PACE201

Professional Practice Placement 1

S3 Placement 2018

University

Contents

General Information

Unit convenor and teaching staff
Unit Convenor
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Credit points
3

Prerequisites
Permission by special approval

Corequisites

Co-badged status

Unit description
This unit offers an academic foundation for a professional experience in a workplace. Students will further develop their professional communication skills, understanding of professional ethics and application of reflective practice. Students will explore and develop project management skills based on their experience in the workplace, including the use of technology to support project planning and management. While students admitted to the Bachelor of Professional Practice have enrolment priority for this unit, a limited number of spaces are open to students enrolled in other degrees. This unit is a designated PACE unit and all enquiries regarding enrolment should be made to coopandinternships@mq.edu.au 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:

Assess your evolving professional identity in the workplace

Evaluate disciplinary knowledge, skills and attributes needed in the workplace

Identify strategies for addressing ethical issues that may arise in the workplace

Adapt content and mode of communication in the workplace based on the audience for the information

Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

General Assessment Information

In order to complete the unit, students are required to complete the placement hours as agreed with their host organisation as well as the assessment tasks for the unit. Detailed instructions for each assessment task are available on iLearn. The instructions include information about content, submission methods, due dates and marking guides or rubrics. All assessment tasks must be submitted via links on iLearn. No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded marks 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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning objectives and plan	20%	No	14/12/2018
Online module certification	30%	No	18 Dec, 8 Jan, 15 Jan
Performance evaluation	10%	No	21/01/2019
ePortfolio and reflection	40%	No	21/01/2019

Learning objectives and plan

Due: **14/12/2018**
Weighting: **20%**

To complete Task 1 you will need to consult with your placement supervisor to develop learning objectives and activities for your placement. Learning objectives should be relevant to the tasks, responsibilities and expected outcomes of the placement. You will use a template (available on iLearn) to guide the conversation with your supervisor and draft your plan.

You are advised to share the performance evaluation rubric (Task 3) with your supervisor during this initial consultation.

On successful completion you will be able to:

- Assess your evolving professional identity in the workplace
- Evaluate disciplinary knowledge, skills and attributes needed in the workplace
- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

Online module certification

Due: **18 Dec, 8 Jan, 15 Jan**
Weighting: **30%**

To complete Task 2 you will need to complete three online modules during the course of your placement (3 x 10%). Each module will contain information for you to review (readings, videos, activities, etc.) about a particular theme of the unit (project management, professional ethics or connecting theory to practice). After you review the material, you will be prompted to reflect on how you will apply what you've learned in practice during your placement and/or in your further studies. You will post your reflections on a discussion board and comment on reflections shared by your peers.

On successful completion you will be able to:

- Identify strategies for addressing ethical issues that may arise in the workplace
- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

Performance evaluation

Due: **21/01/2019**
Weighting: **10%**

To complete Task 3 you will provide your supervisor with a rubric to evaluate your performance on placement (available on iLearn). You will need to provide your supervisor with the rubric at the beginning of your placement (e.g., when you meet with them to discuss your learning objectives and plan). If possible, you should schedule a meeting with your supervisor in advance of the deadline to discuss their feedback. If your placement continues after the deadline, the feedback is an opportunity to improve your performance in the remainder of the placement. You are responsible for ensuring your supervisor completes the evaluation and gives it to you in time to submit before the deadline. The performance evaluation must be submitted to complete the unit. All supervisors have agreed to complete this evaluation as part of their agreement to host an intern.

This unit is part of the Bachelor of Professional Practice (Co-op), which has performance requirements associated with the Fitness to Practice procedures. For more information about

the performance expectations for Co-op students, see the policies and procedures section below.

On successful completion you will be able to:
- Evaluate disciplinary knowledge, skills and attributes needed in the workplace

ePortfolio and reflection

Due: **21/01/2019**
Weighting: **40%**

To complete Task 4, you will need to develop an ePortfolio (20%) and write a reflection (20%). For the ePortfolio, identify three areas of development (e.g., specific skills or aspects of your professional identity) from your placement and include them in an ePortfolio. For each area of development, identify an artefact that represents your development, such as a report, an analysis, a photo, video, written description, etc. Within the portfolio, describe the artefact and how it represents your development in this area.

In addition, write a 2,000 word reflection on your experience of the placement addressing the following five areas. Some variation in the length of each section is fine as long as the total reflection is approximately 2,000 words.

1. Discuss what contributed to your development in each of the areas showcased in your ePortfolio. You may want to consider your own effort, collaboration with colleagues, outcomes and feedback.

2. In what ways did your development in these areas change or reinforce your perception of your professional identity? (What are you known for among your colleagues? What descriptive words would you/they use to describe you?)

3. What discipline-specific knowledge, skills and attributes did you apply in the workplace? What did you learn from applying your discipline in a workplace setting?

4. How do you anticipate your experience of the placement will influence your approach to your disciplinary studies as you progress in your studies?

5. How would your self-assessment of your performance in the workplace differ from your supervisor's (Task 3)? What lessons can you draw from your supervisor's evaluation?

On successful completion you will be able to:
- Assess your evolving professional identity in the workplace
- Evaluate disciplinary knowledge, skills and attributes needed in the workplace
- Adapt content and mode of communication in the workplace based on the audience for the information
- Apply reflective practice skills to explore how experiences in the workplace may

influence your approach to your disciplinary studies

Delivery and Resources

Textbook

There is no prescribed textbook for this unit.

Other Recommended Reading

Students need to be familiar with accessing academic sources from the library. Useful reading includes both recommended journals in the relevant discipline area and research on experiential learning in the work place.

Technology Used and Required

Microsoft Office suite (or equivalent), including in particular word processing and presentation software.

Email (student email address) and iLearn (https://www.mq.edu.au/iLearn/) are both required for the unit.

Students should be able to access research databases through the library. They may find referencing software helpful.

Prizes

Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE prizes. See the following link for information and the application process: http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/.

Unit Schedule

The class is run in internal mode. Because many of the unit hours are conducted at work placements, the unit is delivered via two face-to-face seminars and three online modules. Students are responsible for checking iLearn and/or email for updates to the seminar dates, times or locations.

Week	Day and time	Location	Topic
1	Tues 4 Dec 5:30-8:30pm	Macquarie City Campus 123 Pitt Street, Sydney Room 2331	Orientation
3	complete by 18 Dec 2018	online module	Project management
6	complete by 8 Jan 2019	online module	Professional ethics

7	complete by 15 Jan 2019	online module	Reflecting on theory and practice
8	Tues 22 Jan 5:30-8:30	Macquarie City Campus 123 Pitt Street, Sydney Room 2331	Becoming a professional

Students must complete the number of hours as agreed with their host organisation. Co-op students complete Co-op placements. Non-Co-op placement experience can be in any relevant organisation, including for-profit, non-profit or governmental organisations. Students are expected to complete all assessment tasks for this unit. Successful completion of this unit requires the student to achieve at least 50% in total in the assessment tasks offered.

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.

Fitness to Practice Requirements

This unit is part of the Bachelor of Professional Practice (Co-op) which is a professional course with Fitness to Practice requirements. Therefore, student enrolment in this Course is governed by both the Academic Progression policy and General Coursework Rules 9 and 10. The General Coursework Rules may supersede the Academic Progression Policy. Students undertaking these PACE placements are required to demonstrate they are fit to practice and compliant with any mandated or accreditation requirements specified in the Handbook.

Fitness to Practice is the demonstration of the required professional behaviours (CONDUCT), competence (PERFORMANCE), freedom from impairment (HEALTH/DISABILITY) and compliance (COMPLIANCE) with eligibility requirements needed for students to practice safely and properly throughout any placements and to meet the core learning outcomes.

Students enrolled in this unit must conduct themselves in a manner consistent with the Macquarie University Code of Conduct, the expectations of relevant professional bodies, standards of partner organisations, and guidelines and policies specified by the course. Students must demonstrate that they have the skills, knowledge and attributes expected of student practitioners appropriate to their stage of learning and practice.

If a unit convenor or placement supervisor assesses a student's professional conduct as unsatisfactory at any time during the unit, the student will be invited to a performance review meeting. The student may be given an opportunity to improve their performance. In some cases, they may be withdrawn from the placement. If a student enrolled in a Co-op degree is unable to improve their performance to an acceptable standard and is withdrawn from a placement, they will be excluded from the Co-op degree and unable to re-apply. If the student meets the academic progression requirements of the Academic Progression Policy, the student may be able to continue with another degree program.

Fitness to Practice is demonstrated across 4 categories:

Conduct: Students are required to conduct themselves in a professional manner at all times while on placement and reflect the behaviours, ethics and attitudes expected of the profession

Performance: Students must demonstrate performance consistent with professional standards interpreted for the student context (rubric for Assessment Task 3, available on iLearn)

Compliance: Students need to demonstrate that they meet eligibility standards including legislative requirements relevant to the program or unit

Health/Disability: Students are to demonstrate awareness of their own health/disability conditions and any real or potential impact of these conditions on others

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:

Assessment task

- Performance evaluation

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 outcome

- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

Assessment tasks

- Learning objectives and plan
- Online module certification
- Performance evaluation
- ePortfolio and 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

- Assess your evolving professional identity in the workplace
- Evaluate disciplinary knowledge, skills and attributes needed in the workplace

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

- Identify strategies for addressing ethical issues that may arise in the workplace
- Apply reflective practice skills to explore how experiences in the workplace may influence your approach to your disciplinary studies

Assessment task

- Online module certification

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

- Assess your evolving professional identity in the workplace

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 disciplinary knowledge, skills and attributes needed in the workplace
- Adapt content and mode of communication in the workplace based on the audience for the information

Assessment tasks

- Learning objectives and plan
- ePortfolio and 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 outcome

- Identify strategies for addressing ethical issues that may arise in the workplace

Assessment task

- Online module certification