LAWS499

Professional and Community Engagement (PACE) On-Campus Consultancy

S2 External 2018

Dept of Law

Contents

General Information 2

Learning Outcomes 3

General Assessment Information 3

Assessment Tasks 4

Delivery and Resources 9

Unit Schedule 9

Policies and Procedures 10

Graduate Capabilities 11

Marking 16

On Campus Session- External students 16

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General Information

Unit convenor and teaching staff
Convenor
Carolyn Adams
carolyn.adams@mq.edu.au
Contact via 9850 7086
W3A 511
Monday 15.00 to 16.00

Credit points
3

Prerequisites
48cp in LAW or LAWS units and permission by special approval

Corequisites

Co-badged status

Unit description
Students will interact directly with legal practitioners and policy makers from Participation and Community Engagement (PACE) partner organisations drawn from the legal profession, government, industry and civil society. Mentors from partner organisations will work with students on real world research projects that will feed into and support the law reform work of the partner organisation. Mentors will also discuss with students the highlights and challenges of working in legal practice and policy development, and the leadership role of their organisation in working for progress in areas such as legal governance and social justice. Students will work in professionally oriented teams to meet the research needs of the partner organisation and will present the results of their research to their partner organisation and their peers for consideration and feedback. Applications to undertake LAWS499 in Session 2 will close at the end of Week 5 in Session 1. The process for enrolling in LAWS499 is to submit a request for an on-line application form by emailing arts.pace@mq.edu.au. If your application is approved you will be advised to submit an application for Special Approval to finalise your enrolment in the unit. The Special Approval Permission Waiver is the last stage in the process, so you do not need to submit this until advised.

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:

Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.

Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question.

Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.

Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

Communicate orally and in writing using clear language and an appropriate communication style.

Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

General Assessment Information

Late Penalties

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (including weekends) after the original submission deadline. No late submissions will be accepted for timed assessments, for example, group presentation to PACE partner, quizzes and online tests.

Submission

All written assessments in the unit are to be submitted electronically by way of Turnitin on the iLearn page. Plagiarism detection software is used in this unit.

Format

All assessment tasks in this unit must be typed in **Word format** and be **double spaced** to facilitate marking in Turnitin.

Word Limits

Word limits will be strictly applied and work above the word limit will not be assessed.

Moderation

Detailed marking rubrics will be made available on iLearn.

Assessment Tasks

Name	Weighting	Hurdle	Due
Attendance and Participation	0%	Yes	Ongoing
Team Project Plan	10%	No	24 August 2018
Reflective Essay	20%	No	21 September 2018
Team Oral Presentation	10%	No	2 November 2018
Team Research Report	60%	No	9 November 2018

Attendance and Participation

Due: **Ongoing**
Weighting: **0%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

You are required to attend all three on-campus days from 9 am to 5 pm **[Friday, 10 August; Saturday, 11 August and Friday, 2 November 2018].** In addition, you are required to arrange at least eight (8) hours of meetings with your team members by Zoom or Skype, where it is not possible to meet face-to-face.

This is a Professional and Community Engagement (PACE) unit and it is a requirement of the course that students are able to attend all of the on-campus days in person. You will be required to make a formal undertaking to meet the time commitment involved in this unit and to attend and participate in the on-campus sessions. This item will be assessed on a Pass/Fail basis. You must pass this item of assessment in order to pass the unit.

You will meet and liaise with your external partner organisation during the on-campus days. You will also work with your team to develop your research project plan and report. You will present your oral presentation to your partner organisation and peers for review and feedback during the on-campus days. You should consider the on-campus sessions your 'workplace' for the purposes of this unit.

If you are unable to attend an on-campus day due to a serious and unavoidable disruption, you should submit an application for Special Consideration online by visiting ask.mq.edu.au. If your application is successful, the attendance requirement will be waived. If the application is not successful, you will fail this element of assessment and you will fail the unit.

On successful completion you will be able to:

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.
- Communicate orally and in writing using clear language and an appropriate communication style.
- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

Team Project Plan

Due: **24 August 2018**
Weighting: **10%**

Each team of students will be required to submit a Team Project Plan for the research project they are given by their PACE Partner Organisation. The project plan must include a clear outline of the project including proposed headings and sub-headings and a brief description of what will be included under each heading. The plan must indicate which team member will be working on which sections of the project; when work on each section is to be completed; and approximately how many words will be included in each section of the report. The plan must also include a bibliography setting out some of the resources the team intends to rely on in preparing their research project. Each team member should contribute at least two resources to the bibliography. The Team Project Plan, including bibliography, has a maximum word limit of 1000 words.

Each team member is required to submit an identical copy of the Team Project Plan by way of Turnitin on the iLearn page by 5 pm on the due date. The Team Project Plan will be assessed on a team basis and each team member will receive the same mark as other team members for this item of assessment. The convenor will assess your Team Project Plan and you will receive formative feedback on your plan from both the convenor and your partner organisation.

On successful completion you will be able to:

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team

members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.
- Communicate orally and in writing using clear language and an appropriate communication style.

Reflective Essay

Due: **21 September 2018**
Weighting: **20%**

You will be required to submit a reflective essay, with a maximum word limit of 1000 words. Your reflective essay will focus on your experience as a team member in LAWS499. Your essay should recognise and reflect on your strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team. It should indicate what you have learned about effective teamwork and how you are seeking to apply that learning to improve your performance as a team member and the performance of the team as a whole.

The reflective essay should be submitted by way of Turnitin on the iLearn page by 5 pm on the due date.

On successful completion you will be able to:

- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Communicate orally and in writing using clear language and an appropriate communication style.
- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

Team Oral Presentation

Due: **2 November 2018**
Weighting: **10%**

Each team will be required to present the results of its research to their PACE Partner Organisation as a oral presentation in class during the on-campus day held in Week 12. Each

team will have a maximum of 10 minutes for their presentation, with 5 minutes for feedback and questions from their Partner Organisation, other class members and the convenor. Each member of the team must be present for and participate in the presentation and be prepared to answer questions and respond to feedback. This item will be assessed on a team basis and each member of the team will receive the same mark, except in the following circumstances:

- Any team member who has not made a significant contribution to the preparation of the oral presentation will receive a mark of zero in the absence of a successful application for Special Consideration; and
- Any team member who has made a less than equitable contribution to the preparation of the oral presentation will receive a mark that is half the team mark for this element of assessment in the absence of a successful application for Special Consideration.

The level of your contribution will be assessed on the basis of a peer review of your contribution by other members of your team. If you are unable to attend this on-campus day due to serious and unavoidable disruption, please see the guidance set out above under Attendance in relation to applying for Special Consideration.

On successful completion you will be able to:

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.
- Communicate orally and in writing using clear language and an appropriate communication style.

Team Research Report

Due: **9 November 2018**
Weighting: **60%**

Each team will be required to submit a Team Research Report - prepared in response to the

research project set by your PACE Partner Organisation - with a maximum word limit of 5000 words. The assessment of the Team Research Report will have a team component and an individual component.

The team component is worth 20% of your grade. It is intended to assess those elements of the project that result from team members working together in a collaborative and supportive manner. Each team member will receive the same mark for this component except in the following circumstances:

- Any team member who has not made a significant contribution to the preparation of the team research report will receive a mark of zero in the absence of a successful application Special Consideration; and
- Any team member who has made a less than equitable contribution to the preparation of the team research report will receive a mark that is half the team mark for this element of assessment in the absence of a successful application for Special Consideration.

The level of your contribution will be assessed on the basis of a peer review of your contribution by other members of your team.

The individual component is worth 40% of your grade. You, in consultation with the other members of your team, will be asked to prepare a statement indicating the part or parts of the research report for which you took primary responsibility. The individual component of your grade will be based on an assessment by the convenor of those parts of the report for which you took primary responsibility.

Each team member is required to submit an identical copy of the Team Research Report by way of Turnitin on the iLearn page by 5 pm on the due date.

On successful completion you will be able to:

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

- Communicate orally and in writing using clear language and an appropriate communication style.

Delivery and Resources

This is a **Professional and Community Engagement** (PACE) unit and you will be asked to participate and engage on a number of levels. You will be asked to engage with an external PACE Partner Organisation and to undertake a research project in response to a research question posed by the organisation. You will interact with your Partner Organisation both in person during on-campus days and by way of a discussion forum on the LAWS499 iLearn page.The iLearn page will also provide information on lecture topics, readings and team work exercises.

You will be asked to participate in a team of students working on each research project. Team work is a central focus of this unit, as it is in most work places. Your assessment in this unit will depend in part on your successful engagement with your team and their assessment of your contribution to the work of the team.

The unit will be delivered as a series of weekly one hour lectures, which will be recorded on Echo360. It is important that you listen to the lectures every week for guidance on how the unit is progressing and how best to approach the various assessment items.

You are also required to attend all three on-campus days in person. You will have the opportunity to work with your external partners and your team members face-to-face during on-campus days. Students will present the results of their work to their external partners in the form of a written report, due in Week 13, and an oral presentation, which will be delivered during the on-campus day in Week 12.

It is essential that you bring a laptop or tablet to on-campus days to allow you to work on you team project. You will also need to arrange weekly Skype or Zoom meetings with your team to discuss progress on the project plan, the research report and oral presentation. The convenor and/or your PACE partner may join these weekly meetings on occasion.

Each student will be asked to make an undertaking to meet the required time commitment; to complete all assessment and other tasks; and to grant a licence to the Partner Organisation to use, copy, publish or distribute the research produced by the student in the course of this PACE unit.

Unit Schedule

On Campus Sessions 9 am to 5 pm

	Description	
Day One	Introduction to LAWS499; Forming and getting to know your team and your project	

Day Two	Meeting your PACE partner and discussing your project; work on your research project plan	
Day Three	Presentation of research results to PACE partner	

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). 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
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Undergraduate students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/study/getting-started/student-conduct

Results

Results shown in *iLearn*, 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.

Participation Activity (Disruption) Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure_disruption.html

Student Support

Macquarie University provides a range of support services for students. For details, visit http://stu

dents.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

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

For all student enquiries, visit Student Connect at ask.mq.edu.au

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.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Assessment task

- Team Oral Presentation

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

Assessment tasks

- Reflective Essay
- Team Research Report

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcome

- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

Assessment task

- Reflective Essay

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

Assessment tasks

- Team Project Plan
- Team Oral Presentation
- Team Research Report

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

Assessment tasks

- Team Project Plan
- Team Oral Presentation
- Team Research Report

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing

data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Undertake a detailed assessment of the research question posed by your Partner Organisation, including the sources and resources required to investigate the question. Demonstrate targeted, thorough, comprehensively referenced and academically rigorous research and analysis in response to the question.
- Examine a real world research question from a range of angles, including comparative and cross disciplinary approaches where appropriate. Apply theoretical knowledge to complex real world questions.

Assessment tasks

- Team Project Plan
- Team Research Report

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.
- Communicate orally and in writing using clear language and an appropriate communication style.
- Recognise and reflect on your own strengths and limitations in relation to your interpersonal skills and your ability to work effectively in a team.

Assessment tasks

- Team Project Plan
- Reflective Essay
- Team Oral Presentation
- Team Research Report

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

Assessment tasks

- Attendance and Participation
- Reflective Essay

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Engage in a professional and collaborative way with a PACE Partner Organisation on a research project, ensuring that the goals of the research project are understood and met to the greatest extent possible.
- Engage in a respectful and collaborative way with other students, including other team

members. Ensure that all team members have the opportunity to contribute to the work and the success of the team project.

Assessment task

- Attendance and Participation

Marking

Detailed marking rubrics will be made available on iLearn.

On Campus Session- External students

Three on-campus days will be held. These are Friday, 11 August and Saturday 12 August and Friday, 3 November 2017. It is compulsory for external students to attend these days. It is also essential that you bring a laptop or tablet to on-campus days to allow you to work on your team project. You will also need to arrange weekly Skype or Zoom meetings with your team to discuss progress on the project plan, the research report and oral presentation.