



PROF101

Introduction to Professional Practice

S2 Day 2018

University

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General Information

Unit convenor and teaching staff

Unit Convenor

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Tuesdays 1-2pm, by appointment

Coordinator

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Credit points

3

Prerequisites

Admission to BActStudBProfPrac

Corequisites

Co-badged status

Unit description

This unit offers an introduction to professional practice. Students will have opportunities to develop fundamental workplace skills, including communication, teamwork, decision-making, networking and reflective practice. Students will reflect on their personal skills, attributes and abilities, engage in career planning and goal setting, and undertake organisation/industry/occupation exploration. The unit is designed to help students begin to explore their professional identity while preparing them to complete successful practical experiences in professional workplaces as they progress through their degrees.

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:

- Self-assess personal attributes, values and professional preparedness skills
- Investigate occupations, organisations and/or industries through primary and secondary research
- Propose preliminary career plan based on new/enhanced understanding of career options
- Practice reflection skills that can be applied to learn from experience and integrate new knowledge
- Explore roles, communication and time management in team-based activities

General Assessment Information

The tasks listed here are summaries. In order to complete the assessment tasks, you will need to review the full instructions 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 disruption to studies is made and approved.

Assessment Tasks

Name	Weighting	Hurdle	Due
Skills assessment & reflection	25%	No	Week 6
Career path research report	35%	No	Week 10
Skills seminar	40%	No	Week 11 or 12

Skills assessment & reflection

Due: **Week 6**

Weighting: **25%**

To complete the skills self-assessment and reflection, you will need to:

- Complete an online skills self-assessment
- Research the skills, values and attributes sought by employers
- Review resources that address the skills necessary to succeed in a workplace of the future
- Identify 3 skills you would target for your professional development
- Write a reflection exploring the 3 skills you identified

On successful completion you will be able to:

- Self-assess personal attributes, values and professional preparedness skills
- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

Career path research report

Due: **Week 10**

Weighting: **35%**

Drawing on at least 8 sources, including a combination of primary and secondary resources, you will write a report exploring:

- Your professional identity
- Your current thinking around the type of career and organisation that would be suitable for you
- Activities you can pursue to explore the fit among your target career, organisation type and you

On successful completion you will be able to:

- Investigate occupations, organisations and/or industries through primary and secondary research
- Propose preliminary career plan based on new/enhanced understanding of career options
- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

Skills seminar

Due: **Week 11 or 12**

Weighting: **40%**

Working with a team, you will select a skill area you have identified for your professional development (assessment task 1). Drawing on academic and non-academic sources, and based on a flipped classroom model, you will work with your team to design and facilitate an approximately 40-minute seminar to engage your peers in developing the professional skill. You will need to:

- Develop a seminar plan
- Post resources for your peers to review in advance of the seminar
- Design activities that you and your team can facilitate (e.g., pair-and-share discussion, reviewing cases, role plays, etc.) to engage your peers in developing familiarity with the identified skill
- Facilitate the seminar

On successful completion you will be able to:

- Self-assess personal attributes, values and professional preparedness skills
- Explore roles, communication and time management in team-based activities

Delivery and Resources

PROF101 is offered in a flipped classroom environment. This means students are expected to review and engage with materials on iLearn each week in advance of the seminar. This enables face-to-face time to focus on discussion, activities, reflection and workshops. Preparation materials including readings and videos are located in the relevant week.

Unit Schedule

All seminars take place in 23 Wally's Walk, room 201

Week 1	Welcome, introduction
Week 2	Organisational structure
Week 3	Organisational culture
Week 4	Attributes
Week 5	Values
Week 6	Ethics
Week 7	Sustainability
Week 8	Teamwork
Week 9	Decision-making, time management
Week 10	Communication
Week 11	Reflective practice
Week 12	Goal setting
Week 13	Career planning

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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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:

Assessment task

- Skills seminar

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 outcome

- Self-assess personal attributes, values and professional preparedness skills

Assessment tasks

- Skills assessment & reflection
- Career path research report
- Skills seminar

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

- Practice reflection skills that can be applied to learn from experience and integrate new knowledge

Assessment task

- Skills seminar

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

- Propose preliminary career plan based on new/enhanced understanding of career options

Assessment task

- Skills assessment & reflection

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

- Investigate occupations, organisations and/or industries through primary and secondary research

Assessment tasks

- Career path research report
- Skills seminar

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

- Investigate occupations, organisations and/or industries through primary and secondary research
- Explore roles, communication and time management in team-based activities

Assessment tasks

- Skills assessment & reflection
- Career path research report
- Skills seminar