# PROF2000
## PACE: Professional Practice Placement 1
Session 3, In person-scheduled-infrequent, North Ryde 2023

*Macquarie Business School Faculty level units*

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## Disclaimer

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General Information

Unit convener and teaching staff
Unit Co-Ordinator/Lecturer & Tutor
Suzanne Fawcus
suzanne.fawcus@mq.edu.au
Contact via suzanne.fawcus@mq.edu.au
Wallamattagal Campus
Tuesday 2-4pm

Credit points
10

Prerequisites
(Admission to BProfPrac or BActStudProfPrac(Hons)) or permission by special approval

Co-requisites

Co-badged status

Unit description
This unit offers an academic foundation for a professional experience in a workplace. Students will further develop their professional communication skills, understanding of professional ethics and application of reflective practice. Students will explore and develop project management skills based on their experience in the workplace, including the use of technology to support project planning and management. 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.

This unit is a designated PACE unit and all enquiries regarding enrolment should be made to coopandinternships@mq.edu.au no later than 4 weeks before commencement of the study period. For background on PACE, making the most of placement experiences and support for non-Co-op students to find placements, visit PACEWISE on iLearn.

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: Apply reflection skills to learn from workplace practice.
ULO2: Identify strategies for addressing ethical issues that may arise in the workplace.
ULO3: Adapt content and mode of communication in the workplace based on the audience for the information.

General Assessment Information

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Plan</td>
<td>25%</td>
<td>18 December 2023</td>
</tr>
<tr>
<td>Performance Evaluation and reflection</td>
<td>40%</td>
<td>12 January 2024</td>
</tr>
<tr>
<td>e-portfolio</td>
<td>35%</td>
<td>20 January 2024</td>
</tr>
</tbody>
</table>

Learning plan Assessment 1

Time on Task - 3 hours

Students develop learning goals for their placement. Learning goals should build on selfawareness and be relevant to the tasks, responsibilities and expected outcomes of the placement.

On successful completion you will be able to: Apply reflection skills to learn from workplace practice; Adapt content and mode of communication in the workplace based on the audience for the information.

Performance evaluation and reflection Assessment 2

Time on Task - 12 hours

Workplace supervisors evaluate student performance on placement using a rubric. Students reflect on their learning. On successful completion you will be able to: Apply reflection skills to learn from workplace practice; Identify strategies for addressing ethical issues that may arise in the workplace; Adapt content and mode of communication in the workplace based on the audience for the information.

e-Portfolio Assessment 3

Time on Task - 10 hours

Students identify three areas (skills, attributes, etc.) they have developed while on placement and include artefacts, descriptions and reflections of their development in an ePortfolio. On successful completion you will be able to: Apply reflection skills to learn from workplace practice; Identify strategies for addressing ethical issues that may arise in the workplace; Adapt content and mode of communication in the workplace based on the audience for the information.

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.

* Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

**Assessment Tasks**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning plan</td>
<td>25%</td>
<td>No</td>
<td>18 December 2023</td>
</tr>
<tr>
<td>Performance evaluation and reflection</td>
<td>40%</td>
<td>No</td>
<td>12 January 2024</td>
</tr>
<tr>
<td>ePortfolio</td>
<td>35%</td>
<td>No</td>
<td>22 January 2024</td>
</tr>
</tbody>
</table>

**Learning plan**

Assessment Type ¹: Learning plan
Indicative Time on Task ²: 3 hours
Due: 18 December 2023
Weighting: 25%

Students develop learning goals for their placement. Learning goals should build on self-awareness and be relevant to the tasks, responsibilities and expected outcomes of the placement.

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Adapt content and mode of communication in the workplace based on the audience for the information.

**Performance evaluation and reflection**

Assessment Type ¹: Practice-based task
Indicative Time on Task ²: 12 hours
Due: 12 January 2024
Weighting: 40%

Workplace supervisors evaluate student performance on placement using a rubric. Students reflect on their learning.
On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Identify strategies for addressing ethical issues that may arise in the workplace.
- Adapt content and mode of communication in the workplace based on the audience for the information.

ePortfolio

Assessment Type: Portfolio
Indicative Time on Task: 10 hours
Due: 22 January 2024
Weighting: 35%

Students identify three areas (skills, attributes, etc.) they have developed while on placement and include artefacts, descriptions and reflections of their development in an ePortfolio.

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Identify strategies for addressing ethical issues that may arise in the workplace.
- Adapt content and mode of communication in the workplace based on the audience for the information.

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

Textbook There is no prescribed textbook for this unit.

Other Recommended Reading Students need to be familiar with accessing academic sources from the library. Useful reading includes both recommended journals in the relevant discipline area and research on experiential learning in the work place.

Technology Used and Required Microsoft Office suite (or equivalent), including in particular word processing and presentation software. Email (student email address) and iLearn
(https://www.mq.edu.au/iLearn/) are both required for the unit. Students should be able to access research databases through the library. They may find referencing software helpful.

Prizes Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE prizes. See the following link for information and the application process: http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/

### Unit Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 12 December, 2023</td>
<td>4pm to 7pm</td>
<td>See ilearn</td>
<td>Orientation</td>
</tr>
<tr>
<td>Tuesday, 19 December, 2023</td>
<td>4pm to 7pm</td>
<td>See ilearn</td>
<td>Check-in-seminar</td>
</tr>
<tr>
<td>Tuesday, 16 January, 2024</td>
<td>4pm to 7pm</td>
<td>See ilearn</td>
<td>Becoming a Professional</td>
</tr>
</tbody>
</table>

### 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.

- 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
Unit guide PROF2000 PACE: Professional Practice Placement 1

- 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/.

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.

Unit information based on version 2023.01R of the Handbook