

Monash College Study Groups

Proposal for City University of Macau

Short term Global employability program 5 weeks

Version:1

Date: Thursday, 16 January 2020

1. Overview of Monash

1.1. Monash University

Monash University is one of Australia's largest and most prestigious tertiary institutions.

Monash is part of the prestigious Australian Group of Eight Universities. With over 70,000 students across multiple campuses in countries including, Australia, Malaysia, Italy, India and China, Monash is considered Australia's most internationalised university. Monash has strong institutional, academic and research linkages with institutions and agencies across Asia, Europe (through the Monash Alliance with Warwick University) and Africa. The Times Higher Education World University Rankings ranked Monash in the top one per cent of world universities.

1.2. Monash College

As a wholly owned subsidiary of Monash University, a top 100 globally ranked university, Monash College has been preparing students for further study for more than 20 years and is proud of its international reputation as a leader in transition education. Monash College specialises in creating and delivering English language and academic pathway programs for students who aspire to study at Monash University.

Monash College programs are available in China, Indonesia, Malaysia, and Sri Lanka through a global partner network, offering students the opportunity to study a quality program in their home country.

Monash College is also recognised for its excellence in conducting customised English language and professional development programs. Each year the College conducts around 100 programs for more than 1000 participants from universities, schools and government departments around the world, and enjoys a strong market reputation and ongoing relationships with its partners.

2. Overview of Program

2.1. Client

NAME	City University of Macau
COUNTRY	Macau
CONTACT	Ms Hang Wei Program Coordinator Global Exchange Office hangwei@cityu.mo +853 85902503

2.2. Program

STRUCTURE	Week 1-3: Customised English Weeks 4-5: Global Professionals Program (GPP)
TOTAL DURATION	5 weeks
NUMBER OF PARTICIPANTS	TBC
PARTICIPANTS BACKGROUND	Tertiary students from any academic discipline
ACCOMMODATION	Monash Homestay
ELIGIBILITY	Minimum English standard of IELTS 5.5 or equivalent Minimum age of 18

2.3. Schedule

MELBOURNE ARRIVAL	Sunday, 19 July 2020
FIRST NIGHT HOMESTAY	Sunday, 19 July 2020
CUSTOMISED ENGLISH - START	Monday, 20 July 2020
CUSTOMISED ENGLISH – FINISH	Friday, 07 August 2020
GPP – START	Monday, 10 August 2020
GPP – FINISH	Friday, 21 August 2020
LAST NIGHT HOMESTAY	Friday, 21 August 2020
MELBOURNE DEPARTURE	Saturday, 22 August 2020

3. Customised English Program

OUTLINE	<p>This course will cover aspects of Australian history, geography, politics, culture, media and literature. Cross-cultural comparisons will be made with student's home country.</p> <ul style="list-style-type: none"> • Develop and improve all the key English language skills, emphasising communicative ability • Encourage language acquisition and practice outside the classroom through interaction with local communities • Expand knowledge and understanding of Australian culture and society <p>Topics may include (but not limited to):</p> <ul style="list-style-type: none"> • Aboriginal art and culture • Intercultural communication
STUDY MODE	Closed class
STUDY LOAD	Monday-Friday, 20 hours of class tuition plus independent study.
CLASS TIMES	Morning (8.30–12.45) or Afternoon (12.45-5.00)
OUTCOMES	<p>By the end of the week students should</p> <ul style="list-style-type: none"> • be better able to understand the structure and make-up of Australian families • have an understanding of typical Australian customs and cultural norms • be able to use English more effectively in everyday situations (e.g. public transport, communicating with host families, personal safety, shopping) • begin to recognise specific features of Australian English
ASSESSMENT	<p>Class participation 50% - Students will be expected to demonstrate the following:</p> <ul style="list-style-type: none"> • participate in class and group discussions • answer questions from the teacher • answer questions from other students • put questions to the teacher and/or to other students • make comments and give own opinion about what the teacher says, class activities and about comments the other students make • summarise a discussion or an argument/opinion <p>Oral presentations 50% - The purpose of presentations is to:</p> <ul style="list-style-type: none"> • provide students with an opportunity to use presentation language • enable students to learn from each other • enable students to experience research skills • enable students to work with a partner and cultivate teamwork skills • enable the teacher to identify each students' strengths and weaknesses in their oral communication • enable the teacher to identify students' pronunciation needs
LOCATION	Monash College City campus (271 Collins St and/or 222 Bourke St) or Monash University Clayton Campus

4. Global Professionals Program

4.1. GPP course structure

Week	1	2	3	4	5
Dates	27 July – 31 July	3 Aug - 7 Aug	10 Aug - 14 Aug	17 Aug - 21 Aug	24 Aug – 28 Aug
Entry 1	Professional skills	Global perspectives	Company, culture, career		
Entry 2		Global perspectives	Company, culture, career		
Entry 3		Global perspectives	Company, culture, career	Professional skills	
Entry 4		Global perspectives	Company, culture, career	Professional skills	Project week
Entry 5			Company, culture, career	Professional skills	
Entry 6			Company, culture, career	Professional skills	Project week

4.2 GPP 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	<p>GPP consists of four discreet but complementary weeks of study, plus cultural and industry engagement activities.</p> <p>Week 1 - Professional Skills</p> <p>Focus: Develop employability skills that young graduates need in today's corporate world. Sessions provide a deeper understanding of effective communication, teamwork and collaboration as well as critical, analytical and reflective thinking.</p> <p>Key sessions: Small Talk, Communicating with Influence, Work Styles, Team Work</p> <p>Week 2 - Global Perspectives (included in this proposal)</p> <p>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.</p> <p>Key sessions: Networking for Success, Australia & its People, Professional Presentations, Culture & Global Business</p> <p>Week 3 - Company, Culture and Career (included in this proposal)</p> <p>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.</p> <p>Key sessions: Personal Branding, Company Culture, Company Visit, Design your Career, The Culture Factor</p>

	<p>Week 4 - Project Week</p> <p>Focus: Develop entrepreneurial, problem solving and collaboration skills by going through the steps involved in bringing a new product to the Australian market. Research, gather and analyse data and then competitively pitch your idea.as a team.</p> <p>Cultural and Industry engagement</p> <ul style="list-style-type: none"> -Immigration Museum -Leadership workshop -Company visit -Working in Australia guest panel -English as an international language guest speaker
LOCATION	Monash College City campus (222 Bourke St) or Monash University Clayton Campus
NOTE ON COMPANY VISIT	For safety reasons and to maintain a professional image, students are required to bring clothing suitable for a business environment. As a guide the requirements are: 1) No jeans, 2) Conservative style is best (e.g. no short skirts), c) Plain and closed footwear (e.g. no ugg boots, sandals, sneakers)

Week 1: Professional skills

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 1:00	<p>Orientation: Setting up for success</p> <ul style="list-style-type: none"> • Course overview • Experiential learning • Studying at Monash • Expectations • Getting around • Welcome pack • Contacts 	<p>Small Talk</p> <ul style="list-style-type: none"> • Improve conversational skills through a better understanding of small talk and its importance • Employ language techniques to make effective small talk • Build confidence to engage in conversation through role play practice 	<p>Communicating with Influence</p> <ul style="list-style-type: none"> • Identify habits regarding speaking up and making requests and suggestions • Identify influencing styles and approaches to communication • Explain how language forms and structures can be used for assertive communication • Use these language forms and structures to communicate 	<p>Work Styles</p> <ul style="list-style-type: none"> • Describe various personality characteristics • Outline different types of personality assessments • Explain how understanding work styles can improve communication • Discuss characteristics of work styles and the strengths and limitations of each work style <p>Assessment submission : Learning journal – Reflective writing</p>	<p>Team Work</p> <ul style="list-style-type: none"> • Analyse elements of team work and the benefits of effective team work • Outline 8 building blocks of effective team work • Assess own effectiveness and performance of team • Explain Belbin’s 9 team roles and the strength and weaknesses of each • Work in teams to achieve solutions and reach decisions

Week 2: Global perspectives

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 12:00	Networking for Success <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <i>Assessment submission : Video presentation</i>	Team Project Delivery <ul style="list-style-type: none"> 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 <i>Assessment submission : Team presentation</i>
1:00 – 4:00	Workshop: Exploring Leadership	Visit: Immigration Museum <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Guest speaker : presentation on English as a global language Debrief the presentation and reflect on effective presentation skills 	Working in Australia panel <ul style="list-style-type: none"> 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 3: Company, culture and career

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 12:00	Education and experience <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <p><i>Assessment submission : Video presentation</i></p>	Company Visit TBA	Team Project Delivery <ul style="list-style-type: none"> • 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. <p><i>Assessment submission : Team presentation</i></p>
1:00 – 4:00	Design your Career <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Assessment briefing and project team allocation • Research and prepare for the company visit 	Team Project Development <ul style="list-style-type: none"> • Explain key considerations for formal presentations • Identify key learnings from the company visit and decide focus for presentation • Prepare presentation in teams 	Graduation <ul style="list-style-type: none"> • Ceremony to celebrate and recognise finishing students

Week 4: Professional skills

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 1:00	Employability skills <ul style="list-style-type: none"> • Reflect on the role of part-time employment and required skills • Explain the 9 key Employability Skills • Reflect on and rank your own employability skills • Discover and use strategies to develop employability skills 	Small Talk <ul style="list-style-type: none"> • Improve conversational skills through a better understanding of small talk and its importance • Employ language techniques to make effective small talk • Build confidence to engage in conversation through role play practice 	Communicating with Influence <ul style="list-style-type: none"> • Identify habits regarding speaking up and making requests and suggestions • Identify influencing styles and approaches to communication • Explain how language forms and structures can be used for assertive communication • Use these language forms and structures to communicate 	Work Styles <ul style="list-style-type: none"> • Describe various personality characteristics • Outline different types of personality assessments • Explain how understanding work styles can improve communication • Discuss characteristics of work styles and the strengths and limitations of each work style <p><i>Assessment submission : Learning journal – Reflective writing</i></p>	Team Work <ul style="list-style-type: none"> • Analyse elements of team work and the benefits of effective team work • Outline 8 building blocks of effective team work • Assess own effectiveness and performance of team • Explain Belbin’s 9 team roles and the strength and weaknesses of each • Work in teams to achieve solutions and reach decisions

Week 5: Project week

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 12:00	1 : Project Introduction <ul style="list-style-type: none"> • Explain team project requirements • Review product options • Compare options against objective criteria • Choose a product to market. 	2 : Project Research <ul style="list-style-type: none"> • Research the chosen product, market, price and competitors • Develop preliminary research questions 	4 : Project Findings <ul style="list-style-type: none"> • Analyse team data from the market research • Identify the story in the data • Decide what results to highlight • Decide how to visually explain data during product pitch. 	6 : Pitch Preparation <ul style="list-style-type: none"> • Summarise market research and planning to create the 5-minute pitch • Finalise the Market Research Fact Sheet for the Q&A session 	8 : Project Delivery <ul style="list-style-type: none"> • As a team, present a persuasive product pitch • Apply product knowledge and research to answer questions from the Perfect Pitch panel • Analyse presentations and give effective peer feedback • Receive feedback from panel judges <p>Assessment submission : Perfect Pitch presentation</p>
1:00 – 4:00	TBA	3 : Project Survey <ul style="list-style-type: none"> • Outline principles of survey question design • Explain methods for conducting face to face surveys • Finalise survey questions • Complete online survey using Google forms • Collect survey data 'in the street' 	5: Project Preparation <ul style="list-style-type: none"> • Analyse tools and concepts to structure the 5-minute product pitch • Practice elevator pitch delivery • Critically reflect to answer key questions regarding pitch design 	7 : Pitch Practice <ul style="list-style-type: none"> • Practice session allowing teams to deliver their pitch, receive feedback and review/refine pitch in light of this feedback 	Graduation <ul style="list-style-type: none"> • Ceremony to celebrate and recognise finishing students

5. 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.

MONASH College		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.



6. 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	

7. Student engagement

7.1. 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).

7.2. 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)

7.3. Student events

Monash College offers on-campus and off-campus events throughout the year. The following events were offered in 2019, and are subject to confirmation for 2020

Month	On-campus	Off-campus
January	Lantern Festival	Australian Open Tennis
February	-	Healesville Sanctuary
March	Harmony Day www.harmony.gov.au/about/	Tree Adventure
April	Easter	Sovereign Hill
May	Self-Care Mental Health Awareness	Australian Rules Football (AFL)
June	Eid Celebration	Phillip Island
July	-	Peninsula Hot Springs and Cape Schanck
August	Tanabata Japanese festival	Cuckoo Restaurant & Dandenong Ranges
September	R U OK Day https://www.ruok.org.au/	Peninsula Hot Springs and Cape Schanck
October	Mental Health Week	National Basketball League
November		Melbourne Symphony Orchestra

7.4. Student Clubs

Clubs are a fun way for students to meet other students and teachers who share similar interests. They are informal and free. The following list of clubs are subject to confirmation for 2020.

- Art and Craft
- Board Game
- Cooking
- Drama
- Gamer
- Role Playing
- Mechatronics
- Movie
- Music
- Soccer
- Yoga

Further information on Monash College student events and clubs please refer to:

<https://www.monashcollege.edu.au/recreation-program/off-campus-events>

8. Accommodation and Transportation

8.1. 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.

8.2. 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.

8.3. 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.

8.4. Airport transfers

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

8.5. 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>

9. Fees

Melbourne Arrival Date	19 July 2020	Sun
Homestay First Night	19 July 2020	Sun
Class Start Date	20 July 2020	Mon
Class Finish Date	21 August 2020	Fri
Homestay Last Night	21 August 2020	Fri
Melbourne Departure Date	22 August 2020	Sat

Fee	Unit Price	Times	Total
Administration	\$295	1	\$295
Discounted Tuition (Customised English)	\$385	3	\$1,155
Tuition (Global Professionals Program)	\$630	2	\$1,260
Homestay Placement	\$275	1	\$275
Homestay Nightly	\$54	34	\$1,836
Airport Transfer (return)	\$150	1	\$150
Total Per Person			\$4,971

9.1. 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

9.2. Program does not include

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

9.3. 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.

10. Monash College key contact

Name: Mr. Kotaro Ito
Title: Senior Business Development Manager
Telephone: +61 3 9905 0542
E-mail: kotaro.ito@monashcollege.edu.au

Monash College

CRICOS Provider Number: 01857J

Clayton: 49 Rainforest Walk, Monash University, Clayton, Vic 3800 Australia

City-Bourke: Level 3, 222 Bourke Street, Melbourne Vic 3000, Australia

City-Collins: Level 7, 271 Collins Street, Melbourne Vic 3000, Australia