FOBE200
Professional and Community Engagement (PACE)

Semester 1, 2012

Department of Marketing and Management
Unit Guide

Unit Convenor/ Lecturer: Dr Leanne Carter

Prerequisites: 24 Credit Points and permission of 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 PACE 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 PACE Unit framework. Students will prepare and deliver and in-class presentation based on their experience in the workplace and associated academic research. The unit encourages reflection upon the social 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 seminar. Students must also submit the other required pieces of work.

Students need to consult the iLearn site for this PACE 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 Convenor, your PACE tutor, 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 PACE
(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
Phone: 02 9850 6467

CONTACTING STAFF

• Consultation Times: Mondays 12.30 to 1.30pm
• 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.

The class is run in internal mode.

Seminar Dates and Times: To be agreed between student and unit convenor.
You must contact the Unit Convenor to arrange the attendance at the following face to face requirements:

• Two 3-hour seminars.
• A minimum of 2 weeks full time work (60 hours) or equivalent. Workplace Experience can be in either a for-profit business, government or not-for-profit organization, or any other relevant organization.
**PRIZES**

- There are no prizes for this unit.

**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.

**Recommended Reading List**


**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:
  - Academic Search Elite
  - Business Source Premier
- Wiley Interscience
- Global Market Information Database
- Google Scholar (only when logged in via the Macquarie University website)
- Ulrich International Periodicals (for peer-reviewed journal checking)
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) 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

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. Creative and Innovative
4. Effective Communication
5. Engaged and Ethical Local and Global citizens
6. Socially and Environmentally Active and Responsible
7. Capable of Professional and Personal Judgement and Initiative
8. Commitment to Continuous Learning
This PACE 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.

<table>
<thead>
<tr>
<th>READINGS</th>
<th>TOPIC/ACTIVITIES</th>
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<tbody>
<tr>
<td>1999 Peters</td>
<td>Orientation Seminar:</td>
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<tr>
<td>2011 Career Management</td>
<td>This face-to-face seminar will be conducted preceding</td>
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<tr>
<td>2010 Training Appraisals</td>
<td>the workplace experience. The goals of this seminar are:</td>
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<tr>
<td>Career</td>
<td>✓ To provide students with strong orientation to their</td>
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<td>sites, University expectations, and academic</td>
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<td></td>
<td>requirements.</td>
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<td></td>
<td>✓ To address pragmatic concerns (communication, workplace</td>
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<td></td>
<td>etiquette, etc), risk management, and other logistical</td>
</tr>
<tr>
<td></td>
<td>requirements</td>
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<tr>
<td></td>
<td>✓ To prepare students for inter-cultural communication-</td>
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<td></td>
<td>related issues &amp; sensitize them to site expectations.</td>
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<td></td>
<td>✓ To provide necessary skills training.</td>
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<td>Debriefing Seminar</td>
<td>Reflection and Plans for the Future</td>
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Dossier Due Report and Presentation Due Supervisor’s Report Due

Students are expected to attend both seminars. Dates and times of these will be arranged to suit individual placement programs.

**Research and Practice**

For the final report, students will be required to demonstrate competence in problem solving and research capability. 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. **Individual Essay – A Literature Review**  30 marks
2. **Supervisor’s Report**                    pass/fail
3. **Final Report**                          50 marks
4. **Final Presentation**                    20 mark
   **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 (50%)</th>
<th>Supervisor’s Report (pass/fail)</th>
<th>Individual Essay –A Literature Review. (30%)</th>
<th>Total</th>
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<tbody>
<tr>
<td></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 conduct scholarly research on a contemporary topic related to their workplace and education, and write a literature review based on at least 4 journal articles.</td>
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<tr>
<td>Due date</td>
<td>at an agreed date and time</td>
<td>Week 13 at an agreed date and time</td>
<td>at an agreed date and time.</td>
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<tr>
<td>Marking criteria/standards &amp; expectations</td>
<td>See a document called “APPENDIX 4” for more details.</td>
<td>See document called “APPENDIX 2” for more details</td>
<td>See document called “APPENDIX 3 Marking Guide” for more details</td>
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<tr>
<td>Submission method</td>
<td>Via email and in class to the lecturer</td>
<td>In class to Lecturer</td>
<td>Via email</td>
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<td>Feedback</td>
<td>Verbal and written feedback will be given.</td>
<td>Verbal feedback will be given</td>
<td>Written feedback will be given 2 weeks after submission date.</td>
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<tr>
<td>Learning Outcomes assessed:</td>
<td>Presentation (20%) and Report (50%)</td>
<td>Supervisor’s Report (pass/fail)</td>
<td>Individual Essay –A Literature Review. (30%)</td>
<td>Total</td>
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<td>1. Have a greater understanding of the relationship of their University education to the wider world, social problems, and other challenges.</td>
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<td>2. Develop skills appropriate to their Participation placement, including personal, organizational, communication, and pre-professional capacities.</td>
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<td>3. Improve their presentation skills by preparing their final presentation for a broad public consideration.</td>
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<td>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.</td>
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<td>1. Critical, Analytical and Integrative Thinking</td>
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<td>2. Problem Solving &amp; research capability</td>
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<td>3. Creative and innovative</td>
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<td>4. Effective communications</td>
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<td><strong>Total</strong></td>
<td>100%</td>
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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
Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at [http://www.student.mq.edu.au](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.