



PROF4000

PACE: Advanced Professional Practice and Reflection

Session 2, 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>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Unit Schedule</u>	4
<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

Suzanne Fawcus

suzanne.fawcus@mq.edu.au

Credit points

30

Prerequisites

60cp at 2000 level or above including PROF3000

Corequisites

Co-badged status

Unit description

This placement-based capstone unit provides support for students to continue scaffolding their professional skill development during a final extended vocational placement. Students will explore and develop strategies for addressing challenging, ambiguous and complex professional situations. Students will be encouraged to integrate and reflect on workplace and classroom experiences throughout their degree. The unit is designed to support students' transitions to the next phase of their career, career self-management and ongoing learning journey. 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 and making the most of placement experiences, 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: Critique your experiences and observations of ethical practice.

ULO2: Demonstrate communication skills appropriate for diverse professional audiences.

ULO3: Critically reflect on strategies for working with diverse teams.

ULO4: Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning plan	20%	No	Sunday, 4 August
Performance evaluation and reflection	40%	No	Sunday, 15 September
ePortfolio	40%	No	Sunday, 27 September

Learning plan

Assessment Type ¹: Learning plan

Indicative Time on Task ²: 3 hours

Due: **Sunday, 4 August**

Weighting: **20%**

Students develop learning objectives for their placement. Learning objectives should build on earlier learning and be relevant to the tasks, responsibilities and expected outcomes of the placement.

On successful completion you will be able to:

- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.

Performance evaluation and reflection

Assessment Type ¹: Practice-based task

Indicative Time on Task ²: 3 hours

Due: **Sunday, 15 September**

Weighting: **40%**

Workplace supervisors evaluate student performance on placement using a rubric. Students reflect on supervisor feedback and their own experience and performance.

On successful completion you will be able to:

- Critique your experiences and observations of ethical practice.
- Demonstrate communication skills appropriate for diverse professional audiences.
- Critically reflect on strategies for working with diverse teams.

- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

ePortfolio

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 10 hours

Due: **Sunday, 27 September**

Weighting: **40%**

Students submit an ePortfolio in which they add or refine material to showcase their learning throughout the course.

On successful completion you will be able to:

- Critique your experiences and observations of ethical practice.
- Demonstrate communication skills appropriate for diverse professional audiences.
- Develop strategies for action when complexity, ambiguity and/or conflict are encountered in the workplace.

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

See [Ilearn](#) for further details

Unit Schedule

Unit schedule:

Week	Date	Activity	Topic
29	Tuesday, 16 July – 4-7pm	Seminar 1, Building 12SW, room 232	Orientation

31	Sunday, 4 August	Assessment 1 due	Learning Plan
32	5 – 11 August	Module 1 available	Interdisciplinary teams
32	Tuesday, 6 August, 4-7pm	Seminar 2, Building 12SW, room 232	TBA
34	19 – 25 August	Module 2 available	Conflict management
36	2 – 8 September	Module 3 available	Global citizenship
36	Tuesday, 3 September, 4-7pm	Seminar 3, Building 12SW, room 232	TBA
37	Sunday, 15 September	Assessment 2 due	Performance evaluation and reflection
Inter-semester break – 16 Sept – 29 Sept			
40	Tuesday, 1 October, 4-7pm	Seminar 4, Building 12SW, room 232	TBA
43	Sunday, 27 October	Assessment 3 due	e-portfolio
44	Tuesday, 29 October	Seminar 5, Building 12SW, room 232	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 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 2024.01R of the [Handbook](#)