COURSE OUTLINE

LAW311 Law Professional Practice

School: School of Law and Society

2027 | Semester 1

UniSC Sunshine Coast
UniSC Moreton Bay

BLENDED LEARNING

Most of your course is on campus but you may be able to do some components of this course online.

Please go to unisc.edu.au for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

In this course you will be guided by a practising solicitor in a simulated work environment for 3 hours a week. During this time you will have the opportunity to observe and participate in the provision of legal assistance to clients of the Suncoast Community Legal Service. In conjunction with a practising solicitor you will be involved in client interviews, conducting legal research, preparing legal advice and drafting correspondence. This course will develop your practical skills and your understanding of the daily life of a legal practitioner.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Tutorial/Workshop 1 – On campus workshop - 3 hours in weeks 1 - 13	3hrs	Week 1	13 times

1.3. Course Topics

Legal professional practice skills such as interviewing, researching, drafting and collaboration.

2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES On successful completion of this course, you should be able to...		GRADUATE QUALITIES Completing these tasks successfully will contribute to you becoming...
1	Analyse legal issues that arise in a real-life context and suggest appropriate solutions to problems.	Empowered Engaged
2	Use skills of fact finding and exercise judgement when making decisions about legal options open to a client.	Ethical Engaged
3	Demonstrate effective oral and written communication.	Empowered Engaged
4	Reflect on your personal response to issues you encounter in a professional setting.	Empowered
5	Display ethical conduct and values to prepare for professional employment in the legal sector.	Knowledgeable Ethical
6	Collaborate effectively	Ethical

5. Am I eligible to enrol in this course?

Refer to the UniSC Glossary of terms for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

96 units of Law courses and permission required for enrolment - please contact the Course Coordinator.

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

5.5. Microcredential Information

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

6.2. Details of early feedback on progress

Students will receive constant feedback from their supervisor during each session. In Week 1 or 2 students will begin assessment Task 1a which is a formative assessment task requiring them to self-assess their skills against an array of criteria. They do this by completing a Learning Contract. The students will then re-assess themselves against the same criteria in Weeks 7 and 13. This task will assist students to determine their own learning needs within the overall goals of the course, to structure and direct that learning, and to map their progress throughout the semester.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1a	Placement performance	Individual	Prescribed questionnaire to be completed 3 times in designated weeks.	Refer to Format	To Supervisor
All	1b	Placement performance	Individual	Demonstration of skills throughout the teaching period. Refer to format.	Throughout teaching period (refer to Format)	To Supervisor
All	2	Journal	Individual	200 words each week	Throughout teaching period (refer to Format)	Online Assignment Submission with plagiarism check
All	3	Placement performance	Individual	Placement period	Throughout teaching period (refer to Format)	To Supervisor

All - Assessment Task 1a: Learning Contract

GOAL:	The goals of this formative assessment task are for you to reflect on your abilities in a professional setting, and to assist you in understanding the skills and qualities you will be assessed on for Task 1b.
PRODUCT:	Placement performance
FORMAT:	Your supervisor will provide you with a questionnaire under which you will score yourself from 1 (just starting out) to 5 (well developed) on the range of skills and qualities that reflect the items in the assessment rubric for Task 1b. You will complete the questionnaire in Weeks 2, 7 and 13. This task will assist you to determine your own learning needs within the overall goals of the course, to structure and direct that learning, and to map your progress throughout the semester. The learning contract questionnaire can be found on Canvas.
CRITERIA:	**No.** / **Learning Outcome assessed** 1 Assess your professional skills and abilities under the rubric to identify areas of strength and areas for further development — 4
GENERIC SKILLS:	Communication, Organisation

All - Assessment Task 1b: Professional Practice Work

GOAL:	This is a summative assessment of the development of your legal professional skills.Your formative assessment in Task 1a will assist you to understand the criteria and guide your learning throughout the semester.
PRODUCT:	Placement performance
FORMAT:	Your legal professional skills will be evaluated by your supervisor in Weeks 1 to 13 against the criteria in the corresponding rubric (which are also reflected in the formative assessment in Task 1a).
CRITERIA:	

No.		Learning Outcome assessed
1	Demonstrate your ability to solve legal issues that arise in a real-life context and suggest appropriate solutions to the problems.	1
2	Develop your critical thinking and research skills to assess legal arguments, outcome, and the formulation of legal advice	2 3
3	Display ethical conduct and values in your actions	5
4	Communicate clearly and respectfully to clients and other parties in an appropriate, timely manner	3
5	Collaborate effectively with peers, supervisors and administrative staff, including seeking guidance or taking initiative when appropriate	6
6	Reflect on your personal performance, implement feedback and accept responsibility for your actions	4

GENERIC SKILLS:	Communication, Collaboration, Organisation

All - Assessment Task 2: Weekly Journal

GOAL:	The goal of this assessment is for you to develop the skill of reflection by completing a record of the issues you face in the placement and receive feedback from your supervisor.
PRODUCT:	Journal
FORMAT:	The journal will be in the format of a weekly reflective e-journal, of not more than 200 words per weekly entry, that identifies the tasks completed at each session in the placement; issues that arose; a summary of your response and a self-assessment of your learning. This is an individual assessment that draws on your collaborative work.
CRITERIA:	

No.		Learning Outcome assessed
1	Description and analysis of events	1
2	Resolution of inconsistencies	4 5
3	Identification of strengths and weaknesses	4
4	Consideration of alternate ways to manage the issues	1 2
5	Awareness and analysis of your own learning	4

GENERIC SKILLS:	Communication, Collaboration, Problem solving

All - Assessment Task 3: Continuous Compliance with Code of Conduct, attendance and engagement

GOAL:	This task trains you to comply with a code of conduct that prepares you for the rigorous standards of the legal profession.
PRODUCT:	Placement performance
FORMAT:	During your WIL experience, you are required to complete 39 hours of work experience on an assigned day of the week from Weeks 1-13 of semester. To pass, you are required to complete the placement satisfactorily according to the criteria below. See Canvas for the Student Placement Code of Conduct.
CRITERIA:	

No.		Learning Outcome assessed
1	Attended at the sessions for the required 39 hours	1 2 3
2	Conducted yourself in accordance with the Student Placement Code of Conduct	5
3	Applied yourself to the tasks set for you by your supervisor	3 5 6
4	Work collaboratively with staff and other students	6

GENERIC SKILLS:	Communication, Collaboration, Problem solving, Organisation

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

> There are no required/recommended resources for this course.

8.2. Specific requirements

You should be appropriately attired for physical attendance at weekly workshops as though it is a professional workplace.

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the online induction training for students, and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of UniSC. In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate: - 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task. - 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task. - A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.5. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The Student Charter sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.6. General Enquiries

In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au