



# PROF1000

## Introduction to Professional Practice

Session 2, In person-scheduled-weekday, North Ryde 2023

*Macquarie Business School Faculty level units*

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#### **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

Unit convenor

Jennifer Ruskin

[jennifer.ruskin@mq.edu.au](mailto:jennifer.ruskin@mq.edu.au)

Contact via email

4 Eastern Rd, level 6

By appointment

Credit points

10

Prerequisites

Corequisites

Co-badged status

Unit description

This unit offers an introduction to professional practice. Students will have opportunities to develop fundamental workplace skills, including communication, teamwork, decision-making, networking and reflective practice. Students will reflect on their personal attributes, values and skills, engage in career planning and goal setting, as well as exploring industries, organisations and/or occupations. The unit is designed to help students begin to develop an understanding of their professional identity and the changing nature of work. The unit will provide a foundation for students to complete a successful practical experience in a workplace as part of their studies. While students admitted to a Co-op course have enrolment priority for this unit, a limited number of spaces are open to students enrolled in other degrees.

## 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:** Self-assess personal attributes, values, and professional preparedness skills

**ULO2:** Practice reflection and reflective writing skills

**ULO3:** Investigate possible career paths for graduates in your discipline

**ULO4:** Practice skills for collaborating with a team

**ULO5:** Demonstrate discussion, facilitation and presentation skills appropriate for a classroom environment

## General Assessment Information

The tasks listed here are summaries. To complete the assessments, you will need to review the full instructions on iLearn. You are expected to attend every seminar unless you have a serious and unavoidable disruption to studies. If you have any questions, please discuss with the Unit Convenor.

### Late Assessment Submission Penalty (written assessments)

*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 any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for Special Consideration.*

This unit is a Professional Practice/Co-op unit with Fitness to Practice requirements. For more information about the performance expectations, see the policies and procedures section below.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Participation</u>	35%	No	Weeks 1-13
<u>Career path research report</u>	35%	No	Week 8
<u>Skills seminar</u>	30%	No	Weeks 11-13

### Participation

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

Indicative Time on Task <sup>2</sup>: 18 hours

Due: **Weeks 1-13**

Weighting: **35%**

Participation and engagement both online and in seminars is compulsory and critical to support learning and development of professional practice skills consistent with fitness-to-practice standards. Marks are based on engagement in activities and written reflections.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills
- Practice reflection and reflective writing skills
- Investigate possible career paths for graduates in your discipline
- Practice skills for collaborating with a team
- Demonstrate discussion, facilitation and presentation skills appropriate for a classroom environment

## Career path research report

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

Indicative Time on Task <sup>2</sup>: 35 hours

Due: **Week 8**

Weighting: **35%**

Drawing on both primary and secondary sources, you will write a 1500-word reflective research report exploring your pre-professional identity, your current thinking around the type of career and organisation that are suitable for you and activities you can undertake to explore your fit with your proposed target career and type of organisation.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills
- Practice reflection and reflective writing skills
- Investigate possible career paths for graduates in your discipline

## Skills seminar

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

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Weeks 11-13**

Weighting: **30%**

Working with a team, you will collectively select a skill area for your professional development. Drawing on academic and non-academic sources, you will work with your team to design and facilitate an approximately 40-minute seminar to introduce the skill to your peers and engage them in activities and discussion to support their development in the skill area.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills
- Practice skills for collaborating with a team
- Demonstrate discussion, facilitation and presentation skills appropriate for a classroom environment

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<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

This unit is offered in a flipped classroom environment. This means students are expected to review and engage with materials on iLearn each week in advance of the seminar. This enables seminar time to focus on discussion, activities, reflection and workshops. Preparation materials including readings and videos are located in the relevant week on iLearn.

Please refer to iLearn for details for delivery.

## Unit Schedule

Week	Topic
1	Introduction
2	Organisational structure and culture
3	Reflection and reflective writing
4	Attributes and skills
5	Values
6	Ethics and ethical decision-making
7	Teamwork
8	Sustainability
9	Communication
10	Goal setting
11	Skill seminars
12	Skill seminars

Week	Topic
13	Skill seminars

## 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](https://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](#).

## Fitness to Practice Requirements

This unit is a Professional Practice unit and is part of a professional course with Fitness to Practice requirements. Please see FTP requirements in the handbook listing for the relevant course:

[Actuarial Studies Co-op](#)

[Bachelor of Professional Practice](#)

## 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 Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## 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.