HLTH3050
PACE: Health Placement
Session 1, In person-scheduled-intensive, North Ryde 2023
Department of Health Sciences

Contents

General Information .............................................. 2
Learning Outcomes ........................................... 2
General Assessment Information ....................... 3
Assessment Tasks ............................................. 4
Delivery and Resources .................................... 5
Unit Schedule ................................................... 6
Policies and Procedures .................................... 6
Inclusion and diversity ...................................... 8
Professionalism ................................................ 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
Xanne Janse de Jonge
xanne.jansedejonge@mq.edu.au

Credit points
10

Prerequisites
(120cp at 1000 level or above including HLTH2000 or HLTH200) or (130cp and admission to BHumanSc or BPsychBHumanSc or BPsych(Hons)BHumanSc) or (30cp in EDUC or ECHE units at 3000 level) or (130cp including 80cp of PSYU units and admission to BSc).

Corequisites

Co-badged status

Unit description
This unit provides an off-campus, work-integrated learning experience in a health-related context. Placements may be undertaken in a range of areas (such as health policy, planning, promotion, research, service development, advocacy, and education) and across a range of sectors (such as government, non-profit, community-based, industry, and professional organisations). Students may complete an organisational project during their placement, such as researching and writing a report on a specific issue, or are involved in the delivery of service provision. As far as possible, placements are arranged in accordance with each student's background, skills, experience, professional and academic interests, and career aspirations. Visit Employability Connect for important information on this unit including required preparation and closing dates for PACE activities.

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: Plan, negotiate and produce a project management plan.
ULO2: Gather, organise, analyse and synthesise the background information.
ULO3: Distinguish and apply appropriate communication modes, verbal and written for key stakeholders.
ULO4: Judge and implement appropriate personal contribution to workplace teamwork.
ULO5: Generate and monitor self management plan in relation to e.g. time management, problem solving, communication with supervisor.
ULO6: Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience.
ULO7: Review career and study wishes and options.

General Assessment Information

General assessment information

Grade descriptors and other information concerning grading are contained in the Macquarie University Assessment Policy.

All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark which must correspond to the grade descriptors specified in the Assessment Procedure (clause 128).

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

Further details for each assessment task will be available on iLearn.

Late Submissions

Unless a Special Consideration request 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 example:

<table>
<thead>
<tr>
<th>Number of days (hours) late</th>
<th>Total Possible Marks</th>
<th>Deduction</th>
<th>Raw mark</th>
<th>Final mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day (1-24 hours)</td>
<td>100</td>
<td>5</td>
<td>75</td>
<td>70</td>
</tr>
<tr>
<td>2 days (24-48 hours)</td>
<td>100</td>
<td>10</td>
<td>75</td>
<td>65</td>
</tr>
<tr>
<td>3 days (48-72 hours)</td>
<td>100</td>
<td>15</td>
<td>75</td>
<td>60</td>
</tr>
<tr>
<td>7 days (144-168 hours)</td>
<td>100</td>
<td>35</td>
<td>75</td>
<td>40</td>
</tr>
<tr>
<td>&gt;7 days (&gt;168 hours)</td>
<td>100</td>
<td>-</td>
<td>75</td>
<td>0</td>
</tr>
</tbody>
</table>
Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Plan</td>
<td>40%</td>
<td>Yes</td>
<td>Friday week 4, 17/03/2023</td>
</tr>
<tr>
<td>Placement Assessment</td>
<td>15%</td>
<td>Yes</td>
<td>As allocated from Tuesday week 9 till Tuesday week 13</td>
</tr>
<tr>
<td>Post-placement Report</td>
<td>45%</td>
<td>Yes</td>
<td>Friday week 12, 26/05/2023</td>
</tr>
</tbody>
</table>

Project Management Plan

Assessment Type: Plan
Indicative Time on Task: 15 hours
Due: Friday week 4, 17/03/2023
Weighting: 40%

This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Development of a Project Management Plan for the Placement Project

On successful completion you will be able to:

- Plan, negotiate and produce a project management plan.
- Gather, organise, analyse and synthesise the background information.
- Distinguish and apply appropriate communication modes, verbal and written for key stakeholders.
- Judge and implement appropriate personal contribution to workplace teamwork.

Placement Assessment

Assessment Type: Case study/analysis
Indicative Time on Task: 10 hours
Due: As allocated from Tuesday week 9 till Tuesday week 13
Weighting: 15%

This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

The placement assessment includes placement supervisor report, completion of hours and a formal placement presentation.
On successful completion you will be able to:

- Gather, organise, analyse and synthesise the background information.
- Distinguish and apply appropriate communication modes, verbal and written for key stakeholders.
- Judge and implement appropriate personal contribution to workplace teamwork.
- Generate and monitor self management plan in relation to e.g. time management, problem solving, communication with supervisor.
- Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience.

Post-placement Report

Assessment Type 1: Report
Indicative Time on Task 2: 15 hours
Due: Friday week 12, 26/05/2023
Weighting: 45%
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Written individual report based upon placement project.

On successful completion you will be able to:

- Critique, review and reflect on the process of the placement, the health or community issue and the student learning experience.
- Review career and study wishes and options.

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

As a student enrolled in this unit, you will engage in a range of face-to-face and online learning activities, including face-to-face tutorials in week 2, 9, 10, 11, 12 and 13 and online tutorials in week 4 and 6, as well as completion of 70 hours of placement. Details can be found on the iLearn site for this unit.
Recommended Readings

All readings and resources will be available from the unit's iLearn site.

Technology Used

Active participation in the learning activities throughout the unit will require students to have access to a tablet, laptop or similar device. Students who do not own their own laptop computer may borrow one from the university library.

## Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Theme</th>
<th>Learning Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Placement preparation</td>
<td>iLearn (no tutorial)</td>
</tr>
<tr>
<td>2</td>
<td>Project Management Plan</td>
<td>Face-to-face tutorial</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Placement (no tutorial)</td>
</tr>
<tr>
<td>4</td>
<td>Professional conduct</td>
<td>Online tutorial &amp; Placement</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Placement (no tutorial)</td>
</tr>
<tr>
<td>6</td>
<td>Career Preparation</td>
<td>Online tutorial &amp; Placement</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Placement (no tutorial)</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Placement (no tutorial)</td>
</tr>
<tr>
<td>9</td>
<td>Placement presentations</td>
<td>Face-to-face tutorial</td>
</tr>
<tr>
<td>10</td>
<td>Placement presentations</td>
<td>Face-to-face tutorial</td>
</tr>
<tr>
<td>11</td>
<td>Placement presentations</td>
<td>Face-to-face tutorial</td>
</tr>
<tr>
<td>12</td>
<td>Placement presentations</td>
<td>Face-to-face tutorial</td>
</tr>
<tr>
<td>13</td>
<td>Placement presentations</td>
<td>Face-to-face tutorial</td>
</tr>
</tbody>
</table>

This schedule is subject to change. Any changes will be communicated via iLearn.

## 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.

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.
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 Advocacy**, provides independent advice on MQ policies, procedures, and processes

Got a question? Ask us via [AskMQ](https://www.mq.edu.au/about_us/offices_and_units/information_technology/help/), or contact [Service Connect](https://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

**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](http://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.

**Inclusion and diversity**

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. It is your responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, you must not discriminate against or harass others based.
on their sex, gender, race, marital status, carers’ responsibilities, disability, sexual orientation, age, political conviction or religious belief. All staff and students are expected to display appropriate behaviour that is conducive to a healthy learning environment for everyone.

**Professionalism**

In the Faculty of Medicine, Health and Human Sciences, professionalism is a key capability embedded in all our courses.

As part of developing professionalism, students are expected to attend all small group interactive sessions including clinical, practical, laboratory, work-integrated learning (e.g., PACE placements), and team-based learning activities. Some learning activities are recorded (e.g., face-to-face lectures), however you are encouraged to avoid relying upon such material as they do not recreate the whole learning experience and technical issues can and do occur. As an adult learner, we respect your decision to choose how you engage with your learning, but we would remind you that the learning opportunities we create for you have been done so to enable your success, and that by not engaging you may impact your ability to successfully complete this unit. We equally expect that you show respect for the academic staff who have worked hard to develop meaningful activities and prioritise your learning by communicating with them in advance if you are unable to attend a small group interactive session.

Another dimension of professionalism is having respect for your peers. It is the right of every student to learn in an environment that is free of disruption and distraction. Please arrive to all learning activities on time, and if you are unavoidably detained, please join activity as quietly as possible to minimise disruption. Phones and other electronic devices that produce noise and other distractions must be turned off prior to entering class. Where your own device (e.g., laptop) is being used for class-related activities, you are asked to close down all other applications to avoid distraction to you and others. Please treat your fellow students with the utmost respect. If you are uncomfortable participating in any specific activity, please let the relevant academic know.