PROF3000

PACE: Professional Practice Placement 2

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

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 Jennifer Ruskin jennifer.ruskin@mq.edu.au
Credit points 30
Prerequisites 20cp at 2000 level or above including PROF2000 or PACE2001
Corequisites
Co-badged status
Unit description This unit provides support for students to scaffold their learning during an extended placement. Students will extend their skills in reflective practice and professional self-management. Unit topics include professional skills, such as problem solving, leadership, resilience and working in teams. Students will have opportunities to explore workplace behaviour, particularly in the face of complex challenges. The unit encourages students to reflect on experiences in the workplace, seminars and learning through online modules. This unit is a designated PACE unit. 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: Apply reflection skills to learn from workplace practice.

ULO2: Critically reflect on strategies for working with diverse teams.

ULO3: Practice leadership skills relevant to junior professionals in the workplace.

ULO4: Analyse organisational practices that address contemporary challenges in modern societies.

General Assessment Information

To complete the unit, students are required to complete the placement hours as agreed with their

host organisation as well as the assessment tasks for the unit. Detailed instructions for each assessment task are available on iLearn. The instructions include information about content, submission methods, due dates and marking guides or rubrics. All assessment tasks must be submitted via links on iLearn.

Unless an application for Special Consideration 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.

At the end of the placement/internship, some students' host organisations may require them to present to their team, a broader team or a leadership group. The unit content is designed to prepare students for this possibility. This unit is a Professional Practice/Co-op unit with Fitness to Practice requirements. For more information about the performance expectations, see the policies and procedures section below.

Assessment Tasks

Name	Weighting	Hurdle	Due
Professional practice: Learning plan	20%	No	09/02/2025
Professional practice: Performance evaluation	40%	No	13/04/2025
Professional practice: ePortfolio	40%	No	01/06/2025

Professional practice: Learning plan

Assessment Type [1]: Learning plan
Indicative Time on Task [2]: 3 hours
Due: **09/02/2025**
Weighting: **20%**

The purpose of this assessment is for you to set goals to guide your own professional development.   You will set specific and measurable professional goals and write an argument for the career-related importance of meeting each goal.   **Skills in focus:** - Goal setting - Written communication - Professional development - Work readiness   **Deliverable:** Written submission [max. 750 words] Individual assessment

On successful completion you will be able to:
- Apply reflection skills to learn from workplace practice.
- Practice leadership skills relevant to junior professionals in the workplace.

Professional practice: Performance evaluation

Assessment Type [1]: Practice-based task
Indicative Time on Task [2]: 12 hours
Due: **13/04/2025**
Weighting: **40%**

The purpose of this assessment is for you to learn from feedback and reflection.   You will engage in placement activities and complete online modules. Then you will invite feedback from your placement supervisor and reflect on their feedback, the online modules and your experience in the workplace.   **Skills in focus:** - Problem-solving - Teamwork - Receiving feedback - Reflection - Work readiness   **Deliverable:** performance evaluation and reflection [max. 800 words] Individual assessment

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Critically reflect on strategies for working with diverse teams.
- Practice leadership skills relevant to junior professionals in the workplace.
- Analyse organisational practices that address contemporary challenges in modern societies.

Professional practice: ePortfolio

Assessment Type [1]: Portfolio
Indicative Time on Task [2]: 10 hours
Due: **01/06/2025**
Weighting: **40%**

The purpose of this assessment is for you to showcase your professional development.   You will create or extend an ePortfolio with a professional introduction and three areas of professional development.   **Skills in focus:** - Storytelling - Written and verbal communication - Digital skills [webpage] - Video interview - Work readiness   **Deliverable:** ePortfolio Individual assessment

On successful completion you will be able to:

- Apply reflection skills to learn from workplace practice.
- Critically reflect on strategies for working with diverse teams.
- Analyse organisational practices that address contemporary challenges in modern

societies.

---

[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 should 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 and location	Seminar topics to be advised via iLearn
Tues 28 Jan, 4-7pm, City Campus room 2408	Seminar 1
Tues 25 Feb, 4-7pm, City Campus room 2408	Seminar 2
Tues 1 April, 4-7pm, City Campus room 2408	Seminar 3
Tues 6 May, 4-7pm, City Campus room 2408	Seminar 4
Tues 3 June, 4-7pm, City Campus room 2408	Seminar 5

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 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.

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

Bachelor of Professional Practice

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 2025.03 of the Handbook