PROF4000
PACE: Advanced Professional Practice and Reflection
Session 2, In person-scheduled-infrequent, North Ryde 2024

Macquarie Business School Faculty level units

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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

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning plan</td>
<td>20%</td>
<td>No</td>
<td>Sunday, 4 August</td>
</tr>
<tr>
<td>Performance evaluation and reflection</td>
<td>40%</td>
<td>No</td>
<td>Sunday, 15 September</td>
</tr>
<tr>
<td>ePortfolio</td>
<td>40%</td>
<td>No</td>
<td>Sunday, 27 September</td>
</tr>
</tbody>
</table>

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**: Portfolio  
**Indicative Time on Task**: 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.

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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 Ilrn for further details

**Unit Schedule**

**Unit schedule:**

<table>
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<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
<th>Topic</th>
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<tr>
<td>29</td>
<td>Tuesday, 16 July – 4-7pm</td>
<td>Seminar 1, Building 12SW, room 232</td>
<td>Orientation</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Event</td>
<td>Location</td>
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<td>---------------------------------</td>
</tr>
<tr>
<td>31</td>
<td>Sunday, 4 August</td>
<td>Assessment 1 due</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>5 – 11 August</td>
<td>Module 1 available</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Tuesday, 6 August, 4-7pm</td>
<td>Seminar 2, Building 12SW, room 232</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>19 – 25 August</td>
<td>Module 2 available</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>2 – 8 September</td>
<td>Module 3 available</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Tuesday, 3 September, 4-7pm</td>
<td>Seminar 3, Building 12SW, room 232</td>
<td></td>
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<tr>
<td>37</td>
<td>Sunday, 15 September</td>
<td>Assessment 2 due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inter-semester break – 16 Sept – 29 Sept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Tuesday, 1 October, 4-7pm</td>
<td>Seminar 4, Building 12SW, room 232</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Sunday, 27 October</td>
<td>Assessment 3 due</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Tuesday, 29 October</td>
<td>Seminar 5, Building 12SW, room 232</td>
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### 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](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/](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