



# PSYO8941

## Professional Practice

Session 1, In person-scheduled-weekday, North Ryde 2022

*School of Psychological Sciences*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	4
<a href="#"><u>Delivery and Resources</u></a>	7
<a href="#"><u>Unit Schedule</u></a>	7
<a href="#"><u>Policies and Procedures</u></a>	8

---

#### **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 Mark Wiggins <a href="mailto:mark.wiggins@mq.edu.au">mark.wiggins@mq.edu.au</a>
Credit points 10
Prerequisites Admission to MOrgPsych
Corequisites
Co-badged status
Unit description The objective of this unit is to prepare students for their field placement experiences by providing them with appropriate training in project implementation, business practice, and by making available practical class-based experiences designed to assure their preparation for field placements.

## 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:** Demonstrate an appreciation of small business operations, as well as business planning and marketing.

**ULO3:** Demonstrate interpersonal communication skills through presentation of a business pitch.

**ULO2:** Develop a business plan.

**ULO4:** Undertake a competency-based self-assessment.

**ULO5:** Develop and implement strategies to respond to competency-based requirements.

**ULO6:** Apply ethical principles and the regulatory framework in business practice.

**ULO7:** Critically analyse key concepts in professional practice.

## General Assessment Information

### Interprofessional Education

As general psychologists with an Area of Specialisation (AoPE), organisational psychologists will, at times, work with other health professionals in the provision of psychological services. To develop students' skills and knowledge in working with other professionals and with different populations, Macquarie University has a requirement that students engaged in the provision of health or allied health care complete a series of Interprofessional Education modules. These modules are available through iLearn and students are expected to complete at: (a) at least two interprofessional online modules (of their choice); and the (b) Your Mob Learning online module. Students can complete these requirements at any time during the semester, but they must be completed by the published due date.

### Business Plan Proposal

This assessment is a group task. Students will be allocated to groups, and will identify a business opportunity that comprises the basis of a business plan. At a minimum, the business plan should comprise:

1. A cover page;
2. An executive summary;
3. A description of the business opportunity;
4. A description of the mission, vision and culture;
5. An Opportunity Analysis and Research;
6. A Marketing Strategy and Plan; and
7. A Financial Analysis

Students must nominate the sections for which they are responsible. Business plans should be presented as a 'business report' (see the Program Manual) and are limited to 2,500 words (+/- 10%).

### Quiz Questions

For each of the on-line presentations that comprise this unit, a short quiz is provided. Students are required to complete the quizzes on-line and submit their results by the due date.

### Continuous Practice Development

This assessment task involves students examining the priority areas that are articulated by the Australian Psychology Accreditation Council and selecting at least one Priority Area that they will seek to further develop during the unit. They will subsequently develop a plan of activities that will enable them to develop the competencies, undertake and record those activities (approximately once every two weeks), meet with a peer supervisor on three occasions, and then meet with the Unit Coordinator to discuss their outcomes. The intention of this assessment is to enable students to develop the skills necessary to undertake personal development plans once

they become Registered Psychologists.

## Open Book Ethics Examination (Online)

Students will be asked to review six ethical dilemmas that might be experienced as a practising organisational psychologist. In response to each scenario, students will be asked to refer to the code(s) relevant from the Australian Psychological Society Code of Ethical Practice and explain why the code is relevant in the context of the scenario. Students will have 50 minutes to complete the examination which will be administered on-line through iLearn.

## Late Submissions and Penalties

Late submissions, without an approved extension, will receive a 5% per day penalty including weekends and public holidays. No late submissions will be accepted more than 5 days after the submission deadline, unless special consideration has been granted. No further submissions will be accepted after the marked assignments are returned and feedback is released to students.

## Word Count Penalty

5% of the possible mark will be deducted per 100 words over the word limit for an assessment task. An additional 99 words beyond the limit can be written without penalty.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Interprofessional Education</u></a>	0%	Yes	Midnight 4 June 2022
<a href="#"><u>Business Plan Proposal</u></a>	50%	Yes	Midnight May 14 2022
<a href="#"><u>Quiz questions</u></a>	0%	Yes	Midnight 4 June 2022
<a href="#"><u>Continuous practice development</u></a>	0%	Yes	Midnight 4 June 2022
<a href="#"><u>Open Book Ethics examination</u></a>	50%	Yes	5.10pm June 2 2022 (Online)

## Interprofessional Education

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 7 hours

Due: **Midnight 4 June 2022**

Weighting: **0%**

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

## assessment tasks)

Mandatory completion of a series of online modules relating to other allied health professions.

On successful completion you will be able to:

- Critically analyse key concepts in professional practice.

## Business Plan Proposal

Assessment Type <sup>1</sup>: Practice-based task

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Midnight May 14 2022**

Weighting: **50%**

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

This assessment task involves the development and presentation of a business plan as a group. Members of the group will take responsibility for different parts of the business plan.

On successful completion you will be able to:

- Demonstrate an appreciation of small business operations, as well as business planning and marketing.
- Demonstrate interpersonal communication skills through presentation of a business pitch.
- Develop a business plan.

## Quiz questions

Assessment Type <sup>1</sup>: Quiz/Test

Indicative Time on Task <sup>2</sup>: 3 hours

Due: **Midnight 4 June 2022**

Weighting: **0%**

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

Completion of the multiple choice questions associated with each video recording

On successful completion you will be able to:

- Demonstrate an appreciation of small business operations, as well as business planning and marketing.
- Apply ethical principles and the regulatory framework in business practice.

## Continuous practice development

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Midnight 4 June 2022**

Weighting: **0%**

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

This assessment is designed to enable students to develop the skills necessary to undertake personal development plans once they become Registered Psychologists.

On successful completion you will be able to:

- Undertake a competency-based self-assessment.
- Develop and implement strategies to respond to competency-based requirements.

## Open Book Ethics examination

Assessment Type <sup>1</sup>: Examination

Indicative Time on Task <sup>2</sup>: 26 hours

Due: **5.10pm June 2 2022 (Online)**

Weighting: **50%**

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

Open book examination, referring to the Code of Ethics for Psychological Practice

On successful completion you will be able to:

- Apply ethical principles and the regulatory framework in business practice.
- Critically analyse key concepts in professional practice.

---

<sup>1</sup> 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.

<sup>2</sup> 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 consists of alternating face-to-face and on-line classes. Where a class is delivered on-line, students will be expected to: (a) Review a 20 minute (approx.) video clip, read the relevant chapter(s) in the textbook, together with one or two additional papers, answer questions to a short, on-line quiz, and undertake any activities as directed for that week.

**Students are expected to attend all scheduled classes. Learning objectives and assessment activities are based on the requirements of a minimum 80% class attendance.**

If there are exceptional circumstances where a session must be missed, this will need to be arranged with the unit convener in advance. Failure to do so implies a lack of professionalism. Students should not attend on-campus classes if you are unwell or have any cold and flu-like symptoms. Ensure you follow the most recent University COVID-19 advice <https://www.mq.edu.au/about/coronavirus-faqs/information-for-students>

### Required and Recommended Texts and/or Materials

Scarborough, N., & Cornwall, J. (2018). Essential of entrepreneurship and small business management (9th edition). London, UK: Pearson Education

## Unit Schedule

Date	Topic	Mode	Reading Requirements	Assessments and Activities
February 24	Introduction to Professional Practice	On-Campus	None	Complete CPD and initial meeting with peer supervisor and reflective statement (100 words)
March 3	The Basics of Business Planning	Online	Chapter 1 Chapter 4 Chapter 5	Complete activities for SMART Goals and reflective statements (100 words)

March 10	Resilience Training	On-Campus	See iLearn	Complete Module of Interprofessional Education in Healthcare (see iLearn)
March 17	Business and Professional Ethics	Online	Chapter 2	Complete activities for SMART Goals and reflective statements (100 words)
March 24	Introduction to Placements	On-Campus	As Directed	Complete follow-up meeting with peer supervisor and reflective statement (100 words)
March 31	Understanding Finance	Online	Chapter 11 Chapter 12 Chapter 15	Complete Module of Interprofessional Education in Healthcare (see iLearn)
April 7	Designing Client-Focussed Solutions	On-Campus	Chapter 3	Complete activities for SMART Goals and reflective statements (100 words)
April 28	Operating a Small Business	Online	Chapter 6 Chapter 7 Chapter 13	Complete Your Mob Learning Module (see iLearn)
May 5	Current Issues in Organisational Psychology	On-Campus	As Directed	Complete activities for SMART Goals and reflective statements (100 words)
May 12	Marketing Scientist-Practitioner Skills	Online	Chapter 9 Chapter 14	Business Plans Due (Midnight May 14th)
May 19	Business-Practitioner Case Study	On-Campus	As Directed	Complete final meeting with peer supervisor and reflective statement (100 words)
May 26	Meetings with Unit Coordinator	Online		Complete CPD meeting with Unit Coordinator
June 2	Examination (Open Book)	Online		Examination

## 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](#).

Macquarie University follow standards-based assessment of student performance. All individual assessment tasks are subject to moderation, consistent with the Assessment Policy and Procedure. A student's final mark for this unit, and associated grade, must reflect their attainment of the unit learning outcomes, and isn't necessarily a simple summation of their individual assessment items

## 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/](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.