LAWS5078
PACE: Clinics and Projects
Session 1, In person-placement, On location 2024

Macquarie Law School

Contents

General Information ............................................. 2
Learning Outcomes ............................................. 3
General Assessment Information .......................... 3
Assessment Tasks ............................................... 3
Delivery and Resources ....................................... 5
Policies and Procedures ....................................... 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  
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

Co-badged status

Unit description  
This unit provides the opportunity for students to participate in a variety of workplace experiences including (but not limited to), the Macquarie University Social Justice Clinic, and projects with law firms, legal centres, community-based legal organisations and services, government agencies and not-for-profit organisations. The aim is to provide real world experience and the opportunity to collaborate with other students as a team. Workplace experiences may be undertaken on a weekly or block basis. Placements are allocated through an application process.

Applications to undertake this unit will be advertised to students online. Entry to the unit is only by special permission and is dependent on the number of applications and the available projects.

Visit Employability Connect for important information on this unit including required preparation and closing dates for PACE activities.

FOE code  
090900 Law

**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](https://www.mq.edu.au/study/calendar-of-dates)
Learning Outcomes

On successful completion of this unit, you will be able to:

ULO1: Demonstrate competency in practical legal skills, such as conducting legal research, providing legal policy advice, preparing file notes and court documents, drafting legal correspondence and other forms of legal and non-legal writing.

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: Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

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>Goal setting and reflective writing</td>
<td>30%</td>
<td>No</td>
<td>Week 3, Week 5, Week 7</td>
</tr>
<tr>
<td>Clinic and project workplace tasks</td>
<td>30%</td>
<td>No</td>
<td>ongoing (weeks 1-13 inclusive)</td>
</tr>
<tr>
<td>Final project or clinic report</td>
<td>40%</td>
<td>No</td>
<td>11:55 2 June 2024 (end of Week 13)</td>
</tr>
</tbody>
</table>

Goal setting and reflective writing

Assessment Type ¹: Reflective Writing
Indicative Time on Task ²: 10 hours

https://unitguides.mq.edu.au/unit_offerings/163983/unit_guide/print
Due: Week 3, Week 5, Week 7  
Weighting: 30%

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

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
• Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

**Clinic and project workplace tasks**

Assessment Type ¹: Participatory task  
Indicative Time on Task ²: 0 hours  
Due: **ongoing (weeks 1-13 inclusive)**  
Weighting: 30%

Students will work on a variety of clinic and project tasks according to the needs of partner organisations and clinic and project supervisors. Students will be expected to attend all meetings with their clinic and project partners.

On successful completion you will be able to:

• Demonstrate competency in practical legal skills, such as conducting legal research, providing legal policy advice, preparing file notes and court documents, drafting legal correspondence and other forms of legal and non-legal writing.
• 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
• Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

**Final project or clinic report**

Assessment Type ¹: Report
Indicative Time on Task: 20 hours
Due: 11:55 2 June 2024 (end of Week 13)
Weighting: 40%

Students will be required to write a report that either represents a reflection upon their clinic placement or project or which responds to the initial brief in a project. The requirements for reports will be outlined in detail on iLearn and will be clinic or project specific.

On successful completion you will be able to:

• Demonstrate competency in practical legal skills, such as conducting legal research, providing legal policy advice, preparing file notes and court documents, drafting legal correspondence and other forms of legal and non-legal writing.
• 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
• Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

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**

Students will undertake the unit in one of two streams: A clinic stream or a project stream. The clinic stream begins with a comprehensive orientation program, including training in reflective practice and a session on dealing with vicarious trauma when appropriate to the clinic context. Further skills-based modules are available for students to complete in their own time on ilearn. Students will work under the close supervision of solicitor-teachers on real-world social justice cases, undertaking a range of activities including legal research and writing, client interviewing, and legal and non-legal advocacy. Students work face-to-face with their solicitor-teacher in the clinic on campus or on location with the partner organisation.

In the project stream, students are introduced to the PACE program and course structure in Week 1 before meeting their PACE partner. Students are given additional support in relation to
reflective practice and teamwork to help ensure a successful team work experience. PACE partners provide a written project brief that outlines the PACE activity. These are legal and/or policy projects that will contribute to the work of the partner organisation. The projects are developed in consultation with the convenor and supervisor to ensure that the projects are challenging but achievable within one session. PACE partners also brief the students on the work of the partner organisation and the projects. Students in the project stream will meet regularly as required by the project and partner, allowing teaching staff to monitor students’ progress and to support students and teams as the need arises.

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.

- 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.

Unit information based on version 2024.03 of the Handbook.