Unit Convenor/ Lecturer: Dr Leanne Carter

Prerequisites: 24 Credit Points and permission of Executive Dean (or delegated to Unit Convenor) achieved by obtaining and submitting form available through BESS

Corequisites: None

Credit points: 3

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

This unit provides an opportunity for students to engage with the community through experience in a variety of workplaces including government agencies, companies, industry partners and not-for-profit organisations.

This PARTICIPATION Unit includes individual reflection, development of graduate capabilities, and community development. Students will ideally integrate their own personal experiences together with their academic skills, intellectual interests and future career aspirations through the PARTICIPATION Unit framework. Students will prepare and deliver an in-class presentation based on their experience in the workplace and associated academic research. The unit encourages reflection upon the business issues and real-world experiences the student encountered during their workplace experience and the presentation provides an opportunity for students to learn from their peers, employers and teachers.

Unit Requirements
All students are required to attend the orientation seminar and debriefing seminars. Students must also submit the other required pieces of work.

Students need to consult the iLearn site for this PARTICIPATION Unit in order to access the seminar materials, recommended readings, reflection journal template, available internship/voluntary service opportunities and any additional instructions and resources for independent research (where applicable).

If students are looking for additional readings and having any difficulties, please contact the Convener, or the online support materials, as there are some additional links provided to readings, websites, audio-visual materials, and other useful resources.
Practical Requirements.
In addition to academic prerequisites and enrolment in an FBE degree, the following requirements apply:

(i) The student must obtain a letter of offer from the employer or community organisation specifying the period of employment and outlining the tasks that will be carried out during that period
(ii) The unit convenor must approve the activity proposed for PARTICIPATION
(iii) The professional or community experience should be related to their current studies and such that it will help them to apply theoretical knowledge acquired at university
(iv) Since the student will be eligible for insurance cover throughout the period of employment, an indemnity letter must be obtained from BESS

TEACHING STAFF

Convenor    Dr Leanne Carter
Building E4A Room 631
Email: leanne.carter@mq.edu.au

CONTACTING STAFF

• Consultation Times: Tuesdays 11.00am to 12.00noon
• And other times by appointment.

You are encouraged to seek help at a time that is convenient to you from a staff member teaching on this unit during their regular consultation hours. In special circumstances, an appointment may be made outside regular consultation hours. Staff will not conduct consultations by email. You may, however, phone staff during their consultation hours. Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

CLASSES

See  http://www.timetables.mq.edu.au/

HOWEVER, this unit does not always run to this schedule due to the Participation component of the unit. Please check iLearn/or your email for details of seminars.

The class is run in internal mode.
Seminar Dates and Times: To be agreed between student and unit convenor.
• Three 3-hour seminars.
In addition, you must meet a minimum of 1 weeks full time work (ie. 30 hours) or equivalent. Workplace Experience can be in either a for-profit business, government or not-for-profit organisation, or any other relevant organisation.

PRIZES

• There are no prizes for this unit.
  http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships
REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Textbook
There is no prescribed text given the individual nature of student interests and the tasks for this unit.

Other Recommended Reading
In addition you should familiarise yourself with the relevant periodical section of the library. Journals recommended for your study in your discipline area (e.g. marketing, accounting, finance, economics, human resources, demography, business, international business, public sector management etc.)

TECHNOLOGY USED AND REQUIRED
You should also access these key research databases available for access through the library. Some databases are recommended below:

- Ebscohost:
  - Emerald
  - Business Source Premier
- Wiley Interscience
- Google Scholar (only when logged in via the Macquarie University website)

UNIT WEB PAGE
This unit is supported by a web Page on iLearn. You can log into this using the following address: https://ilearn.mq.edu.au/

LEARNING OUTCOMES
By the end of this unit, students should be able to do the following:

1) Gain work experience in a relevant field and identify the relationship of their University education to the wider world, social problems, and other challenges.

2) Understand the interests of different stakeholders in an organisation or/and professional environment, including customers, competitors, collaborators, and other external forces

3) Enhance awareness of the profession’s contribution to society through reflection of ethical and professional conduct and related issues

GRADUATE CAPABILITIES
In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop the capabilities the University’s graduates will need to develop to address the challenges, and to be effective, engaged participants in their world.
Discipline-specific knowledge and skills: Students will have the opportunity to engage in discipline-specific projects, and/or other projects that requires the application of the student’s scholarly understanding discipline-specific topics.

In addition to the discipline based learning objectives in the units of your major or degree, Macquarie University also seek to develop the following 8 generic capabilities in our graduates in order to address the challenges, and to be effective, engaged participants in their world.

This unit may contribute to this learning by helping student develop the following generic skills:
1. Critical, Analytical and Integrative Thinking
2. Problem Solving and Research Capability
3. Effective Communication
4. Engaged and Ethical Local and Global citizens¹ (compulsory)
5. Capable of Professional and Personal Judgment and Initiative

This PARTICIAPTION Unit will help students contextualise their graduate capabilities. The graduate capabilities are attached at the end of this outline in Appendix 1. Depending on your specific work placement, some or all of these capabilities will be practised. This will be agreed with your Supervisor, Lecturer and yourself.

TEACHING AND LEARNING ACTIVITIES

<table>
<thead>
<tr>
<th>TOPIC/ACTIVITIES</th>
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<tbody>
<tr>
<td>Orientation Seminar:</td>
</tr>
<tr>
<td>This face-to-face seminar will be conducted preceding the workplace experience. The goals of this seminar are:</td>
</tr>
<tr>
<td>✔ To provide students with strong orientation to their sites, University expectations, and academic requirements.</td>
</tr>
<tr>
<td>✔ To address pragmatic concerns (communication, workplace etiquette, etc), risk management, and other logistical requirements</td>
</tr>
<tr>
<td>✔ To prepare students for inter-cultural communication-related issues &amp; sensitize them to site expectations.</td>
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<table>
<thead>
<tr>
<th>Ethics Protocol Seminar</th>
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<tbody>
<tr>
<td>This is a face-to-face seminar presented in order to prepare you for any research projects that you may encounter as part of your participation activity.</td>
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<tr>
<td>The objective of this seminar (and associated on-line modules) are to ensure appropriate ethics training is made available to students who will be undertaking research. This training will ensure that students understand the importance of responsible research conduct, including the four values of ethical human research as highlighted in the national statement (2007); respect for human beings, research merit and integrity, justice, and beneficence.</td>
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</table>

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<tr>
<th>WALK Model Seminar in preparation for your final report</th>
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<tbody>
<tr>
<td>This is a face-to-face seminar presented in order to prepare you for your final report and presentation.</td>
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</table>

¹ This graduate capability is essential
Students are expected to attend all seminars.
Dates and times of the final seminar may be arranged to suit individual placement programs. Please keep in touch with emails and your Unit Convener as to the dates and times.

**RESEARCH AND PRACTICE**

For the final report, students must explore different research methods and select appropriate techniques or tools to collect and analyse data or information from a range of sources.

**RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES**

Knowledge and understanding of PACE are assessed by a mixture of assignments and presentations. Marks in this unit will be allocated on the following basis:

1. **Essay: Reflective Activity**
   - 40 marks
2. **Supervisor’s Report**
   - Satisfactory/Unsatisfactory
3. **Final Report**
   - 40 marks
4. **Final Presentation**
   - 20 marks

**Total:** 100 marks
### Assessment Summary

A summary of the assessment for this Unit is provided in the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Presentation (20%) and Report (40%)</th>
<th>Supervisor’s Report (Satisfactory/Unsatisfactory)</th>
<th>Reflective Activity (40%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Research, analyse, write and present a report that discusses your experiences in the workplace, in light of your academic major/s or degree, demonstrating the relevance of their academic and technical skills in solving real-world problems. Presentation is for 10 minutes, followed by 5 minutes of class questions or interactions.</td>
<td>This is a report to be compiled by the employer providing information on the student’s performance at the workplace. It is based on the graduate capabilities.</td>
<td>The students are expected to collect evidence of their learning during the placement with critique, focusing on ethical issues confronting the workplace.</td>
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<tr>
<td><strong>Due date</strong></td>
<td>at an agreed date and time usually in week 13</td>
<td>at an agreed date and time usually in week 13</td>
<td>at an agreed date and time usually in week 13</td>
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<tr>
<td><strong>Marking criteria/standards &amp; expectations</strong></td>
<td>See a document called “Presentation and Report” for more details.</td>
<td>See document called “Supervisor’s Report” for more details</td>
<td>See document called “Reflective Activity” for more details</td>
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<tr>
<td><strong>Submission method</strong></td>
<td>Via email and/or in class to the lecturer</td>
<td>In class to Lecturer</td>
<td>Via email and/or in class to lecturer</td>
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<tr>
<td><strong>Feedback</strong></td>
<td>Verbal and written feedback will be given 2 weeks after submission date.</td>
<td>Verbal feedback will be given</td>
<td>Written feedback will be given 2 weeks after submission date.</td>
<td></td>
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<tr>
<td>Learning Outcomes assessed:</td>
<td>Presentation (20%) and Report (40%)</td>
<td>Supervisor’s Report (Satisfactory/Unsatisfactory)</td>
<td>Reflective Activity (40%)</td>
<td>Total</td>
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<td>Estimated student workload (hours)</td>
<td>30 hours</td>
<td>13 hours</td>
<td>20 hours</td>
<td>103 hours</td>
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</table>

### Learning Outcomes assessed:

1. Have a greater understanding of the relationship of their University education to the wider world, social problems, and other challenges.

2. Develop skills appropriate to their Participation placement, including personal, organizational, communication, and pre-professional capacities.

3. Improve their presentation skills by preparing their final presentation for a broad public consideration.

4. Be better prepared for their future in which they will be called upon to evaluate public debates about social issues, global relations, poverty, health, environmental concerns, and related topics.

**Graduate capabilities**
<table>
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<tr>
<th></th>
<th>Presentation (20%) and Report (40%)</th>
<th>Supervisor's Report (Satisfactory/Unsatisfactory)</th>
<th>Reflective Activity (40%)</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>assessed:</td>
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</tr>
<tr>
<td>1. Critical, Analytical and Integrative Thinking</td>
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<tr>
<td>2. Problem Solving &amp; research capability</td>
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<tr>
<td>3. Creative and innovative</td>
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<tr>
<td>4. Effective communications</td>
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<tr>
<td>5. Engaged and Ethical Local and Global citizens</td>
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<tr>
<td>6. Socially and Environmentally Active and Responsible</td>
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<tr>
<td><strong>Total</strong></td>
<td>60%</td>
<td>Pass/fail</td>
<td>40%</td>
<td>100%</td>
</tr>
</tbody>
</table>

These specific allocations to capabilities will be negotiated with Student, Supervisor and Lecturer on an individual basis to suit the specific workplace.
ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

GRADES

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction
- CR - Credit
- P - Pass
- F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:


GRADING APPEALS AND FINAL EXAMINATION SCRIPT VIEWING

Note: There is no exam for this unit so there is no exam script viewing.

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade, please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandeconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals

SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at:

http://www.mq.edu.au/policy/docs/special_consideration/procedure.html
STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at http://www.student.mq.edu.au.

IT CONDITIONS OF USE

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorized coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilizing University IT facilities. The following regulations apply to the use of computing facilities and online services:

Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved unit is deemed inappropriate.

Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice. Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.