General Information

Unit convenor and teaching staff
Convenor
George Tomossy
george.tomossy@mq.edu.au
Contact via george.tomossy@mq.edu.au
17WW Room 209
Tuesday 10-11

Credit points
10

Prerequisites
160cp in LAW or LAWS units and permission by special approval

Corequisites

Co-badged status

Unit description
This unit provides the opportunity for students to engage with the legal profession and community through participation in a variety of workplace experiences including, but not limited to, law firms, legal centres, community-based legal organisations and services, government agencies and not-for-profit organisations. The experience may be via clerkship, volunteer work, or internship, and may be undertaken on a weekly or block basis. Students source their own placement, and nominate it for approval by the convenor. Applications for the unit are advertised by the convenor via email.

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: Analyse issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and advocates in practice.
ULO2: Reflect on your professional skills and knowledge and develop and implement plans for continuous learning
ULO3: Identify, manage and reflect on ethical issues that arise in the legal environment
ULO4: Critique current practices and regulation of the legal profession.
ULO5: Demonstrate advanced practical skills necessary in legal practice.
ULO6: Apply the specialised cognitive, interpersonal and communication skills necessary in legal practice.

General Assessment Information

Late Assessment Submission Penalty

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 mark of ‘0’ (zero) 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 issue.

This late penalty will apply to non-timed sensitive assessment (incl essays, reports, posters, portfolios, journals, recordings etc). Late submission of time sensitive tasks (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs etc) will only be addressed by the unit convenor in a Special Consideration application. Special Consideration outcome may result in a new question or topic.

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement in unit and workplace tasks</td>
<td>30%</td>
<td>No</td>
<td>Weeks 2-6 inclusive</td>
</tr>
<tr>
<td>Skills Checklist and Goal Setting Exercise</td>
<td>30%</td>
<td>No</td>
<td>11:55pm 25 Feb 2024; 11:55 2 June 2024</td>
</tr>
<tr>
<td>Oral Report</td>
<td>40%</td>
<td>No</td>
<td>summary 11:55pm 28 April 2024; vivas</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Weeks 9-13 inclusive</td>
</tr>
</tbody>
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Engagement in unit and workplace tasks

Assessment Type 1: Participatory task
Indicative Time on Task 2: 8 hours
Due: Weeks 2-6 inclusive
Weighting: 30%

Students will participate in online discussion, quizzes and problem solving tasks related to legal
On successful completion you will be able to:

- Analyse issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and advocates in practice.
- Identify, manage and reflect on ethical issues that arise in the legal environment
- Critique current practices and regulation of the legal profession.
- Demonstrate advanced practical skills necessary in legal practice.
- Apply the specialised cognitive, interpersonal and communication skills necessary in legal practice.

Skills Checklist and Goal Setting Exercise

Assessment Type 1: Reflective Writing
Indicative Time on Task 2: 20 hours
Due: 11:55pm 25 Feb 2024; 11:55 2 June 2024
Weighting: 30%

Students will be required to set goals for their placement and to reflect on how well they have achieved those goals over the course of their placement.

On successful completion you will be able to:

- Reflect on your professional skills and knowledge and develop and implement plans for continuous learning
- Identify, manage and reflect on ethical issues that arise in the legal environment
- Demonstrate advanced practical skills necessary in legal practice.
- Apply the specialised cognitive, interpersonal and communication skills necessary in legal practice.

Oral Report

Assessment Type 1: Viva/oral examination
Indicative Time on Task 2: 30 hours
Due: summary 11:55pm 28 April 2024; vivas Weeks 9-13 inclusive
Weighting: 40%
Students are required to research and deliver an oral report that outlines the nature of the professional challenges in the legal workplace and the regulatory response to those challenges, and be prepared to answer questions on the report.

On successful completion you will be able to:

- Analyse issues that arise in professional practice and community engagement. In particular the personal and professional demands on, and expectations of, lawyers and advocates in practice.
- Identify, manage and reflect on ethical issues that arise in the legal environment
- Critique current practices and regulation of the legal profession.
- Apply the specialised cognitive, interpersonal and communication skills necessary in legal 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**

This unit is delivered entirely online. There are no face-to-face classes or lectures. You must complete at least 80 hours with your placement provider and follow their lawful workplace directions.

Students require access to a computer and a secure and reliable internet provider.

**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.
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](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.

Unit information based on version 2024.01R of the Handbook