JPNS360

Working with and for People in Japan

WV Placement 2018

Dept of International Studies

Contents

General Information 2

Learning Outcomes 2

General Assessment Information 3

Assessment Tasks 3

Delivery and Resources 5

Policies and Procedures 6

Graduate Capabilities 7

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
Unit Convenor
Mio Bryce
mio.bryce@mq.edu.au
Contact via Email

Credit points
3

Prerequisites
39cp at 100 level or above and permission by special approval

Corequisites

Co-badged status

Unit description
Japan is an intriguing country with technologies, popular/traditional cultures, beautiful yet potentially violent nature and affluence/poverty. It is a largely monolingual and group-orientated society in spite of a growing non-Japanese populace. There are many issues and challenges including disaster recovery, energy, poverty, education and globalisation. The situation provides valuable opportunities for non-Japanese volunteers to obtain in-depth experience of life and friendship with people in Japan whilst working on projects to address the aforementioned issues. The unit provides opportunities for students to work as volunteers in Japan, to engage with professional/community partner(s) and participate in various activities. It encourages students to utilise their own initiative, knowledge and aptitude to work for and with people to enhance their resourcefulness and ethical/cultural awareness. Students will be required to consult with the unit convener to decide their host organisation and activities according to their interest, experience and ability. Volunteer work requires students' maturity, commitment and enthusiasm to help others and basic Japanese language proficiency and cultural awareness. Participants will be selected based on an application and interview. They will be required to attend pre-departure sessions organised by PACE International and Japanese Studies.

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 and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.

Analytically identify issues and practically and innovatively explore potential solutions.

Apply cross-cultural communication skills to carry out required work harmoniously.

Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.

Identify own strength and weakness and strengthen aptitude and employability.

Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.

Make effective use of time and resources for efficient and timely planning and completion of tasks.

General Assessment Information

Late Submissions

Assignments are compulsory and must be submitted on time. As a general rule, extensions will not be granted without a valid and documented reason (e.g. medical certificate). Late submissions will be penalised by 5% for each day (including weekends) the assignment task is late. No assignments will be accepted after assignments have been corrected and feedback has been provided. Assignment tasks handed in early will not be marked and returned before the due date.

Disruption to Studies

If a student is prevented by serious and unavoidable disruption from completing unit requirements in accordance with their ability, they may apply for support under the Disruption to Studies Policy. To access this support, students must notify the university via ask.mq.edu.au. Students should refer to the Disruption to Studies Policy for further information (see the link provided in the 'Policies and procedures' section of this unit guide).

Assessment Tasks

Name	Weighting	Hurdle	Due
Pre-Departure activities	10%	No	Before departure
Daily Logs	20%	No	Ongoing
Placement activities in Japan	50%	No	ongoing
Post-Placement Report	20%	No	post-placement

Pre-Departure activities

Due: **Before departure**
Weighting: **10%**

For this task, you are required to formulate your project plan, including a Post-Placement Report, in consultation with the Unit Convenor and participate in all required pre-departure seminars. Detailed information is provided in iLearn.

On successful completion you will be able to:

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Analytically identify issues and practically and innovatively explore potential solutions.
- Identify own strength and weakness and strengthen aptitude and employability.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Daily Logs

Due: **Ongoing**
Weighting: **20%**

For this task, you will be required to maintain on-going reporting/communication with the Unit Convenor via iLearn throughout your placement in Japan. Detailed information is provided in iLearn.

On successful completion you will be able to:

- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Placement activities in Japan

Due: **ongoing**
Weighting: **50%**

For this task, you are required to successfully complete your placement in Japan as planned, and submit a progress report. Detailed information is provided in iLearn.

On successful completion you will be able to:

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.

- Analytically identify issues and practically and innovatively explore potential solutions.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Post-Placement Report

Due: **post-placement**
Weighting: **20%**

For this task, you are required to submit/present a report regarding your placement in Japan, dealing with the specific topic and format which you have agreed with the Unit Convenor prior to your placement.

On successful completion you will be able to:

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Identify own strength and weakness and strengthen aptitude and employability.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Delivery and Resources

Required and recommend texts and/or materials

No textbook is required for this unit.

You are required to bring your own computer to Japan.

Unit webpage and technology used and required

The online unit (iLearn) can be accessed at: https://ilearn.mq.edu.au. Students must have regular, reliable access to a computer and the internet to complete this unit.

TECHNOLOGY USED AND REQUIRED

Online Unit

Login is via: https://ilearn.mq.edu.au/

Is my unit in iLearn?: http://help.ilearn.mq.edu.au/unitsonline/ to check when your online unit will become available.

Technology

Students are required to have regular access to a computer and the internet. *Mobile devices alone are not sufficient.*

- **For central technical support go to:** http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/
- **For student quick guides on the use of iLearn go to:** https://students.mq.edu.au/support/study/tools-and-resources/ilearn/ilearn-quick-guides-for-students

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.

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

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:

Learning outcome

- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan
- Post-Placement Report

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

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Assessment task

- Placement activities in Japan

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 outcomes

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.

Assessment task

- Placement activities in Japan

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

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan
- Post-Placement 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

- Develop and apply disciplinary specific knowledge through the pre-departure sessions

and volunteer work in Japan.

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.

Assessment tasks

- Pre-Departure activities
- Daily Logs
- Placement activities in Japan

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

- Analytically identify issues and practically and innovatively explore potential solutions.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan

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

- Develop and apply disciplinary specific knowledge through the pre-departure sessions and volunteer work in Japan.
- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.
- Reflect experiences and produce clear, reasoned, well-structured oral and/or audio-visual and/or written material.
- Make effective use of time and resources for efficient and timely planning and completion of tasks.

Assessment tasks

- Pre-Departure activities
- Daily Logs
- Placement activities in Japan
- Post-Placement 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

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.

Assessment tasks

- Pre-Departure activities
- Placement activities in Japan

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

- Apply cross-cultural communication skills to carry out required work harmoniously.
- Independently and harmoniously collaborate with others, whilst adhering to university ethical standards.
- Identify own strength and weakness and strengthen aptitude and employability.

Assessment tasks

- Pre-Departure activities
- Daily Logs
- Placement activities in Japan