FBE 204

Becoming a Professional

S1 Day 2019

Department of Management

Contents

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General Information

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Credit points
3

Prerequisites
24cp at 100 level or above

Corequisites

Co-badged status

Unit description
This unit is subject to a quota. Limited places are available. Please refer to the Faculty for
further information. 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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Personal Video Presentation	30%	No	Week 7
Personal Written Profile	20%	No	Week 4
Part A: Group Presentation	25%	No	Weeks 11 - 13
Part B: Individual Reflection	25%	No	Weeks 11 - 13

Personal Video Presentation

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

Personal Video Presentation Assessment Summary Task Description A video recording that includes a professional self-introduction stating relevant qualifications and skills for an internship or job role. **Type of Collaboration** Individual **Submission** Please submit via Video Assignment folder on iLearn in Week 7 **Format** Please refer to the iLearn Unit page **Length** 4 minutes **Inherent Task Requirements** N/A **Late Submission**
Late tasks must also be submitted through the Video Assignment folder on iLearn. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 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:
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Personal Written Profile

Due: **Week 4**
Weighting: **20%**

Personal Written Profile Assessment Summary Task Description A written career profile that could be utilised on a professional (LinkedIn) and/or job application websites. **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on iLearn in Week 4 **Format** Please refer to the iLearn Unit page **Length** 1000 words **Inherent Task Requirements** N/A **Late Submission**
Late tasks must also be submitted through Turnitin on iLearn. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 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.

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Part A: Group Presentation

Due: **Weeks 11 - 13**
Weighting: **25%**

Part A: Group Presentation Assessment Summary Task Description A presentation based on sound academic research about contemporary workplace issues and professional challenges. **Type of Collaboration** Group **Submission** As allocated (Weeks 11 - 13) **Format** Please refer to the iLearn Unit page **Length** 15 minutes **Inherent Task Requirements** All group members are expected to attend and present in class **Late Submission**
No extensions will be granted. Absence in Presentation means you will be **awarded a mark of Zero.**

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:

- Evaluate what it means to become a professional.

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Part B: Individual Reflection

Due: **Weeks 11 - 13**

Weighting: **25%**

Individual Reflection Assessment Summary Task Description A written reflective paper based on the allocated presentation topic and research, including insights gained from contributing to the group task. Reflect on how the contemporary issue or challenge might impact one's career planning. **Type of Collaboration** Individual **Submission** As allocated (Weeks 11 - 13) in class presentations **Format** Please refer to the iLearn Unit page **Length** 1000 words **Inherent Task Requirements** N/A **Late Submission**

Late tasks must also be submitted through Turnitin on iLearn. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 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.

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Delivery and Resources

Required Text	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 at iLearn: https://ilearn.mq.edu.au
Technology Used and Required	Access to a personal computer is required to access iLearn resources and learning materials.

Delivery Format and Other Details	• Number and length of classes: **1 x 2 hour workshop** and **1 x 1 hour online tutorial**, **i.e. 2 hours face to face and 1 hour online per week** unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s) • Tutorials will commence in Week 2 via iLearn. • The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/
Recommended Readings	Please refer to the iLearn Unit page.

Unit Schedule

Note: The unit will be presented over 13 weeks as follows, unless indicated otherwise in iLearn. Classes may vary due to public holiday(s). Please check the iLearn page regularly for important schedule updates and further information.

Workshop	Lecture and Tutorial Topic
1	Introduction and Unit Overview
2	The Self: Values, Interests, and Personality
3	Career Vision and Goals
4	Career Profile
5	Job Search and Application
6	Job Interviews
7	Professional Networking
8	The Work Environment
9	Self-management and Resilience
10	Effective Communication and Reflective Writing
11	Group Presentation
12	Group Presentation
13	Group Presentation

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

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

- 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.
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Assessment tasks

- Personal Video Presentation
- Personal Written Profile
- Part A: Group Presentation
- Part B: Individual Reflection

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.
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Assessment tasks

- Personal Video Presentation
- Personal Written Profile
- Part A: Group Presentation
- Part B: Individual Reflection

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.

Assessment tasks

- Personal Video Presentation
- Personal Written Profile
- Part A: Group Presentation
- Part B: Individual Reflection

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.
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Assessment tasks

- Personal Video Presentation
- Personal Written Profile
- Part A: Group Presentation
- Part B: Individual Reflection

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 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.

Changes since First Published

Date	Description
22/02/2019	No significant changes