



PROF2000

PACE: Professional Practice Placement 1

Session 3, In person-scheduled-infrequent, North Ryde 2024

Macquarie Business School Faculty level units

Contents

| | |
|---------------------------------------|---|
| <u>General Information</u> | 2 |
| <u>Learning Outcomes</u> | 2 |
| <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> | 5 |

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

Julia Lessing

julia.lessing@mq.edu.au

Lecturer

Simon Guthrie

simon.guthrie@mq.edu.au

Credit points

10

Prerequisites

(Admission to BProfPrac or BActStudProfPrac(Hons)) or permission by special approval

Corequisites

Co-badged status

Unit description

This unit offers an academic foundation for a professional experience in a workplace. Students will further develop their professional communication skills, understanding of professional ethics and application of reflective practice. Students will explore and develop project management skills based on their experience in the workplace, including the use of technology to support project planning and management. While students admitted to a Co-op course have enrolment priority for this unit, a limited number of spaces are open to students enrolled in other degrees.

This unit is a designated PACE unit and all enquiries regarding enrolment should be made to coopandinternships@mq.edu.au no later than 4 weeks before commencement of the study period. For background on PACE, making the most of placement experiences and support for non-Co-op students to find placements, 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: Apply reflection skills to learn from workplace practice.

ULO2: Identify strategies for addressing ethical issues that may arise in the workplace.

ULO3: Adapt content and mode of communication in the workplace based on the audience for the information.

General Assessment Information

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> | 25% | No | 2024-12-16 |
| <u>Performance evaluation and reflection</u> | 40% | No | 2025-01-10 |
| <u>ePortfolio</u> | 35% | No | 2025-01-20 |

Learning plan

Assessment Type ¹: Learning plan

Indicative Time on Task ²: 3 hours

Due: **2024-12-16**

Weighting: **25%**

Students develop learning goals for their placement. Learning goals should build on self-awareness and be relevant to the tasks, responsibilities and expected outcomes of the placement.

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Adapt content and mode of communication in the workplace based on the audience for the information.

Performance evaluation and reflection

Assessment Type ¹: Practice-based task

Indicative Time on Task ²: 12 hours

Due: **2025-01-10**

Weighting: **40%**

Workplace supervisors evaluate student performance on placement using a rubric. Students reflect on their learning.

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Identify strategies for addressing ethical issues that may arise in the workplace.
- Adapt content and mode of communication in the workplace based on the audience for the information.

ePortfolio

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 10 hours

Due: **2025-01-20**

Weighting: **35%**

Students identify three areas (skills, attributes, etc.) they have developed while on placement and include artefacts, descriptions and reflections of their development in an ePortfolio.

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Identify strategies for addressing ethical issues that may arise in the workplace.
- Adapt content and mode of communication in the workplace based on the audience for the information.

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

Textbook There is no prescribed textbook for this unit.

Other Recommended Reading Students need to be familiar with accessing academic sources from the library. Useful reading includes both recommended journals in the relevant discipline area and research on experiential learning in the work place.

Technology Used and Required Microsoft Office suite (or equivalent), including in particular word processing and presentation software. Email (student email address) and iLearn (<https://www.mq.edu.au/iLearn/>) are both required for the unit. Students should be able to access research databases through the library. They may find referencing software helpful.

Unit Schedule

| Date | Time | Location | Topic |
|----------------------------|------------|--------------------------------|-------------------------|
| Tuesday, 10 December, 2023 | 4pm to 7pm | 01CC 103 Active Learning Space | Orientation |
| Tuesday, 17 December, 2023 | 4pm to 7pm | City Campus | Check-in-seminar |
| Tuesday, 14 January, 2024 | 4pm to 7pm | City Campus | 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 connect.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 the [Service Connect Portal](#), 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 2024.01R of the [Handbook](#)