3. Course Information

OUTLINE	The Global Professionals Program (GPP) is a unique short study abroad experience that builds key global perspectives and skills for students' future careers. Learning outcomes are achieved through discussions, team projects, presentations, producing videos, and practicing observation and reflection skills.
STUDY MODE	Integrated (mixed open class with other international students)
STUDY LOAD	Monday-Friday, 20-30 hours of class tuition plus independent study.
CLASS TIMES	Between 9.00 am and 4.00 pm
STRUCTURE	GPP consists of four discreet but complementary weeks of study, plus cultural and industry engagement activities. **Week 1 - Global Perspectives** Focus: Introduction to Australia's people, economy, history and an appreciation of its place in the world. Explore the concept of brand and examine case studies of global brands adapting to local markets. Work in teams, reflect on their learnings and present their insights on Australia in the global context. Key sessions: Networking for Success, Australia & its People, Professional Presentations, Culture & Global Business **Week 2 - Company, Culture and Career** Focus: Identify your unique personal brand, career motivators, and type of company culture you wish to be a part of. Assess your own level of cultural intelligence, analyse elements of company culture, and deepen your learning through case studies, research, a company visit and a team presentations. Key sessions: Personal Branding, Company Culture, Company Visit, Design your Career, The Culture Factor **Cultural and Industry engagement** -Immigration Museum -Leadership workshop -Company visit -Working in Australia guest panel -English as an international language guest speaker
LOCATION	Monash College City campus (271 Collins St and/or 222 Bourke St) or Monash University Clayton Campus

Week 1: Global perspectives

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 12:00	**Networking for Success** • Define networking and identify the skills of an effective networker • Identify the barriers to effective networking and strategies to overcome them • Identify and practise ways to improve own ability to network in a range of settings	**Australia and its People** • Reflect on your first impressions of Australia and its people • Broaden your general knowledge about Australia and its people through research • Develop communication and team work skills by collaborating on a team presentation	**Professional presentations** • Outline strategies for planning and structuring a group presentation and effectively coordinating with a team of speakers • Deliver a well-structured group presentation demonstrating the presentation skills and techniques (i.e. structure, messaging, engaging the audience) covered in the session	**Culture and Global Business** • Examine cultural stereotypes and apply a 'cultural map' to gain a deeper understanding of cultural difference • Examine 8 cross-cultural behaviours to work across cultures • Use DFAT resources to broaden your business knowledge of Australia's trading partners *Assessment submission : Video presentation*	**Team Project Delivery** • Deliver a well-structured group presentation demonstrating presentation skills and techniques • Apply the sandwich approach to give peer feedback • Discuss and reflect on the week's major learnings from individual and team tasks *Assessment submission : Team presentation*
1:00 – 4:00	**Workshop:** Exploring Leadership	**Visit: Immigration Museum** • Work in a team to visit the Immigration Museum and Traveller's Bridge • Show case your learnings about how immigration has shaped the Australian identity	**Global Branding** • Explain the concept of 'brand' and the value of brand to an organisation • Investigate and identify how country culture affects global branding and marketing and ways brands can adapt to local markets • Investigate branding and marketing effectiveness of Australian brands	**Australia – Local and global** • Guest speaker : presentation on English as a global language • Debrief the presentation and reflect on effective presentation skills	**Working in Australia panel** • Guest panel : Discover practical insights into career progression and work life in Australia with this interactive Q&A session with a diverse panel of professionals

Week 2: Company, culture and career

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 12:00	**Education and experience** • Reflect on and discuss education experience and career choices • Compare education performance across countries • Identify adult learning principles and the importance of informal and formal learning • Compare graduate employment norms and prospects across nations	**Personal Branding** • Explain the concept of personal brand and the value of developing it • Investigate the connection between a personal brand and career success • Identify own unique skills, values and personal attributes • Communicate own personal brand	**Company Culture 1** • Discuss the impact of values and workplace environment on establishing a company culture • Identify own work values and consider suitable work environments • Explore and explain the relationship between workplace culture and business success *Assessment submission : Video presentation*	**Company Visit** TBA	**Team Project Delivery** • As a team, present a company overview to management • Analyse presentations and provide effective feedback to teams regarding presentations • Practice asking and responding to questions in a more formal setting. *Assessment submission : Team presentation*
1:00 – 4:00	**Design your Career** • Reflect on career preparation and career motivators • Discuss career aspirations, motivations and aspects of your 'dream job' • Research relevant work roles and associated wages in Australia	**The Culture Factor** • Reflect on own cultural experiences since arriving in Melbourne • Identify cultural differences and define universal elements of culture • Explain the benefits of improving own cross-cultural capability • Identify own CQ – cultural intelligence	**Company Culture 2** • Assessment briefing and project team allocation • Research and prepare for the company visit	**Team Project Development** • Explain key considerations for formal presentations • Identify key learnings from the company visit and decide focus for presentation • Prepare presentation in teams	**Graduation** • Ceremony to celebrate and recognise finishing students

3.1. End of course documents

At the end of the course, participants will receive a completion certificate. Monash College will send a final report containing student attendance and grades to the client within 4 weeks of completing the program.

				Global Professionals Program					
				University name					
				Dates Here					
				ASSESSMENT & TEACHER COMMENTS					
Given Name	Family Name	Attendance	Assessment Week 1: 30 second video (My Family)	Assessment Week 1: Team Presentation (An Australian Story)	Assessment Week 2: 30 second video (My Personal Brand)	Assessment Week 2: Team presentation (Company project)	Team Work	Participation	Teacher Comments
AAA	BBB	100	95	90	85	90	90	90	A confident outspoken student who is open to taking on leadership role in small groups. She shares her opinions well in both large group and small group discussions and articulates her thoughts well. Has strong English Language skills, and made a fantastic speech at graduation on behalf of her peers.
CCC	DDD	95	90	75	80	90	85	90	Contributed to group work and was happy to take the lead when presenting. Confident in expressing her opinion when she participated in group discussions. Could try and speak up more in class without being asked.

4. Bring Your Own Device (BYOD) policy

All students are required to bring their own device. Please bring:

- A device (laptop).
- An adaptor (and converter where necessary) to be able to recharge devices.
- A pair of headphones (may be used in class during Interactive Modules).

Recommended Minimum Laptop Specifications:

COMPONENT	PC	MAC
Processor	Intel i5 2.2Ghz /AMD A6 1.8Ghz	1.1Ghz dual-core m3
Operating system	Windows 10	OS X 10.12
Memory	4GB	
Hard drive	250GB SSD (Solid State Drive)	
Display	12" screen with 1366 x 768 screen resolution	
Software	Office 365	
	A reputable anti-virus program (see page 9 for further details)	
Web browsers	Microsoft Edge	Safari 9.0.2
	Firefox – optional (latest version)	
	Chrome – optional (latest version)	
Wireless protocol	802.11n dual band or 802.11b/g/n	
Accessories	A carry bag and an offline storage device to backup files	

5. Dress code for company visits

Students will be visiting a range of companies. For safety reasons and to maintain a professional image, Students are required to bring clothing suitable for a business environment.

As a guide for company visits, the requirements are:

- No jeans
- Conservative style is best (e.g. no bright colours, no short skirts etc.)
- Plain and closed footwear (e.g. no ugg boots, sandals, sneakers etc.)

6. Student support

6.1. Student Engagement Team

The Student Engagement Team provides welfare and engagement support to all Monash College students. The team's main objective is to assist students with their transition to living and studying in Melbourne through offering advice and support. The team also promotes social and engagement opportunities for students and assists students with settling issues, such as culture shock and homesickness.

- An orientation session at the beginning of every program
- Drop-in sessions per week where students can go for help without an appointment
- Coordination of co-curricular activities, e.g. field trips, campus events, information sessions
- Student activities – events that provide students with an opportunity to learn about Australian culture and to mix with students from other classes, courses and programs (subject to availability).

6.2. Support services

Other supports services offered include:

- Underage (under 18) students support
- 24/7 emergency hotline
- On campus counselling service
- Places of worship (prayer rooms)

6.3. Student activities

Sample off campus activities:

- Australian Open in January
- Healesville Sanctuary & Yarra Valley Chocolaterie in February
- Trees Adventure in March
- Sovereign Hill in April
- AFL gave at MCG in May
- Philip Island in June
- Peninsula Hot Springs & Cape Schanck in July & September
- Cuckoo Restaurant & Dandenong Ranges in August
- National Basketball League Game in October
- Melbourne Symphony Orchestra in November

Sample off campus activities:

- Lantern Festival in January
- Harmony Day http://www.harmony.gov.au/about/
- Easter Event in April
- Self-Care Mental Health Awareness in May
- Eid Celebration in June
- Tanabata Festival in Aug
- R U OK in September https://www.ruok.org.au/
- Mental Health Week in October
- Biggest Morning Tea   https://biggestmorningtea.com.au/
- Student Leaders program

Further information on https://www.monashcollege.edu.au/recreation-program/off-campus-events

7. Accommodation and Transportation

7.1. About Homestay

Homestay is a popular and rewarding accommodation option that gives international students the chance to live with an Australian family while completing their studies. Surrounded by English language, international students can practice their English in diverse situations.

With a local family available to provide support and advice, settling into a new country is much easier. Students arrive in Australia knowing there is a stable place to live with meals and utilities included in the one fee. All hosts are carefully screened and happy to welcome students into their home.

Both students and homestay hosts have a unique chance to learn about another culture first hand. Food, stories, customs and language are shared throughout the stay. New friendships are quickly formed, often lasting long past the homestay period.

7.2. Monash Homestay Accommodation Services

Monash Homestay Accommodation Services (HAS) is part of Monash College and has been providing accommodation to Monash students for more than ten years. HAS makes around 2,000 placements each year and sources suitable host families through a thorough screening and review process.

Monash host families receive consistently high evaluation scores from their students on the quality of their homestay experience and cultural interaction. HAS staff provide mediation services to students and host families to assist students to settle into living and studying in Australia.

There may be other international students residing in the same homestay, for a total of up to three students in one Homestay, however these students would be from a different language background.

There is also a 24/7 emergency hotline for students and families to call in the event of any critical incident. Homestay Accommodation Services is helpful, approachable and safe.

7.3. Homestay Provisions

Homestay includes three meals per day seven days per week, own furnished room with study and storage facilities, and utilities (gas, water, electricity). Homestay does not include telecommunication costs (internet, phone). Students should discuss with their host how much they will charge and when should pay.

7.4. Airport transfers

A Monash College representative will greet the group on arrival and farewell on departure.

7.5. Commuting to Monash

Participants will travel to and from Monash using public transport.

For further information on Melbourne's public transport refer to: http://ptv.vic.gov.au

8. Fees

Melbourne Arrival Date	02 February 2020	Sun
Homestay First Night	02 February 2020	Sun
Class Start Date	03 February 2020	Mon
Class Finish Date	14 February 2020	Fri
Homestay Last Night	14 February 2020	Fri
Melbourne Departure Date	15 February 2020	Sat

Fee	Unit Price	Times	Total
Administration	$295.00	1	$295.00
Tuition (Per Week)	$630.00	2	$1,260.00
Activities	$100.00	1	$100.00
Homestay Placement	$275.00	1	$275.00
Homestay Nightly	$54.00	13	$702.00
Airport Transfer (return)	$150.00	1	$150.00
Total Per Person			$2,782.00

8.1. Program includes

a. Administration
b. Welcome and orientation
c. Tuition and course materials
d. Certificate of completion
e. Assessment report
f. Accommodation
g. Meals (three per day included in Homestay)
h. Return airport transfers
i. Wifi access on campus

8.2. Program does not include

a. Airfares
b. Visa costs
c. Health and travel insurance
d. Daily travel to and from Monash

8.3. Other fees related information

a. All fees are in Australian Dollars (AUD)
b. If the group size is less than five students, the airport transfer fee will be $300 per person.
c. If a group is departing from Melbourne between 9.00am and 10.00am, an additional airport transfer fee of $25 per person will apply.

9. Monash College key contact

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