



FBE 204

Becoming a Professional

S3 Day 2018

Archive (Pre-2019) - Dept of Marketing and Management

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convenor / Lecturer

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By appointment

Lecturer

Stephen Erichsen

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By appointment

Credit points

3

Prerequisites

24cp at 100 level or above

Corequisites

Co-badged status

Unit description

This unit develops students' capabilities for professional practice so that they are better prepared for their transition to their chosen career. The unit frames professional learning within the broader context of learning and professional practices and considers various aspects of becoming a professional. Students work in teams throughout the semester, developing and critically reflecting on their employability, while building language and communication skills for learning and professional practice. Individual and team assessment tasks address a number of Macquarie University's graduate capabilities, including effective communication; social responsibility; and professional and personal judgement and initiative.

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:

Evaluate what it means to become a professional.

Identify and assess knowledge, skills and attributes needed in the workplace.

Within a group context, utilise professional communication skills appropriate to context and audience in a range of tasks.

Create an understanding of the workplace opportunities and requirements for future-ready graduates.

General Assessment Information

Students must:

1. Submit all assessments **on time**, unless for cases in which an application for special consideration is made and approved. Penalties may apply for incomplete and late submission of assessment items.
2. Contribute fully and equally in group work.
3. Demonstrate a strong work ethic (e.g., punctuality, respect, cooperation) in class and group work.
4. View assessment guidelines and marking criteria available on iLearn.

Submission of assignments

Please refer to detailed instructions for each assignment to your FBE204 iLearn unit. Electronic written and video submissions are to be made via iLearn Turnitin.

Extensions and late penalties

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for Special Consideration is made and approved. No submission will be accepted after solutions have been posted.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Personal Presentation and Plan</u>	60%	No	Week 3 and 6
<u>Group Presentation</u>	40%	No	As allocated (Week 4 and 5)

Personal Presentation and Plan

Due: **Week 3 and 6**

Weighting: **60%**

Part A: Video Presentation

Due: Week 3 on 17 December 2018 5:00 pm AEST online submission via iLearn

Weighting: 30%

Students will be required to submit a video recording of themselves that could be utilised on professional (LinkedIn) and/or job application websites. The video includes a self-introduction as a potential job candidate, stating relevant qualifications and skills for the role.

Part B: Written Plan

Due: Week 6 on 21 January 2019 5:00 pm AEST online submission via iLearn

Weighting: 30%

A career plan will provide you with the opportunity to synthesize and document relevant information and insights regarding your future career goals. Students will be required to submit a written career plan of 500 words (+/- 10%, excluding reference list and appendices). Ensure that the document is complete before submission via iLearn.

Marking will be based on rubrics available on iLearn. Further detailed instructions will be provided on iLearn and discussed in class.

Submission of assignments

Online submissions are made via iLearn. Please refer to detailed guidelines for each assignment on iLearn.

Extensions and late penalties

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission = 20% penalty). This penalty does not apply for cases in which an application for Special Consideration is made and approved. No submission will be accepted after solutions have been posted.

On successful completion you will be able to:

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Group Presentation

Due: As allocated (Week 4 and 5)

Weighting: 40%

Group Presentation

Due: As allocated (Week 4 and 5)

Weighting: 40% (20% Group Mark and 20% Individual Contribution)

Students will be given a choice of current professional workplace topics and can choose to develop a management solution to the contemporary challenges posed. The presentation should be based on sound academic research into current trends in corporate thinking and will require a

15-minute group presentation of the issue and then provide recommendations for action.

Assessment of individual performance in group work will be based on the presentation and peer evaluation ratings (statement of individual contribution) subject to the final decision of the Lecturer. Further details of the assignment, peer evaluation, and the marking rubric will be discussed in class and are available on iLearn.

Submission of assignments

Each group will deliver an oral presentation and submit a peer evaluation form (statement of individual contribution) in class.

Extensions and late penalties

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission = 20% penalty). This penalty does not apply for cases in which an application for Special Consideration is made and approved. No submission will be accepted after solutions have been posted.

On successful completion you will be able to:

- Evaluate what it means to become a professional.
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Delivery and Resources

Unit Structure

The unit focuses on professional skills development and will be conducted in a twice weekly two-hour workshop, combined with a weekly one-hour online tutorial via iLearn, over 5 weeks. The sessions for each week are at 10:00 AM and 1:00 PM on either a Monday or a Wednesday depending on which stream you are enrolled into.

Important Note: Please be aware that while there is no mark allocated for attendance, active participation is expected across a range of individual and group exercises in class and as such we expect and will take attendance in each session.

Students will be assigned into teams during the first workshop (Week 1). Those enrolling later will be added to a new team or to existing ones. It is incumbent upon each student to confirm they have the correct stream, time, day, and location of their scheduled lecture and tutorial: <http://timetables.mq.edu.au>

In order to satisfactorily pass this unit, you must achieve an overall minimum mark of 50%. For a student to be successful in this unit and to gain the most out of the Unit, regular participation and

work on the assessment tasks are essential. Come prepared to the workshops and set a schedule for yourself early on in the semester to successfully manage your time on the assignment tasks.

Class sizes are limited and attendance will be taken in class each session. Once you are included in a class, you **MUST** remain in that class and attend that each week. Changes will not be permitted.

Required Textbook

There is no textbook for this unit, however there will be multiple resources recommended for your use throughout the session and you are advised to take advantage of them to maximise your benefit in completing the program. More information is available on iLearn.

Unit Web Page

The web page for this unit can be found via iLearn: <https://ilearn.mq.edu.au>

Technology

Access to a personal computer is required to access iLearn resources and learning materials.

Unit Schedule

The Unit Schedule will be available on iLearn

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](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 \(https://students.mq.edu.au/support/study/student-policy-gateway\)](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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/p\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/p)

[olicy-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>.

Student Support

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

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

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Within a group context, utilise professional communication skills appropriate to context and audience in a range of tasks.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Assessment tasks

- Personal Presentation and Plan
- Group Presentation

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

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Assessment tasks

- Personal Presentation and Plan
- Group Presentation

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

- Evaluate what it means to become a professional.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Within a group context, utilise professional communication skills appropriate to context and audience in a range of tasks.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Assessment tasks

- Personal Presentation and Plan
- Group Presentation

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

- Evaluate what it means to become a professional.
- Within a group context, utilise professional communication skills appropriate to context and audience in a range of tasks.
- Create an understanding of the workplace opportunities and requirements for future-ready graduates.

Assessment task

- Group Presentation

Changes from Previous Offering

The assessment from S2 2018 Group presentation - Individual reflection paper has been removed considering the S3 2018's unit structure (5 weeks).

Global Context & Sustainability

This is a program designed to give you an understanding of the issues that are apparent in the modern day workplace. Those issues that affect all businesses, government and Not-for-Profit organisations are set in a Global context and with respect for the need to include Sustainability in all our endeavours. Future-ready graduates should be prepared for work around the globe not just locally. Sustainability is no longer a catchphrase, it is an expectation. Business education requires you to align yourself with industry expectations on employability and sustainability and this will only increase as your career develops!

Research and Practice

The content of this unit has been developed with the input from various stakeholders (including academics and Career Professionals) at Macquarie University. Contribution from academic theorists in the way of academic papers and articles will be well utilised throughout the Unit. This will include the latest contemporary views of career management and professional behaviours.

The unit includes a guided progression from self awareness inclusive of personality profiling and individual learning styles; to the concept of group work/teamwork as a common thread of project based activities in all organisations; to the identification of the individual's potential career path and how those paths should be pursued.