



LAWS452

International Participation and Community Engagement

S1 Day 2019

Macquarie Law School

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	9
<u>Policies and Procedures</u>	9
<u>Graduate Capabilities</u>	11

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General Information

Unit convenor and teaching staff

Unit Convenor

Debra Ronan

debra.ronan@mq.edu.au

Contact via debra.ronan@mq.edu.au

W3A 518

Wednesday 12-1 or by appointment

Credit points

3

Prerequisites

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

Corequisites

Co-badged status

Unit description

This unit involves participation in an international internship as part of Macquarie University PACE International program. On either a four or eight week program during session breaks and vacations periods, students will travel overseas to participate in internships. Interns will work within a range of law firms; and NGOs that provide legal advice and education, and contribute to public debate about legal standards, policies and reform. Students may also participate in a semester long on-campus PACE International placement working in teams here at Macquarie on needs-based projects for NGOs based in Cambodia, India, Malaysia and the Philippines Whether engaging in an overseas placement, or an on-campus opportunity, interns will be matched to partner organisations during the recruitment process based on their skills and interests, and the partner project requirements. All Law PACE International opportunities are advertised via email by the unit convenor, and on the PACE International website. Entry to this unit is by on-line application via the PACE International website.

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:

Identify and address the issues raised by the projects or tasks posed by the PACE partner organisation

Apply the abstract legal knowledge and skills, gained from their program of study, into practice (i.e. real world situations);

Demonstrate ability in critical analysis and / or problem solving at a professional standard in real-world contexts.

Apply effective communication skills, orally and in writing using clear language and appropriate communication style

Demonstrate a professional attitude to the placement including sufficient effort in allocated tasks and a desire to learn and improve

Engage in personal reflection

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Participation</u>	45%	Yes	Completion of placement
<u>Oral Debrief</u>	5%	No	Week 2 by appointment
<u>Reflection</u>	20%	No	Week 4 Friday 22 March
<u>Presentation</u>	30%	No	Week 9 or 11
<u>Participation</u>	0%	No	Ongoing commencing week 2
<u>Project Plan</u>	0%	No	Week 5
<u>Group Project</u>	0%	No	Week 13
<u>Contribution</u>	0%	No	Week 12
<u>Presentation (placement 3)</u>	0%	No	Week 13
<u>Debrief</u>	0%	No	Week 13

Participation

Due: **Completion of placement**

Weighting: **45%**

This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)

Applies to students undertaking an overseas internship as part of Macquarie University PACE International program

Task:

Students are required to attend their professional work placement programme for the time allocated.

PACE International placements require attendance and participation for the time-frame specified in the LAWS452 recruitment process.

The direct supervisor, manager or delegate will assess placement participation. The participation assessment will consider quality of work, effort, professionalism, and commitment to further learning.

The placement supervisor report takes the form of an on-line survey that requires allocation of performance descriptors but not marks. Full details on iLearn

On successful completion you will be able to:

- Identify and address the issues raised by the projects or tasks posed by the PACE partner organisation
- Apply the abstract legal knowledge and skills, gained from their program of study, into practice (i.e. real world situations);
- Demonstrate ability in critical analysis and / or problem solving at a professional standard in real-world contexts.
- Demonstrate a professional attitude to the placement including sufficient effort in allocated tasks and a desire to learn and improve

Oral Debrief

Due: **Week 2 by appointment**

Weighting: **5%**

Applies to students undertaking an overseas internship as part of Macquarie University PACE International program

Task:

Students will have a 20 minute debrief interview with convenor during which they will reflect on issues that have arisen during their placement. Students must contact the convenor by the end of week 1 to make an appointment for the debrief. If students are still overseas at this time, the debrief can take place via Skype, Zoom or phone.

Debrief questions and marking rubric are on iLearn

Due Date: Week 2 by appointment with the convenor. The debrief can take place in person, or via Skype, Zoom or phone.

On successful completion you will be able to:

- Apply effective communication skills, orally and in writing using clear language and

appropriate communication style

- Engage in personal reflection

Reflection

Due: **Week 4 Friday 22 March**

Weighting: **20%**

Applies to students undertaking an overseas internship as part of Macquarie University PACE International program

Task:

Students are required to prepare a 1500 word reflective report of the entire placement that critically reflects on the placement experience. Students reflect on the meaning of their placement experience to their intellectual, personal and career development.

Reflection guidelines will be discussed at the pre-departure meeting. Reflection guidelines and marking rubric are on iLearn

Due Date: 10pm Friday 22 March (Week 4) via the submission link on iLearn

On successful completion you will be able to:

- Apply effective communication skills, orally and in writing using clear language and appropriate communication style
- Engage in personal reflection

Presentation

Due: **Week 9 or 11**

Weighting: **30%**

Applies to students undertaking an overseas internship as part of Macquarie University PACE International program

Task:

Students make a 10 minute presentation to members of the placement group, and other placement groups about a particular aspect of their placement and the institutions attended. Guidelines and marking rubric are on iLearn. Dates for presentations will be allocated at the debrief.

Due Date: Presentations will be held during weeks 9 and 11 (Monday-Wednesday) 3.30 to 5.30 pm, and 5.30 -7.30pm. Students nominate the day and time of their presentation, and are only required to attend on that date.

On successful completion you will be able to:

- Identify and address the issues raised by the projects or tasks posed by the PACE

partner organisation

- Apply the abstract legal knowledge and skills, gained from their program of study, into practice (i.e. real world situations);
- Demonstrate ability in critical analysis and / or problem solving at a professional standard in real-world contexts.
- Apply effective communication skills, orally and in writing using clear language and appropriate communication style

Participation

Due: **Ongoing commencing week 2**

Weighting: **0%**

Applies to students undertaking on-campus placements.

Task:

Students work in teams on a project set by the partner organisation. Teams meet and liaise with external partner organisation during Skype meetings. The first partner introduction and progress meeting is not assessed. Participation assessment will take place during the progress meetings.

This assessment is worth 15% and is ongoing commencing week 2

On successful completion you will be able to:

- Apply the abstract legal knowledge and skills, gained from their program of study, into practice (i.e. real world situations);
- Demonstrate ability in critical analysis and / or problem solving at a professional standard in real-world contexts.
- Demonstrate a professional attitude to the placement including sufficient effort in allocated tasks and a desire to learn and improve

Project Plan

Due: **Week 5**

Weighting: **0%**

Applies to students undertaking on-campus placements.

Task:

Student teams prepare a Project Plan for their set project. The project plan will be discussed at the first seminar, and a marking rubric is on iLearn

This assessment is worth 15%

Due Date: 10pm Monday 25 March (wk5) via the submission link on iLearn

On successful completion you will be able to:

- Identify and address the issues raised by the projects or tasks posed by the PACE partner organisation

Group Project

Due: **Week 13**

Weighting: **0%**

Applies to students undertaking on-campus placements.

Task:

The team project is prepared by the team in response to the project activity or task posed by the PACE Partner Organisation.

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 assessment component.

This assessment is worth 25%

A marking rubric is on iLearn

Due Date: 10pm Friday 7 June (week13) via link on iLearn

On successful completion you will be able to:

- Identify and address the issues raised by the projects or tasks posed by the PACE partner organisation
- Apply the abstract legal knowledge and skills, gained from their program of study, into practice (i.e. real world situations);
- Apply effective communication skills, orally and in writing using clear language and appropriate communication style

Contribution

Due: **Week 12**

Weighting: **0%**

Applies to students undertaking on-campus placements.

Task:

Individual contribution to the group project will be assessed based on an assessment by the convenor of those parts of the project for which individuals took primary responsibility. The assessment will be based on an individual report, and on a peer review* of contribution by the other members of the group.

This assessment is worth 20%

A template for completing the report and a marking rubric are on iLearn

Due Date: 10pm Friday 31 May (week12) via the submission link on iLearn

On successful completion you will be able to:

- Identify and address the issues raised by the projects or tasks posed by the PACE partner organisation
- Apply the abstract legal knowledge and skills, gained from their program of study, into practice (i.e. real world situations);

Presentation (placement 3)

Due: **Week 13**

Weighting: **0%**

Applies to students undertaking on-campus placements.

Task:

Teams present their project to the Partner Organisation by way of oral presentation. Each member of the team must be present for the presentation and prepared to answer questions and respond to feedback.

This assessment is worth 20%

A marking rubric is on iLearn

Due Date: During week 13 by arrangement with the partner supervisor. The day and time is normally the day and time of weekly progress meetings

On successful completion you will be able to:

- Demonstrate ability in critical analysis and / or problem solving at a professional standard in real-world contexts.
- Apply effective communication skills, orally and in writing using clear language and appropriate communication style

Debrief

Due: **Week 13**

Weighting: **0%**

Applies to students undertaking on-campus placements.

Task:

Students undertake a 20 minute debrief with the convenor during which they reflect on strengths and limitations, personal challenges, interpersonal skills, ability to work effectively in a team and

lessons learned.

This assessment is worth 5%

A marking rubric is on iLearn

Due Date: Week 13, after the presentation by appointment with the convenor. The debrief can take place in person, or via Skype , Zoom or phone.

On successful completion you will be able to:

- Apply effective communication skills, orally and in writing using clear language and appropriate communication style

Delivery and Resources

This unit uses iLearn and SKYPE or ZOOM for delivery. Student / convenor communication is by email

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/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

Faculty of Arts Policy on Assessments

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 (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

The Special Consideration Policy can be seen above

All written assessments in the unit are to be submitted electronically. Plagiarism detection software is used in this unit.

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

- Identify and address the issues raised by the projects or tasks posed by the PACE partner organisation
- Demonstrate a professional attitude to the placement including sufficient effort in allocated tasks and a desire to learn and improve

Assessment tasks

- Participation
- Presentation

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

- Demonstrate a professional attitude to the placement including sufficient effort in allocated tasks and a desire to learn and improve
- Engage in personal reflection

Assessment tasks

- Participation
- Oral Debrief
- Reflection
- Debrief

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 outcome

- Apply the abstract legal knowledge and skills, gained from their program of study, into practice (i.e. real world situations);

Assessment tasks

- Participation
- Presentation
- Project Plan
- Group Project
- Contribution

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 outcome

- Demonstrate ability in critical analysis and / or problem solving at a professional standard in real-world contexts.

Assessment tasks

- Participation
- Presentation
- Project Plan
- Group Project
- Contribution

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 outcome

- Identify and address the issues raised by the projects or tasks posed by the PACE partner organisation

Assessment tasks

- Participation
- Presentation
- Project Plan
- Group Project
- Contribution

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 outcome

- Apply effective communication skills, orally and in writing using clear language and appropriate communication style

Assessment tasks

- Oral Debrief
- Reflection
- Participation
- Project Plan
- Presentation (placement 3)
- Debrief

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 outcome

- Engage in personal reflection

Assessment tasks

- Oral Debrief
- Reflection
- Debrief