

## EPABOR 111: Professional Practice

Callaghan

Semester 1 - 2024



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The Pathways and Academic Learning Support Centre recognises and respects the unique history and culture of Aboriginal and Torres Strait Islander peoples and their unbroken relationship with the lands and the waters of Australia over millennia. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education. The Centre is committed to providing a culturally safe and inclusive environment for all.*

## OVERVIEW

<b>Course Description</b>	Professional Practice provides knowledge and experience of those core professional skills which are related to work in a range of professions. Through the use of experiential-based learning, professional roles and ethical practice are explored.
<b>Academic Progress Requirements</b>	Nil
<b>Requisites</b>	This course is only available if you are active in the Yapug [11195] program.
<b>Contact Hours</b>	<b>Lecture</b> Face to Face On Campus 1 hour(s) per week(s) for 12 week(s) starting Week 1  <b>Tutorial</b> Face to Face On Campus 2 hour(s) per week(s) for 12 week(s) starting Week 1
<b>Unit Weighting</b>	10
<b>Workload</b>	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

# COURSE OUTLINE

---

# CONTACTS

<b>Course Coordinator</b>	<b>Mr Dan Collins</b> <a href="mailto:Daniel.Collins@newcastle.edu.au">Daniel.Collins@newcastle.edu.au</a> (02) 4055 3266 Consultation: Please email to schedule an appointment.		
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.		
<b>School Office</b>	<table><tr><td><b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a></td><td><b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a></td></tr></table>	<b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>	<b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>
<b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>	<b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>		

# SYLLABUS

<b>Course Content</b>	Through the use of experiential-based learning, professional roles and ethical practice are explored.
<b>Course Learning Outcomes</b>	<b>On successful completion of this course, students will be able to:</b> <ol style="list-style-type: none"><li>1. Identify and explain the professional practice requirements of areas of study within a range of degree programs.</li><li>2. Plan and structure academic essays and deliver presentations in a professional setting.</li><li>3. Identify and evaluate research sources and apply evidence.</li><li>4. Demonstrate team and time management skills relevant to professional roles.</li></ol>
<b>Course Materials</b>	All course materials will be provided on the course Canvas site. Students are not required to purchase a textbook.

# SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Welcome and introduction to the course	Getting to know the content and class	
2	4 Mar	Ethics in the workplace	Work in set groups to discuss ethical issues	
3	11 Mar	Group team building Theory and practice	Group activities Groupe presentation guided practice	
4	18 Mar	Attitudes, beliefs and values	Attitudes, Beliefs and Values activities Group presentations	
5	25 Mar	Anatomy of prejudice	Anatomy of Prejudice activities Group presentations	Group presentation due Tuesday 26 <sup>th</sup> March during tutorial
6	1 Apr	Human rights	Human rights activities Annotated Bibliography lesson	
7	8 Apr	Social Justice	Social Justice activities Annotated Bibliography guided practice	
<b>Recess</b>				
<b>Recess</b>				
8	29 Apr	Essay plan lesson	Essay plan guided	Annotated Bibliography Due Friday 3 <sup>rd</sup> May 11:59pm
9	6 May	Communication and interpersonal skills	Communication and interpersonal skills activities	
10	13 May	Cultural competence and cultural safety	Walking in two worlds Self-reflection activities	Essay plan due Friday 17 <sup>th</sup> May 11:59pm
11	20 May	Essay Lesson	Essay guided practice	
12	27 May	Course revision and critical reflections and semester 2		
13	3 Jun			Essay due Friday 7 <sup>th</sup> June 11:59pm
<b>Examination Period</b>				
<b>Examination Period</b>				

# ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Presentations - Group	Tuesday 26 <sup>th</sup> March during tutorial	Group	15%	1, 2, 3, 4
2	Annotated Bibliography	Friday 3 <sup>rd</sup> May 11:59pm	Individual	20%	1, 2, 3, 4
3	Essay Plan	Friday 17 <sup>th</sup> May 11:59pm	Individual	15%	1, 2, 3, 4
4	Essay	Friday 7 <sup>th</sup> June 11:59pm	Individual	50%	1, 2, 3, 4

## Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 5% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

---

## Assessment 1 - Presentations - Group

<b>Assessment Type</b>	Presentation
<b>Description</b>	Students will create a 10-minute group presentation explaining a profession and its practice. The presentation should cover the education needed to obtain the position, main job responsibilities, and a key aspect of ethical and professional practice within the position or workplace.
<b>Weighting</b>	15%
<b>Due Date</b>	Tuesday 26 <sup>th</sup> March during tutorial
<b>Submission Method</b>	In class
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 2 - Annotated Bibliography

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	Students will read five articles or chapters and produce an annotated bibliography of total length 500 words, approximately 100 words for each source. These articles or chapters must include issues that impact on Aboriginal or Torres Strait Islander people and be related to the content of the course required for the essay task.
<b>Weighting</b>	20%
<b>Due Date</b>	Friday 3 <sup>rd</sup> May 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 3 - Essay Plan

<b>Assessment Type</b>	Proposal / Plan
<b>Description</b>	Students will devise an essay plan, following on from the Annotated Bibliography and leading into the Essay. The Essay Plan will show how the Essay is to be written, including paragraphs, topic sentences and supporting evidence. Students will use a provided template to assist their planning. There is no set word length, but all criteria should be addressed adequately.
<b>Weighting</b>	15%
<b>Due Date</b>	Friday 17 <sup>th</sup> May 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 4 - Essay

<b>Assessment Type</b>	Essay
<b>Description</b>	Students will research the Essay question, work within an essay structure and present a structured written argument. Expected length is 1200 words. Students are required to select one option for the essay from the following:  <ol style="list-style-type: none"><li>1. Describe ethical and unethical conduct in the workplace</li><li>2. Discuss how your attitudes, beliefs and values influence your conduct in the workplace</li><li>3. Discuss why it is important to respect human rights in the workplace</li></ol>
<b>Weighting</b>	50%
<b>Due Date</b>	Friday 7 <sup>th</sup> June 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

# ADDITIONAL INFORMATION

## Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

## Communication Methods

**Email** is the principal form of communication at the university and within this course. Always use your student email (NUmail), rather than a private email address, and check this regularly. As Course Coordinator I will try to respond to your email within three (3) working days. I will not normally respond to emails over the weekends. Please be courteous in your email communication and in the online space.

**Canvas** is used to distribute course material, announcements and other information. It is also used for online quizzes and to allow students to track their individual progressive assessment results throughout the semester via Grades.

**Discussions forums** in Canvas can be used to ask questions about minor issues. Students are strongly encouraged to use these to communicate with each other, discuss issues relating to the course, and solve minor problems.

## Attendance and Engagement

In addition to face-to-face hours in class, out-of-class study and related work will require an additional commitment of up to 10 hours per week of reading, preparation, and study time over the semester. Students are required to spend on average 120-140 hours of effort (contact and non-contact hours including assessment) per semester per 10 unit course.

To maximise your learning opportunities, you should read all relevant material prior to attending class.

It is strongly recommended that you attend your classes every week. Our data shows that you will get better results if you attend class with your peers. If you do have to miss a class, you should catch up on any missed work by accessing lecture recordings if you are enrolled face-to-face. While online tutorials are recorded, on-campus tutorials are not, so you should view other resources available on your Canvas site and contact your course coordinator if you would like advice on how to best catch up on any material that was missed. **If you are unable to attend classes regularly you should reach out to your course coordinator as soon as possible to discuss ways that you can continue to engage with the learning material.**

A plan of regular revision throughout the semester is also strongly recommended to help you manage your time, consolidate information and retain that knowledge for the duration of the

---

course and beyond.

Assessment items have been designed to reinforce and revise the course material, and ensure you are up to date with course content. You are required to submit all assessable items by the due dates unless prior arrangements have been made.

**Additional Contact Details**

If you have any questions about your course, please speak with your course coordinator, lecturer or tutor first. For general enquiries, please contact the Pathways and Academic Learning Support Centre Office or your Student Liaison Officer. Contact details for both the office and Student Liaison Officers can be found [here](#).

Yapug students can also contact your Indigenous Enabling Learning Advisor [Hannah Pipe](#) or your Program Convenor [Dan Collins](#).

**Adverse Circumstances**

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system for all individual assessment items worth 30% or greater **by 11:00pm on the day the assessment is due**. For assessment items less than 30%, you will need to contact your Course Coordinator by 11:00pm on the due date of the assessment item.

Before applying you must refer to the [Adverse Circumstances Affecting Assessment Items Procedure](#) and the [Adverse Circumstances Affecting Assessment Items Policy](#).

Please note that students must submit their adverse circumstances application via the online Adverse Circumstances system by 11:00pm on the due date of the assessment item, even if you are using a [Reasonable Adjustment Plan \(RAP\)](#) as your supporting documentation.

**Written Assessment Word Limits**

If this course includes written assessments, the word limit listed will include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. You will not receive a penalty for exceeding the word limit (there is a tolerance of up to 10%), but any work after the maximum word limit may not be included within the allocation of marks.

**Academic Misconduct**

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. Please refer to the [Student Academic Integrity Policy](#).

**Oral Interviews (Vivas)**

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination \(viva\) Procedure](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

**Workplace Health and Safety Requirements**

There are no specific WH&S requirements for this course.

**Software**

Free Microsoft Office software is available to enrolled students [here](#) and includes 5 TB of free cloud storage with OneDrive.

**Timetable**

Your timetable for this course is available via the myUni Student Portal and can also be found [here](#).

**Course Evaluation**

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

**Important Policy Information**

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the [policies and procedures](#) that support a safe and respectful environment at the University.

---

*This course outline was approved by the Director, PALS. No alteration of this course outline is permitted without Director approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

© 2024 The University of Newcastle, Australia