PROF1000

Introduction to Professional Practice

Session 2, In person-scheduled-weekday, North Ryde 2024

Macquarie Business School Faculty level units

Contents

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
Contact via Please see iLearn for contact details
level 6, 4 Eastern Rd or via Zoom (see iLearn for link)
Mon 2:30-3:30pm

Lecturer
Mohil Asija

Credit points
10

Prerequisites

Corequisites

Co-badged status

Unit description
This unit offers an introduction to professional practice. Students will have opportunities to develop fundamental workplace skills, including communication, teamwork, decision-making, networking and reflective practice. Students will reflect on their personal attributes, values and skills, engage in career planning and goal setting, as well as exploring industries, organisations and/or occupations. The unit is designed to help students begin to develop an understanding of their professional identity and the changing nature of work. The unit will provide a foundation for students to complete a successful practical experience in a workplace as part of their studies.

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: Self-assess personal attributes, values, and professional preparedness skills

ULO2: Practice reflection and reflective writing skills

ULO3: Investigate possible career paths for graduates in your discipline

ULO4: Practice skills for collaborating with a team

General Assessment Information

The task descriptions listed here are summaries. To complete the assessments, you will need to review the full instructions on iLearn. Not attending and participating will have a negative impact on assessment tasks 1 and 3. You must be present, engaged and post to the weekly forum to qualify for participation marks.

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
Participation	35%	No	Submissions in weeks 1-10 and week 4
Career path research report	35%	No	Week 8
Skills seminar	30%	No	Weeks 11, 12 and 13

Participation

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 17 hours
Due: **Submissions in weeks 1-10 and week 4**
Weighting: **35%**

Participation and engagement both online and in seminars is compulsory and critical to support learning and development of professional practice skills consistent with fitness-to-practice standards. Marks are based on engagement in activities and written reflections.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills

- Practice reflection and reflective writing skills

- Investigate possible career paths for graduates in your discipline

- Practice skills for collaborating with a team

Career path research report

Assessment Type [1]: Report
Indicative Time on Task [2]: 30 hours
Due: **Week 8**
Weighting: **35%**

Drawing on both primary and secondary sources, you will write a 1500-word reflective research report exploring your pre-professional identity, your current thinking around the type of career and organisation that are suitable for you and activities you can undertake to explore your fit with your proposed target career and type of organisation.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills

- Practice reflection and reflective writing skills

- Investigate possible career paths for graduates in your discipline

Skills seminar

Assessment Type [1]: Facilitation
Indicative Time on Task [2]: 25 hours
Due: **Weeks 11, 12 and 13**
Weighting: **30%**

Working with a team, you will collectively select a skill area for your professional development. Drawing on academic and non-academic sources, you will work with your team to design and facilitate an approximately 40-minute seminar to introduce the skill to your peers and engage them in activities and discussion to support their development in the skill area.

On successful completion you will be able to:

- Self-assess personal attributes, values, and professional preparedness skills

- Practice skills for collaborating with 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

This unit is offered in a flipped classroom environment. This means students are expected to review and engage with materials on iLearn each week in advance of the seminar. This enables seminar time to focus on discussion, activities, reflection and workshops. Preparation materials including readings and videos are located in the relevant week on iLearn.

Please refer to iLearn for details for delivery.

Unit Schedule

Week	Topic
1	Introduction
2	Organisational structure and culture
3	Reflection and reflective writing
4	Attributes and skills
5	Values
6	Ethics and ethical decision-making
7	Teamwork
8	Sustainability
9	Communication
10	Goal setting
11	Skill seminars
12	Skill seminars
13	Skill seminars

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.

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

Student Support

Macquarie University provides a range of support services for students. For details, visit http://stu

dents.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