



PSYO8941

Professional Practice

Session 1, In person-scheduled-weekday, North Ryde 2025

School of Psychological Sciences

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General Information

Unit convenor and teaching staff

Co-Convener

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By Appointment

Co-Convener

Narelle Hess

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By Appointment

Joanne Earl

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Credit points

10

Prerequisites

Admission to MOrgPsych

Corequisites

Co-badged status

Unit description

This unit is designed to enable you to engage in professional practice as a provisional organisational psychologist. You will develop culturally responsive communication skills, develop and interpret professional practice reports, develop an understanding of the contribution of other professions and support staff, develop the skills necessary to refer clients to other professionals, apply ethical and legal principles, and engage in self-reflective practice.

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: Employ professional practice communication skills, in a culturally responsive manner, with a range of socially and culturally diverse clients. (Capability 3: Engaged Global Citizen)

ULO2: Interpret and communicate findings in oral and written formats, including professional practice reports, using culturally appropriate language. (Capability 4: Professional)

ULO3: Demonstrate respect for the skills and contribution of other professionals in professional practice. (Capability 4: Professional)

ULO4: Understand the need to work effectively with a range of professional and support staff in the workplace and communicate and collaborate effectively in professional practice, within the bounds of ethical and legal requirements. (Capability 4: Professional)

ULO5: Understand the need to operate within the boundaries of their professional competence, consult with peers or other relevant sources where appropriate in professional practice, and refer on to relevant other practitioners where appropriate. (Capability 2: Psychologist Practitioner)

ULO6: Understand the need to apply professional practice policies and procedures, including as they relate to referral management and record-keeping, across a range of workplace settings and with recognition of different organisational cultures and practices. (Capability 4: Professional)

ULO7: Engage in self-reflective professional practice, taking account of the impact of their own values and beliefs, and taking appropriate actions as a result. (Capability 3: Engaged Global Citizen)

General Assessment Information

General Assessment Information

Grade descriptors and other information concerning grading are contained in the [Macquarie University Assessment Policy](#).

All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark which must correspond to the grade descriptors specified in the [Assessment Procedure](#) (clause 128).

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

Further details for each assessment task will be available on iLearn.

Late Submissions

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 example:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40
>7 days (>168 hours)	100	-	75	0

Late submission of time sensitive tasks, such as timetabled tests/exams, scheduled performance assessments/presentations, scheduled practical assessments/labs, will be addressed by the unit convenor in a Special consideration application.

Special Consideration

If you are unable to complete an assessment task on or by the specified date due circumstances that are unexpected, unavoidable, significantly disruptive and beyond your control, you may apply for special consideration in accordance with the [special consideration policy](#). Applications for special consideration must be supported by appropriate evidence and submitted via ask.mq.edu.au.

Assessment Tasks

Name	Weighting	Hurdle	Due
Business Plan Proposal	30%	No	May 10
Ethics examination	40%	No	May 27 (2.00pm - 4.00pm) - Online
Continuous practice development	30%	No	June 2 - June 6 (Individual Meetings will be Scheduled)

Business Plan Proposal

Assessment Type ¹: Practice-based task

Indicative Time on Task ²: 28 hours

Due: **May 10**

Weighting: **30%**

This assessment task involves the development and presentation of a business plan as a group. Members of the group will take responsibility for different parts of the business plan.

On successful completion you will be able to:

- Employ professional practice communication skills, in a culturally responsive manner, with a range of socially and culturally diverse clients. (Capability 3: Engaged Global Citizen)
- Interpret and communicate findings in oral and written formats, including professional practice reports, using culturally appropriate language. (Capability 4: Professional)
- Understand the need to work effectively with a range of professional and support staff in the workplace and communicate and collaborate effectively in professional practice, within the bounds of ethical and legal requirements. (Capability 4: Professional)

Ethics examination

Assessment Type ¹: Examination

Indicative Time on Task ²: 37 hours

Due: **May 27 (2.00pm - 4.00pm) - Online**

Weighting: **40%**

This assessment task involves an examination, referring to the relevant code(s) of psychological practice and their application in resolving ethical situations that are encountered by organisational psychologists.

On successful completion you will be able to:

- Employ professional practice communication skills, in a culturally responsive manner, with a range of socially and culturally diverse clients. (Capability 3: Engaged Global Citizen)
- Interpret and communicate findings in oral and written formats, including professional

- practice reports, using culturally appropriate language. (Capability 4: Professional)
- Demonstrate respect for the skills and contribution of other professionals in professional practice. (Capability 4: Professional)
- Understand the need to operate within the boundaries of their professional competence, consult with peers or other relevant sources where appropriate in professional practice, and refer on to relevant other practitioners where appropriate. (Capability 2: Psychologist Practitioner)
- Understand the need to apply professional practice policies and procedures, including as they relate to referral management and record-keeping, across a range of workplace settings and with recognition of different organisational cultures and practices. (Capability 4: Professional)
- Engage in self-reflective professional practice, taking account of the impact of their own values and beliefs, and taking appropriate actions as a result. (Capability 3: Engaged Global Citizen)

Continuous practice development

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 28 hours

Due: **June 2 - June 6 (Individual Meetings will be Scheduled)**

Weighting: **30%**

This assessment task is designed to enable students to self-assess their competence in the context of organisational psychology and identify personal strategies to enhance their skills and capabilities

On successful completion you will be able to:

- Demonstrate respect for the skills and contribution of other professionals in professional practice. (Capability 4: Professional)
- Understand the need to work effectively with a range of professional and support staff in the workplace and communicate and collaborate effectively in professional practice, within the bounds of ethical and legal requirements. (Capability 4: Professional)
- Understand the need to operate within the boundaries of their professional competence, consult with peers or other relevant sources where appropriate in professional practice, and refer on to relevant other practitioners where appropriate. (Capability 2: Psychologist Practitioner)

- Understand the need to apply professional practice policies and procedures, including as they relate to referral management and record-keeping, across a range of workplace settings and with recognition of different organisational cultures and practices. (Capability 4: Professional)
- Engage in self-reflective professional practice, taking account of the impact of their own values and beliefs, and taking appropriate actions as a result. (Capability 3: Engaged Global Citizen)

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

As a student enrolled in this unit, you will engage in a range of face-to-face and online learning activities, including readings, online modules, videos, and workshops. Details can be found on the iLearn site for this unit.

Recommended Readings

Scarborough, N., & Cornwall, J. (2019). Essential of entrepreneurship and small business management (9th edition). London, UK: Pearson Education

Technology Used

Active participation in the learning activities throughout the unit will require students to have access to a tablet, laptop or similar device. Students who do not own their own laptop computer may borrow one from the university library.

Unit Schedule

Date	Topic	Mode	Reading Requirements	Assessments and Activities
February 25	Introduction to Professional Practice Mark Wiggins, Narelle Hess	On-Campus	None	Complete CPD and initial meeting with peer supervisor and reflective statement (100 words)

March 4	The Basics of Business Planning Mark Wiggins	On-Line	Chapter 1 Chapter 4 Chapter 5	Complete activities for SMART Goals and reflective statements (100 words)
March 11	Reflective Practice Narelle Hess	On-Campus	As Directed	
March 18	Business and Professional Ethics Narelle Hess	On-Line	Chapter 2	Complete activities for SMART Goals and reflective statements (100 words)
March 25	Introduction to Placements Narelle Hess	On-Campus	See iLearn	Complete follow-up meeting with peer supervisor and reflective statement (100 words)
April 1	Understanding Finance Mark Wiggins	On-Line	Chapter 11 Chapter 12 Chapter 15	
April 8	Designing Client-Focussed Solutions Mark Wiggins	On-Campus	Chapter 3	Complete activities for SMART Goals and reflective statements (100 words)
April 29	Operating a Small Business Mark Wiggins	On-Line	Chapter 6 Chapter 7 Chapter 13	Complete activities for SMART Goals and reflective statements (100 words)
May 6	Current Issues in Organisational Psychology Narelle Hess	On-Campus	As Directed	Business Plans Due
May 13	Marketing Scientist-Practitioner Skills Mark Wiggins	On-Line	Chapter 9 Chapter 14	Complete final meeting with peer supervisor and reflective statement (100 words)
May 20	Business-Practitioner Case Study Mark Wiggins	On-Campus	As Directed	
May 27	Examination (Open Book) Mark Wiggins	On-Line		Examination (May 27, 2.00pm - 4.00pm, Online)

From June 2	Individual CPD Meetings Narelle Hess	On-Line	Complete CPD meeting with Unit Coordinator
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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.

Inclusion and Diversity

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. It is your responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, you must not discriminate against or harass others based on their sex, gender, race, marital status, carers' responsibilities, disability, sexual orientation, age, political conviction or religious belief. All staff and students are expected to display appropriate behaviour that is conducive to a healthy learning environment for everyone.

Professionalism

In the Faculty of Medicine, Health and Human Sciences, professionalism is a key capability embedded in all our courses.

As part of developing professionalism, students are expected to attend all small group interactive sessions including clinical, practical, laboratory, work-integrated learning (e.g., PACE placements), and team-based learning activities. Some learning activities are recorded (e.g., face-to-face lectures), however you are encouraged to avoid relying upon such material as they do not recreate the whole learning experience and technical issues can and do occur. As an adult learner, we respect your decision to choose how you engage with your learning, but we would remind you that the learning opportunities we create for you have been done so to enable your success, and that by not engaging you may impact your ability to successfully complete this unit. We equally expect that you show respect for the academic staff who have worked hard to develop meaningful activities and prioritise your learning by communicating with them in advance if you are unable to attend a small group interactive session.

Another dimension of professionalism is having respect for your peers. It is the right of every student to learn in an environment that is free of disruption and distraction. Please arrive to all learning activities on time, and if you are unavoidably detained, please join activity as quietly as possible to minimise disruption. Phones and other electronic devices that produce noise and other distractions must be turned off prior to entering class. Where your own device (e.g., laptop) is being used for class-related activities, you are asked to close down all other applications to avoid distraction to you and others. Please treat your fellow students with the utmost respect. If you are uncomfortable participating in any specific activity, please let the relevant academic know.

Unit information based on version 2025.02 of the [Handbook](#)