



PSYO8941

Professional Practice

Session 1, In person-scheduled-weekday, North Ryde 2023

School of Psychological Sciences

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convener

Mark Wiggins

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Contact via Email

16 University Avenue, Level 2, Room 2.638

By Appointment

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.

ULO2: Develop a business plan.

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

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

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:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40
>7 days (>168 hours)	100	-	75	0

Late submission of time sensitive tasks, such as timetabled tests/exams, scheduled performance assessments/presentations, scheduled practical assessments/labs, will be addressed by the unit convenor in a Special consideration application.

Special Consideration

If you are unable to complete an assessment task on or by the specified date due circumstances that are unexpected, unavoidable, significantly disruptive and beyond your control, you may apply for special consideration in accordance with the [special consideration policy](#). Applications for special consideration must be supported by appropriate evidence and submitted via ask.mq.edu.au.

Assessment Tasks

Name	Weighting	Hurdle	Due
Business Plan Proposal	50%	Yes	11:55pm 13 May 2023
Continuous practice development	0%	Yes	11:55pm 20 May, 2023
Open Book Ethics examination	50%	Yes	2:00pm 29 May, 2023
Quiz questions	0%	Yes	11:55pm 3 June, 2023
Interprofessional Education	0%	Yes	11:55pm 3 June, 2023

Business Plan Proposal

Assessment Type ¹: Practice-based task

Indicative Time on Task ²: 30 hours

Due: **11:55pm 13 May 2023**

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.
- Develop a business plan.
- Demonstrate interpersonal communication skills through presentation of a business pitch.

Continuous practice development

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 30 hours

Due: **11:55pm 20 May, 2023**

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 ¹: Examination

Indicative Time on Task ²: 26 hours

Due: **2:00pm 29 May, 2023**

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.

Quiz questions

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 3 hours

Due: **11:55pm 3 June, 2023**

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.

Interprofessional Education

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 7 hours

Due: **11:55pm 3 June, 2023**

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.

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 readings, online modules, videos, and workshops. Details can be found on the iLearn site for this unit.

Recommended Readings

Scarborough, N., & Cornwall, J. (2018). Essential of entrepreneurship and small business

management (9th edition). London, UK: Pearson Education

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

Date	Topic	Mode	Reading Requirements	Assessments and Activities
February 20	Introduction to Professional Practice	On-Campus	None	Complete CPD and initial meeting with peer supervisor and reflective statement (100 words)
February 27	The Basics of Business Planning	On-Campus	Chapter 1 Chapter 4 Chapter 5	Complete activities for SMART Goals and reflective statements (100 words)
March 6	Resilience Training	On-Campus	See iLearn	Complete Module of Interprofessional Education in Healthcare (see iLearn)
March 13	Business and Professional Ethics	On-Campus	Chapter 2	Complete activities for SMART Goals and reflective statements (100 words)
March 20	Introduction to Placements	On-Campus	As Directed	Complete follow-up meeting with peer supervisor and reflective statement (100 words)
March 27	Understanding Finance	On-Campus	Chapter 11 Chapter 12 Chapter 15	Complete Module of Interprofessional Education in Healthcare (see iLearn)
April 3	Designing Client-Focussed Solutions	On-Campus	Chapter 3	Complete activities for SMART Goals and reflective statements (100 words)

April 24	Operating a Small Business	On-Campus	Chapter 6 Chapter 7 Chapter 13	Complete Your Mob Learning Module (see iLearn)
May 1	Current Issues in Organisational Psychology	On-Campus	As Directed	Complete activities for SMART Goals and reflective statements (100 words)
May 8	Marketing Scientist-Practitioner Skills	On-Campus	Chapter 9 Chapter 14	Business Plans Due (Midnight May 14th)
May 15	Business-Practitioner Case Study	On-Campus	As Directed	Complete final meeting with peer supervisor and reflective statement (100 words)
May 22	Meetings with Unit Coordinator	Online		Complete CPD meeting with Unit Coordinator
May 29	Examination (Open Book)	On-Campus		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 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

- [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.

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.