MSM 854

Professional Experience B

S1 External 2013

Environment and Geography

Contents

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General Information

Unit convenor and teaching staff
Unit Convenor
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By appointment

Credit points
4

Prerequisites
Permission of Executive Dean of Faculty

Corequisites
MSM853

Co-badged status

Unit description
This unit runs in conjunction with, or follows on from MSM853. Students complete the remainder of the eight-week placement (approximately 140 hours) with an appropriate museum or workplace venue. They will also be required to submit progress reports, a final written report and an oral presentation at the conclusion of their placement. Additionally, performance assessment will be conducted by workplace and university supervisors.

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:

- develop project management skills

- develop research skills

- build communication skills

- grow competence in synthesising appropriate information and in evaluating ideas and information

- apply academic writing skills

build networks

understand workplace policies and procedures

analyse performance

Assessment Tasks

Name	Weighting	Due
Project Plan	10%	Week 3
Progress Report	15%	Week 7
Performance Assessment	25%	Monday 5pm Week 12
Reflective Essay	50%	Monday 5pm Week 12

Project Plan

Due: **Week 3**
Weighting: **10%**

The project management plan should be 1-3 pages in length and needs to address the following points:

- a brief overview and description of the project;
- a rationale for the project (why does it need to be done? How does it fit with the strategic goals of the host?);
- What is the primary outcome of the project (e.g. exhibition, research report, portfolio)?
- What resources will be needed (e.g. documents, collections, people)?
- What are the key tasks and when do they need to happen (i.e. a timeline)? Make sure that you include 2 or 3 junctures for review of the progress of the project.
- Who are the key people needed to assist you with your project? How do you contact them? When do you need to contact them?
- Are there any logistical problems (e.g. ethics or other institutional approval, communication challenges, accessing resources etc)? What strategies could you employ to minimize their impact on the project?
- Are there any Human Ethics issues that need to be addressed? How will these be dealt with?
- How is the project to be evaluated? How will you know that the project has been successful? Please note – this refers to the project outcomes, not your personal performance.
- This will also be a useful tool as you start to research your paper on the institution /

venue of your internship

On successful completion you will be able to:
- develop project management skills
- develop research skills
- build communication skills
- grow competence in synthesising appropriate information and in evaluating ideas and information
- apply academic writing skills
- understand workplace policies and procedures

Progress Report

Due: **Week 7**
Weighting: **15%**

You will note in the assessment tables reference to a progress report. This is a short report (500 words approx.) detailing the current status of your internship/s – and is designed to ensure you have made adequate progress and ensure the university supervisor/s are aware of any issues you are facing.

What to include in your progress report:

- a description of the tasks you have been doing
- progress of the project, particularly in relation to the "plan";
- reflections on the skills you are developing (both new ones as well as development of ones you already have) e.g. computing skills, negotiation skills, interpersonal skills, skills in holding your temper etc;
- reflections on your experiences e.g. have your views been challenged, have your horizons been expanded;
- any difficulties you have encountered;
- anything else you think we should know

On successful completion you will be able to:
- develop project management skills
- develop research skills
- build communication skills
- grow competence in synthesising appropriate information and in evaluating ideas and information
- apply academic writing skills

- understand workplace policies and procedures

Performance Assessment

Due: **Monday 5pm Week 12**
Weighting: **25%**

Your performance assessment will be based on reports given by the workplace supervisors and your university supervisors.

During the period of your internship, your university supervisor/s will contact your workplace supervisor – either by phone or a site visit (if convenient) to ensure the project is on track and no issues have arisen that they can assist with.

Workplace supervisors will be asked to submit a report at the end of your internship. If workplace supervisors have internet access, the report can be submitted online – although if they would prefer a hardcopy to complete that will be supplied.

The criteria will be explained in your on-campus sessions. The journal entries and time-logs you submit will be used when evaluating the performance assessment submissions from the workplace supervisors.

On successful completion you will be able to:

- build communication skills
- build networks
- understand workplace policies and procedures
- analyse performance

Reflective Essay

Due: **Monday 5pm Week 12**
Weighting: **50%**

The reflective essay only needs to be a short essay of approximately 1500 words. The reflective essay should concentrate on the internship and the experiences gained (be they good, bad, indifferent …) and how knowledge and skills gained will benefit you in the future.

We will be looking for evidence of critical thinking about the project design and execution, and depth in your reflections about the experience. Critical evaluation of projects is an important part of professional practice and good professionals will always think of better ways things could have been done (hindsight is often said to be 20/20 vision!). On the other hand, remember that "critical" evaluation does not just concentrate on what went wrong or was less successful than it should have been, and thus your report should also celebrate the success of the project, or the approaches taken.

Points to consider

- *The project* – focus on what you have achieved/accomplished

- brief description of the aims of the project

- rationale for the project (why was it needed)

- primary tasks/approaches

- what were the outcomes of the project (positive and negative)

- how well did you "project management plan" work

- if you were to do a similar project, what would you do differently

- how did you evaluate the success of the project

- Reflections

- what have you learned from the project that can be used again

- what skills have you learned or developed from the placement

- has your view of museums changed or been challenged

On successful completion you will be able to:
- develop research skills
- build communication skills
- grow competence in synthesising appropriate information and in evaluating ideas and information
- apply academic writing skills
- analyse performance

Delivery and Resources

Technologies used

This unit has an online presence, you will need regular access to a reliable broadband internet connection and a computer. Assignments are to be submitted electronically in Word doc format to : museumstudies@mq.edu.au

Since the last offering assessment tasks have been consolidated

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://www.mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://www.mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://www.mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Special Consideration Policy http://www.mq.edu.au/policy/docs/special_consideration/policy.html

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Support

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at: http://students.mq.edu.au/support/

UniWISE provides:

- Online learning resources and academic skills workshops http://www.students.mq.edu.au/support/learning_skills/

- Personal assistance with your learning & study related questions.

- The Learning Help Desk is located in the Library foyer (level 2).

- Online and on-campus orientation events run by Mentors@Macquarie.

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

Details of these services can be accessed at http://www.student.mq.edu.au/ses/.

IT Help

If you wish to receive IT help, we would be glad to assist you at http://informatics.mq.edu.au/help/.

When using the university's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students and it outlines what can be done.

Graduate Capabilities

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- develop research skills

- understand workplace policies and procedures

Assessment tasks

- Project Plan

- Reflective Essay

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- develop project management skills

- develop research skills

- grow competence in synthesising appropriate information and in evaluating ideas and information

- analyse performance

Assessment tasks

- Project Plan

- Progress Report

- Reflective Essay

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- develop project management skills

- develop research skills

- grow competence in synthesising appropriate information and in evaluating ideas and

information

- analyse performance

Assessment tasks

- Project Plan

- Progress Report

- Reflective Essay

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- develop project management skills

- build communication skills

- apply academic writing skills

- understand workplace policies and procedures

- analyse performance

Assessment tasks

- Project Plan

- Progress Report

- Performance Assessment

- Reflective Essay

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- build networks

- analyse performance

Assessment tasks

- Progress Report
- Performance Assessment

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- develop research skills
- build networks
- understand workplace policies and procedures
- analyse performance

Assessment tasks

- Project Plan
- Performance Assessment
- Reflective Essay