



# PROF4000

## PACE: Advanced Professional Practice and Reflection

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

*Macquarie Business School Faculty level units*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	6

#### 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

Work-integrated Learning Officer

David Chen

[coopandinternships@mq.edu.au](mailto:coopandinternships@mq.edu.au)

Contact via email

4 Eastern Rd

By appointment

Credit points

30

Prerequisites

60cp at 2000 level or above including PROF3000

Corequisites

Co-badged status

Unit description

This placement-based capstone unit provides support for students to continue scaffolding their professional skill development during a final extended vocational placement. Students will explore and develop strategies for addressing challenging, ambiguous and complex professional situations. Students will be encouraged to integrate and reflect on workplace and classroom experiences throughout their degree. The unit is designed to support students' transitions to the next phase of their career, career self-management and ongoing learning journey. This unit is a designated PACE unit and all enquiries regarding enrolment should be made to [coopandinternships@mq.edu.au](mailto:coopandinternships@mq.edu.au) no later than 4 weeks before commencement of the study period. For background on PACE and making the most of placement experiences, 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:** Critique your experiences and observations of ethical practice.

**ULO2:** Demonstrate communication skills appropriate for diverse professional audiences.

**ULO3:** Critically reflect on strategies for working with diverse teams.

**ULO4:** Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

## General Assessment Information

To complete this unit, students are required to complete the placement hours as agreed with their host organisation and the assessment tasks for the unit. Detailed instructions for each assessment task are available on iLearn. 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.

### 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.*

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Learning plan</u>	20%	No	6 Aug 2023
<u>Performance evaluation and reflection</u>	40%	No	1 Oct 2023
<u>ePortfolio</u>	40%	No	29 Oct 2023

### Learning plan

Assessment Type <sup>1</sup>: Learning plan

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

Due: **6 Aug 2023**

Weighting: **20%**

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

On successful completion you will be able to:

- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.

## Performance evaluation and reflection

Assessment Type **1**: Practice-based task

Indicative Time on Task **2**: 3 hours

Due: **1 Oct 2023**

Weighting: **40%**

Workplace supervisors evaluate student performance on placement using a rubric. Students reflect on supervisor feedback and their own experience and performance.

On successful completion you will be able to:

- Critique your experiences and observations of ethical practice.
- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.
- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

## ePortfolio

Assessment Type **1**: Portfolio

Indicative Time on Task **2**: 10 hours

Due: **29 Oct 2023**

Weighting: **40%**

Students submit an ePortfolio in which they add or refine material to showcase their learning throughout the course.

On successful completion you will be able to:

- Critique your experiences and observations of ethical practice.
- Demonstrate communication skills appropriate for diverse professional audiences.
- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

<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 placement based. The assessments are designed to showcase your planning, reflection and learning from your placement experience. Scheduled seminars, online modules and other resources on iLearn are designed to support your learning. In a flipped classroom model, you are expected to review materials on iLearn for each scheduled seminar prior to attending.

Please refer to iLearn for details for delivery.

## Unit Schedule

Week	Day and time	Activity and location	Topic
--	Tues 18 July 4-7pm	Seminar 1, 8 SCO 112	Orientation
2	Sun 6 Aug	Assessment 1 due	Learning plan
3	7-13 Aug	Module 1 available	Interdisciplinary teams
3	8 Aug 4-7pm	Seminar 2, 8 SCO 112	TBC
5	21-27 Aug	Module 2 available	Conflict management
7	4-10 Sept	Module 3 available	Global citizenship
7	5 Sept 4-7pm	Seminar 3, 8 SCO 112	TBC
8	1 Oct	Assessment 2 due	Performance evaluation and reflection
9	3 Oct, 4-7pm	Seminar 4, 8 SCO 112	TBC
12	29 Oct	Assessment 3 due	ePortfolio
13	31 Oct, 4-7pm	Seminar 5, 8 SCO 112	Becoming a professional

## 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/](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.