FOBE200

Professional and Community Engagement

S2 Day 2019

Business and Economics 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
Unit convenor
Chris Bilsland
christine.bilsland@mq.edu.au
Contact via Email
4ER 550
Email for an appointment

Faculty PACE Officer
Corryne Keller
pace.business@mq.edu.au
Contact via Email

Credit points
3

Prerequisites
(24cp at 100 level or above) and permission by special approval

Corequisites

Co-badged status

Unit description
This unit provides an opportunity for students to gain professional experience through a work placement in a not-for-profit organisation, government agency, company, or other industry partner. At the completion of the unit, students are expected to have applied discipline-specific skills in a relevant work placement, interpreted observations of ethical and professional conduct, and critically reflected on their experience in the work placement. These outcomes assist students in becoming responsible and engaged local and global citizens who are able to be socially and environmentally active and capable of professional judgement. This unit is a designated PACE unit and all enquiries regarding enrolment should be made with the Faculty no later than 4 weeks before commencement of the study period.

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:

1. Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.

2. Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.

3. Demonstrate awareness of key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.

4. Critically reflect on experience gained through work placement or project and its relevance to both future studies and career.

Assessment Tasks

Name	Weighting	Hurdle	Due
Task 1 Placement evaluation	30%	No	Week 4,12
Task 2 Ethics assessment	30%	No	Week 7
Task 3 Final project	40%	No	Week 12

Task 1 Placement evaluation

Due: **Week 4,12**
Weighting: **30%**

Task Description Develop learning objectives for your internship (20% - Week 4) and submit your supervisors' evaluation of your performance (10% - week 12). Type of Collaboration: Individual Submission: Submit via Turnitin link on iLearn Format: Refer to task instructions, learning objective, and placement evaluation templates on iLearn Length: Refer to task instructions on iLearn Inherent Task Requirements
In order to complete the unit, students must submit the placement evaluation form which includes the supervisor's placement evaluation marking guide. All supervisors have agreed to complete this evaluation as part of their agreement to host an intern.

During your placement your supervisor will assess your performance using the supervisor's placement evaluation marking guide. If your performance is rated unsatisfactory at any time during your placement, you will be invited to a meeting to discuss your performance. You may be given an opportunity to improve your performance or the placement may be discontinued and you may be required to complete the remainder of your placement within Macquarie Business School or PACE. In these cases, the PACE team will identify a project, an appropriate supervisor and specify the number of hours required to meet the learning outcomes of this unit.

If your supervisor gives a fail for your Task 1 placement evaluation at the end of semester, penalties may be applied to Task 3.

Late Submission
Late assignments must also be submitted through Turnitin. No extensions will be granted. There

will be a deduction of 20% 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 incurs a 40% penalty). Late submissions will be accepted up to 72 hours after the due date and time.

This penalty does not apply for cases in which an application for Special Consideration is made and approved. Note: applications for Special Consideration Policy must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:
- 1. Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.
- 2. Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.

Task 2 Ethics assessment

Due: **Week 7**
Weighting: **30%**

Task Description
Discuss a potential ethical issue relevant to your internship industry context, integrating perspectives from referenced ethical theory and industry sources.

Type of Collaboration: Individual Submission: Submit via Turnitin link on iLearn Format: Refer to task instructions on iLearn Length: Refer to task instructions on iLearn Inherent Task Requirements
None

Late Submission
Late assessments must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% 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 incurs a 40% penalty). Late submissions will be accepted up to 72 hours after the due date and time.

This penalty does not apply for cases in which an application for Special Consideration is made and approved. Note: applications for Special Consideration Policy must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:
- 3. Demonstrate awareness of key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.
- 4. Critically reflect on experience gained through work placement or project and its

relevance to both future studies and career.

Task 3 Final project

Due: **Week 12**
Weighting: **40%**

 Task Description The final project combines a written reflection (20%) and a video recording (20%) that is based on internship learning and achievements. Type of Collaboration: Individual Submission: Submit via Turnitin link on iLearn Format: Refer to task instructions, learning objective, and placement evaluation templates on iLearn Length: Refer to task instructions on iLearn Inherent Task Requirements
If your supervisor gives a fail for your Task 1 placement evaluation at the end of semester, penalties may be applied to Task 3.

Late Submission
Late assessments must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% 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 incurs a 40% penalty). Late submissions will be accepted up to 72 hours after the due date and time.

This penalty does not apply for cases in which an application for Special Consideration is made and approved. Note: applications for Special Consideration Policy must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- 1. Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.
- 2. Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.
- 4. Critically reflect on experience gained through work placement or project and its relevance to both future studies and career.

Delivery and Resources

Required text	There is no prescribed textbook for this unit.
Unit web page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	Students will need to be familiar with a web browser to access the unit web page. Microsoft Office suite (or equivalent), including in particular word processing, spread sheets and presentation software. Students should be able to access research databases through the library. They may find referencing software helpful.

Delivery Format and Other Details	• The class is run in internal mode. Because many of the unit hours are conducted at work placements, the on-campus portion of the unit will be delivered via a maximum of four 3-hour seminars. • In order to complete the unit, students are required to complete the placement hours as agreed with their host organization or project partner as well as the assessment tasks for the unit. • The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/
Recommended readings	Useful reading includes both recommended journals in the relevant discipline area and research on experiential learning in the work place.

Unit Schedule

All students are required to attend seminars, complete placement hours agreed with their supervisor, and submit all three assessment tasks. Below is the schedule for the four 2-hour seminars. One hour after each seminar (5-6PM) is timetabled for students to consult with the academic staff (optional). Individual consultations at other times can be arranged by emailing the unit convenor.

To complete the unit successfully you must complete the number of internship hours specified in your letter of offer and achieve an overall mark of 50 or more for the unit based on assessment tasks. You will need to seek approval from the MQBS PACE team as soon as possible if the status of your contract changes during your internship (for example if your host organization offers you an employment contract). Approved internships can be in any relevant organisation, including for-profit, non-profit or government organisations.

Students are responsible for checking email and iLearn for updates to the seminar dates and locations as these are subject to change.

Seminar schedule – Individual internship stream

Week	Day and time	Location	Topic
2	Monday 3-5pm	TBA	Orientation and goal setting
4	Monday 3-5pm	TBA	Ethics at your internship
9	Monday 3-5pm	TBA	Reflection
11	Monday 3-5pm	TBA	Demonstrate internship learning

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 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 ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

PACE-specific Policies

PACE activity management procedure This policy includes information about managing other commitments during a PACE activity and information about early commencing placements and reasonable adjustments to PACE activities. https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/pace-activity-management

PACE travel grants Travel grants are available for PACE activities if you meet the eligibility requirements. Travel grants are available for regional or remote activities in Australia and international activities. https://students.mq.edu.au/experience/practical-experience/pace-experience/where-can-i-go/apply-for-a-grant

PACE equity grants If you are experiencing financial hardship you may be eligible to apply for an equity grant for your PACE activity. https://students.mq.edu.au/experience/practical-experience/pace-experience/where-can-i-go/apply-for-a-grant

PACE prizes All PACE students are eligible to apply for the annual Professor Judyth Sachs PACE Prize. This prestigious prize for outstanding achievement in a PACE activity is recorded on academic transcripts and the Australian Higher Education Graduation Statement https://students.mq.edu.au/experience/practical-experience/pace-experience/apply-for-a-prize

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

If you are a Global MBA student contact globalmba.support@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

- 1. Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.

- 2. Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.
- 3. Demonstrate awareness of key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Ethics assessment
- Task 3 Final project

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

- 1. Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.
- 4. Critically reflect on experience gained through work placement or project and its relevance to both future studies and career.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Ethics assessment
- Task 3 Final project

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

- 1. Demonstrate initiative, planning and generic skills that enable successful performance in a work placement or project.

- 4. Critically reflect on experience gained through work placement or project and its relevance to both future studies and career.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Ethics assessment
- Task 3 Final project

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

- 2. Integrate discipline-specific skills acquired through university studies into a relevant work placement or project.
- 3. Demonstrate awareness of key ethical theories by interpreting ethical issues relevant to a specific workplace or project environment.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Ethics assessment
- Task 3 Final project

Changes from Previous Offering

Assessment processes have been simplified and weightings more evenly balanced between Tasks 1a and Task 2. Task 2 is streamlined into one submission task due in Week 7. The two written components of Task 3 have been combined into one reflection component. There are no other changes to assessments from the previous offering. No textbooks are required.

Research & Practic, Global Context and Sustainability

As this is an individual internship unit, the unit activities and assessments incorporate a range of links to research & practice, global contexts and sustainability that depend on the context of the internship placement.