBS3000
PACE: Student Leadership in Community Engagement
Session 1, Online-scheduled-weekday 2022

Macquarie Business School Faculty level units

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>2</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>2</td>
</tr>
<tr>
<td>Assessment Tasks</td>
<td>3</td>
</tr>
<tr>
<td>Delivery and Resources</td>
<td>5</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>5</td>
</tr>
</tbody>
</table>

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
Monday and Wednesday

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. Students may apply for a PACE internship or seek approval to enrol after finding their own internship if it meets PACE criteria. For local internships, students are advised to review internship preparation and application information and closing dates in the MQBS section of PACEWISE on iLearn at least 6 months before applying. For further information contact the MQBS PACE team. Students considering an international placement should register their interest and check application closing dates on the PACE International web page at least 12 months before applying.

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:

UL01: 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.

### Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning contract</td>
<td>30%</td>
<td>No</td>
<td>Week 4 Fri 18 March 11:59pm</td>
</tr>
<tr>
<td>Online discussion and statement</td>
<td>30%</td>
<td>No</td>
<td>Week 6 and 8 Fri 1 April and Fri 22 April 11:59pm</td>
</tr>
<tr>
<td>Placement evaluation</td>
<td>40%</td>
<td>No</td>
<td>Week 12 27 May 11:59pm</td>
</tr>
</tbody>
</table>

### Learning contract

**Assessment Type:** 1: Work-integrated task  
**Indicative Time on Task:** 2: 10 hours  
**Due:** Week 4 Fri 18 March 11:59pm  
**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: Project
Indicative Time on Task: 10 hours
Due: **Week 6 and 8 Fri 1 April and Fri 22 April 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: Reflective Writing
Indicative Time on Task: 10 hours
Due: **Week 12 27 May 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.

**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.

Grading

This unit is graded on a Pass/Fail basis. This means that you will not receive a numerical mark for the unit but you are still required to pass the assessment components. The grade descriptors applicable to a Pass/Fail unit are outlined below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
</table>

https://unitguides.mq.edu.au/unit_offerings/153168/unit_guide/print
<table>
<thead>
<tr>
<th>S</th>
<th>Pass</th>
<th>To be awarded in units of study where the student achievement is measured as a pass or fail only without a mark. To pass, students must, in their performance in assessment tasks, demonstrate the learning outcomes for the unit at an acceptable standard.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fail</td>
<td>The student has not met the defined standards at an appropriate level within a specified time.</td>
</tr>
</tbody>
</table>

## Student Support

Macquarie University provides a range of support services for students. For details, visit [http://students.mq.edu.au/support/](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](mailto:AskMQ), or contact [Service Connect](mailto: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://unitguides.mq.edu.au/unit_offerings/153168/unit_guide/print). The policy applies to all who connect to the MQ network including students.