FPSC002

Society and Culture 2

MQC3 Day 2014

Macquarie City Campus

Contents

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General Information

Unit convenor and teaching staff
Lecturer in Charge
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City Campus
Contact Lecturer

Credit points
3

Prerequisites
FPSC001

Corequisites

Co-badged status

Unit description
Society and culture is the study of how and why people interact. The study considers these interactions within the context of specific periods of time. It discusses the impact of social and cultural interaction on physical and social environments. Understanding how society and culture interact is a fundamental step in our ability to effectively function in society. From this awareness comes a greater understanding of who we are as individuals and what attitudes, cultural views and perceptions we bring to the social group. This unit provides students with the skills to critically analyse a variety of opinions and attitudes towards and within various cultures, societies and environments in given periods of time. Students are provided with the necessary concepts, skills, competencies and knowledge to encourage a process of independent thinking that may be used to explain patterns of behaviour, solve problems and actively contribute to local, national and global levels of society. In this unit, students will continue work on the selected topic for their Personal Interest Project (PIP). They will conduct research and write an extended research report.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Critically engage with and relate constructed notions of race, gender, power, social

constructs and technology to their own selected research topic.

Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.

Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.

Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.

Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

General Assessment Information

Missed Assessments

The only exception to not sitting an in-class test or examination at the designated time or handing in an assessment on the due date is because of a serious or unavoidable disruption.

Students who miss a formal assessment held in class or a final examination due to a serious and unavoidable disruption which commenced after the start of the study period must lodge a Disruption to Studies Notification via ask.mq.edu.au within five (5) working days of the commencement of the disruption in order to apply for Special Consideration. The notification must be supported by appropriate evidence.

In submitting a Disruption to Studies Notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessable work as a result of a Disruption to Studies Notification is not negotiable. Further, in submitting a Disruption to Studies Notification, a student is agreeing to make themselves available so that they can complete any extra work as required.

Students will be advised of the outcome of their Disruption to Studies Application via ask.mq.edu.au.

Please refer to the Disruption to Studies Policy for further details.

Extensions & Late Submissions

To apply for an extension of time for submission of an assessment item, students must submit a notification of Disruptions to Studies via ask.mq.edu.au.

Grounds for extensions are usually serious illness, accident, disability, bereavement or other compassionate circumstances and must be substantiated with relevant evidence (e.g. professional authority form).

Late submissions without an approved extension will be penalised at a rate of **10% per day (weekend inclusive)**. This applies to assessments completed outside of class such as essays and assignments.

Final Examinations and Final Assessment Tasks

inal exams and final assessments typically take place in Week 13 and the first 3 days of week 14. **Please note that you must pass the final exam or final assessment task in order to pass this unit**.You are expected to present yourself for examination at the time and place designated in the Final Examination Timetable. Please note that no special consideration will be given to students who have booked flights out of the country prior to the conclusion of the examination period.

The Final Examination Timetable will be available in provisional form on the MQC Student Portal Noticeboard at https://student.mqc.edu.au/NoticeBoard.htm in approximately week 10 of this Session. You will have 1 week to give feedback to the Student Administration Manager should you have concerns or note any clashes in your final exam timetable. From week 12, you will also be able to view your personal final exam timetable via the MQC Student Portal.

The examination timetable is produced to provide the maximum number of students with the least number of consecutive examinations. It is not uncommon for students of Macquarie University at both the City and North Ryde Campuses to be required to sit two consecutive examinations. A maximum of three consecutive exams is also permitted (for example, two on one day, and one the following morning). However, no student is required to sit four consecutive exams and if any student discovers their examination timetable contains four consecutive exams, they should immediate*ly* contact the Student Administration Manager to have an exam rescheduled.

Prior to the examination period, you should ensure that you are familiar with the Examination Rules. You can find these under Exam Information on the MQC Student Portal Noticeboard. A breach in any of these rules will lead to disciplinary action being undertaken.

Students who miss a final exam or final assessment will be awarded a mark of 0 for the task and cannot pass the unit, except for cases where a Disruption to Studies Notification is lodged and a Special Consideration is awarded. Please note that in submitting a Disruption to Studies Notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessable work as a result of a Disruption to Studies Notification is not negotiable.

Supplementary Examinations

Supplementary final examinations are held during the scheduled Supplementary Final exam Period in the lead up to the subsequent teaching period.

Please note that results for supplementary exams may not be available until the conclusion of Week 2 of the subsequent teaching session and until supplementary results are released, continuing students may be prevented from enrolling in certain units in the subsequent teaching session.

Students in their final semester of study who undertake supplementary final exams should note that Formal Completion of the Foundation Program will not be possible until supplementary results are released and this may impact on their ability to enrol subsequent programs of study

on time.

Retention of Originals

It is the responsibility of the student to retain a copy of any work submitted and produce another copy of all work submitted if requested. Copies should be retained until after the release of final results each Session.

In the event that a student is asked to produce another copy of work submitted and is unable to do so, they may be awarded zero (0) for that particular assessment task.

The University also reserves the right to request and retain the originals of any documentation/ evidence submitted to support notifications of disruptions to studies. Requests for original documentation will be sent to the applicant's University email address within six (6) months of notification by the student. Students must retain all original documentation for the duration of this six (6) month period and must supply original documents to the University within ten (10) working days of such a request being made.

Turnitin

Students may be requested to submit assessments via Turnitin and in such instances any hard copies submitted without a Turnitin Report will not be marked.

Step by step guidance for Turnitin submissions can be found here. Should you experience any difficulties with Turnitin submission, please see a Lab Demonstrator in Lab 311 at MQC.

If you experience difficulties submitting through Turnitin on the due date, you must email your work in electronic format to your lecturer using the email address provided in the unit guide. Late submissions will be penalised at 10% per day.

Grading & Requirements to pass

This unit will use the following grading system:

- HD - High Distinction (85-100)
- D – Distinction (75-84)
- CR – Credit (65-74)
- P – Pass (50-64)
- F – Fail (0-49)

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available here.

To pass this unit, you must attempt all assessable components of the unit, pass the final assessment (PIP Stage 4) and attain an overall mark of at least 50%. Failure to do so will result in an F (fail) grade being recorded.

Please note that this is a level 2 elective unit. **All** attempts at a level 2 elective unit will count towards your Macquarie University Average (MQA), including failed and withdraw fail results. If you academic advice, please see a Student Adviser prior to the Academic Penalty Date (Friday

Week 8).

For further information on progression to an Undergraduate degree, please see *Progression into Undergraduate studies* section below.

Provision of Feedback

Marks awarded for assessment items will also be available on the MQC Student Portal within fourteen (14) days of the due date. Typically you will also be able to collect your submitted assignments in this same timeframe.

If you wish to receive further feedback from your instructor, you should contact them directly using the contact details provided in this guide.

Students may seek general feedback about their performance in a unit up to 6 months following results release.

Contacting Staff and Getting Help

Foundation students may approach teaching staff for one-on-one help in one of three ways:

- During Consultation sessions. For details about consultation sessions and Consultation times, please refer to timetabled provided on the Macquarie City Campus Portal Noticeboard.
- Using the "Questions for your instructor" dialogue provided in Week 0 of the respective unit in iLearn.
- Using the instructor's email address provided in the Unit Guide of the respective unit.

For all university related correspondence, students are required to use their official MQ student email account which may be accessed via the Macquarie University Student Portal. Inquiries from personal email accounts will not be replied to.

Assessment Tasks

Name	Weighting	Due
PIP Stage 2	20%	Week 5
PIP Stage 3	20%	Week 9
PIP Stage 4	20%	Week 11
Review and Reflective Task	20%	Week 13
Participation	20%	Ongoing

PIP Stage 2

Due: **Week 5**

Weighting: **20%**

Students will need to undertake research and find at least **5 academic journal articles** which directly relate to their selected PIP topic. These articles will need to present varying viewpoints on the topic/issue examined.

They will then need to **evaluate the selected sources and establish their relevance** to their topic. This process will involve summarising and critiquing the sources. Marks will be deducted if sources are simply summarised. Marks will be awarded for evaluation of author, date, content, bias, scope and relevance of sources. Students will be assessed on their analysis and evaluation not on the validity of the sources themselves.

Students will also need to **identify and justify a suitable methodology** of social and cultural research to conduct appropriate research on the selected topic. They will clearly need to state any research tools and how these will be used to conduct research as well as identify any populations that will be used or affected by the research. Plans for original research need to reflect learning about Methods in FPSC001 and recognise the strict limitations upon MQC Foundation Program researchers with regard to primary human research. Students must show how this original research will be combined with earlier secondary research. Marks will be awarded based on the suitability and justification of the chosen methodology, and comprehensiveness of the research conduct process.

Introduction/Literature Review & Methodology

A model introduction, literature review & methodology section and marking criteria will be provided during the **visit to the State Library** and in class and students will be expected to write an introduction to their topic and a literature review following this model. In doing this, they will relate their selected sources to their research topic and aim.

Students aiming for a D or HD in this unit, and to satisfy the key requirements of this section, would be expected to write approximately 1000-1250 words for this section of the PIP. This shouldn't discourage you from writing more.

This assessment must be submitted via Turnitin in iLearn. Hard copies not submitted through iLearn and not containing a similarity report will not be marked. Late submissions will accepted but penalised at 10% per day.

On successful completion you will be able to:
- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.

- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

PIP Stage 3

Due: **Week 9**
Weighting: **20%**

Results & Presentation of Results to class

Here students will be required to present the findings of their research to the class in the form of an oral presentation and present a written results section.

The written submission should compile any data collected in a suitable and comprehensive manner, and the use of proposed appendices or in-text images, excerpts, charts, tables and graphs is anticipated. Marks will be awarded for clear and comprehensive data representation as well as a discussion of the data and how the results correlate both with your methodology and PIP question. A model will be provided in class. The paper must be submitted via Turnitin in iLearn. Hard copies not submitted through iLearn and not containing a similarity report will not be marked.

Students aiming for a D or HD in this unit, and to satisfy the key requirements of this section, would be expected to write approximately 350-500 words for this section of the PIP. This shouldn't discourage you from writing more.

The rubric outlining requirements for the Oral Presentation will be made available in class in order to assist students with their preparations.

10% will be awarded fro the written submission and 10% for the oral presentation. Late submissions will be accepted but penalised at 10% per day.

On successful completion you will be able to:
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

PIP Stage 4

Due: **Week 11**
Weighting: **20%**

Discussion and Conclusion

This is the final stage of the report. In this section, students will be required to discuss and interpret their findings and draw conclusions in order to answer the research question. A model will be provided in class.

Any correlation between the results section and the peer reviewed articles from stages 1 and 2 must be reconciled in the discussion section. The conclusion will be expected to answer your original PIP question from stage 1.

Students aiming for a D or HD in this unit, and to satisfy the key requirements of this section, would be expected to write approximately 500-750 words for this section of the PIP. This shouldn't discourage you from writing more.

This assessment must be submitted via Turnitin in iLearn. Hard copies not submitted through iLearn and not containing a similarity report will not be marked. Late submissions will be accepted but penalised at 10% per day. **Please note that you must pass PIP Stage 4 in order to pass this unit.**

On successful completion you will be able to:
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Review and Reflective Task

Due: **Week 13**
Weighting: **20%**

Following the completion of the PIP, students will be required to complete a reflective task which will make use of their reflective weekly PIP diary entries (see "participation" below) to review the production of their PIP. At this stage, the whole report should be handed in as a final product incorporating any changes made based on previously received feedback.

It will be completed by students in class using their PIP diaries kept weekly throughout the session. These diaries are to be submitted along with this reflective task in Week 13.

On successful completion you will be able to:
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary

research applying a suitable methodology to topic selected.

- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Participation

Due: **Ongoing**
Weighting: **20%**

Students will be assessed on participation in classes and activities throughout the semester. Participation will entail attendance, punctuality, contribution to class discussions, completion of set class and homework activities or quizzes, asking and answering questions, seeking feedback during consultation sessions and adhering to the MQC and Macquarie University Student Codes of Conduct. As part of the participation mark, students will also be required to keep a PIP progress diary. A comprehensive guide outlining Participation marking criteria is provided on iLearn.

On successful completion you will be able to:

- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.

Delivery and Resources

Classes

Weekly contact will be 5 hours consisting of a 2 hour lecture, a 2 hour tutorial and 1 hour consultation session.

During Lectures, new content will typically be presented and explained by the lecturer. During tutorials participants will have more opportunities to engage in discussion and activities.

In the one-hour consultation session, students will be given individual guidance and assistance with their assessment and homework tasks and assignments. This hour is also an opportunity for students to engage in independent research and reading related to the unit, complete additional tasks to extend their knowledge of the field or catch up on any work they have missed.

Attendance of all three sessions (lectures, tutorials and consultation sessions) is compulsory and

students must attend at least one consultation session per week.

Timetables for lectures and tutorials as well as consultation sessions can be found on the Noticeboard on the City Campus Student Portal.

If any scheduled class falls on a public holiday a make-up lesson may be scheduled, usually on a Saturday. Where appropriate, the instructor may instead organise an online make-up lesson which would require students to access online learning materials and/or complete activities outside of class rather than attending a make-up lesson. Scheduled make-up days are noted in the Teaching Schedule and attendance is taken for both weekend and online make-up lessons.

Learning and Teaching Activities

The study of Society and Culture involves the examination of a number of topics and issues and this unit will require students to actively engage in class and group discussions. Students will be required to work independently as well as in small groups during classes and participation will be of utmost importance.

It is expected that all students read and/or view the selected materials in iLearn in advance to ensure that they are well prepared for the content covered in each lecture. It is also recommended that students read widely to improve their general knowledge in order to facilitate participation in group discussions and personal research.

A significant amount of time will be dedicated to research in the computer laboratory using Macquarie University's Library Databases. The instructor will be available to assist students in the research process and students should endeavour to use this class time well in order to minimise the amount of research they need to do independently outside of class time.

iLearn will also be used to post lecture and tutorial materials and also communicate with students so it is expected that students will check this resource on a regular basis.

iLearn

iLearn is Macquarie's online learning management systems. The following unit specific information will be available on the website:

- Announcements
- Staff contact details
- Lecture notes and recordings
- Learning and teaching activities and resources
- Assessment information
- Tutorial questions and solutions
- Assessment submission tools such as Turnitin
- Other relevant material

Please note that you must enrol in a unit via eStudent in gain access to the unit in iLearn.

You are required to regularly check the website and use it as an information and resource centre

to assist with your learning.

Ensure that when you have finished using the website, you log out. Failure to do so could allow unauthorised access to your account.

Please contact the IT helpdesk (Ph. 02 9850 4357) or lodge a ticket using OneHelp if you need assistance accessing iLearn.

Required and Recommended Texts and Materials

Required Text

There is no prescribed text for this unit. Readings will be made available in iLearn.

All prescribed textbooks will be made available to students to purchase at the Phillip Street Coop Bookshop. Students can view a full list of textbooks for all units on the Macquarie City Campus Student Portal Noticeboard at https://student.mqc.edu.au/NoticeBoard.htm.

Technology Used and Required

- **Computer and internet access:** This will be provided in all MQC computer Laboratories.
- **Access to Macquarie University Library Catalogue and databases:** Students will need to log in via http://www.mq.edu.au/on_campus/library/ using their One ID and login.
- **iLearn**: iLearn will be utilised to put up lecture slides and additional resources, so students should login to http://ilearn.mq.edu.au on a regular basis.

Unit Schedule

Week Beginning:	Topic	Readings
Week 1 Mon 20 October	Society and Culture - The story so far and what lies ahead: Concepts, Methodologies, Theories and Results Planning the PIP: Time management, 'chunking' and how Stages 2 – 4 will be assessed **Excursion form for Week 3 visit to the State Library handed out.**	1. Reading the Unit Guide (for quiz) 2. Introducing a Reflective PIP Diary system to be incorporated into weekly tutorials and consultation and for use in final Week 13 Reflective Task
Week 2 Mon 27 October	Continuity and Change: Power, Discourses and Contestation: Research, Theories and Methodologies Starting from the ìÌî : Contesting Identity and Case Studies	1. The PIP: What's Next? Introduction and Literature Review Students to evaluate their progress with PIP stage 1 as done in Society and Culture 1. 2. Reminder of Course Guide Review Quiz in week 3. Consultation Work: Introduction and Literature Review

Week 3 Mon 3 November	**Mandatory excursion to NSW State Library: The PIP Collection** Quiz 1 – Generic and Analytical PIP Knowledge	1. Quiz: Course Guide Content Review 2. Power and discourse analysis: Can you apply it in your PIP? 3. Reading examples of discourse analysis. Consultation Work: Introduction and Literature Work
Week 4 Mon 10 November	Continuity and Change: Critical Race and Whiteness: research, theories and methodologies Starting from the Colonial Nation-State: Citizenship and Indigenous Sovereignties and Rights and Case Studies	1. Critical Race and Whiteness analysis: Can you use it in your PIP2. Work on Introduction and Literature Review Consultation Work: Introduction and Literature Review (due next week)
Week 5 Mon 17 November	Continuity and Change : Time and Space Research, Theories and Methodologies Work, Time and Space: Discipline, Class, Resistance	**PIP Stage 2 (Introduction/Literature Review & Methodology) due at beginning of tutorial** Time and Space Debates: Can you apply them to your PIP? Consultation Work: anticipating Stage 3 Results
Week 6 Mon 24 November	Continuity and Change: Theories of Norms, Bodies, Embodiments and the Non-Normative Research, Theories and Methodologies Able/Dis/ abled Bodies and Case Studies Can you apply it in your PIP? The PIP: Getting Ready for Stage 3 Methodologies	1. The PIP: progressing work for Stage 3 Results Consultation Work: anticipating Stage 3 Results
Week 7 Mon 1 December	Continuity and Change: Performative, and Queering Acts: Research, Theories Methodology and Results Celebrity Cultures: Gender and Sexuality and Case Studies Reading examples	1. Performative and Queering Acts: Can you apply these theories to your PIP? 2. The PIP: progressing work for Stage 3 Results Consultation Work: anticipating submission of PIP Stage 3 - Methodology

Week 8 Mon 8 December	Continuity and Change: Equality and Differences : Challenging the West, Universality and Humanism: Human Rights, Universal Rights Discussion and Conclusion Post/Neo-colonial Feminists debates and Case Studies	PIP Work: Final Discussion Stage 3 Results and Findings
Week 9 Mon 15 December	PIP Work: Final Discussion Stage 3 Results and Findings	PIP Stage 3 (Results & Presentation of Results to class) hard copy paper due at beginning of tutorial Consultation Work: PIP anticipating Stage 4
Week 10 Mon 22 December	The PIP: Theoretical practice and Social and Cultural Literacy in Stage 4 Discussion and Conclusion	1. PIP progressing work theoretically for Stage 4 Discussion and Conclusion Consultation Work: progressing Stage 4

Week 11
 	
Mon 5 January
	The PIP: Theoretical practice and Social and Cultural Literacy in Stage 4 Discussion and Conclusion
	
	(Part 2)
		PIP Stage 4 Discussion and Conclusion due at beginning of tutorial. Please note that you must pass PIP Stage 4 in order to pass this unit.
		
		  1. Critical reflection as a research method and
		  2. Diary analysis - primary data of personal reflections: anticipating the Reflective Task in Week 13
		  3. Peer Review: what is it and how does it work in academic environments?
		
		Consultation Work: tutor/peer proof reading PIP drafts and anticipating the Reflective Task in Week 13

Week 12 Mon 12 January	Reflective Writing Techniques PIP progress in Lab •	1. Critical writing technique: developing it as a professional strategy Consultation Work: anticipating the Reflective Task in Week 13 Farewell !!!

Week 13	Review and Reflective Task	Review and Reflective Task
Mon 19 January	Students submit copies of their completed PIP Diary	Students submit copies of their completed PIP Diary

Other Important Dates

Public holidays & make-up days

New Year's Day Make-up: Saturday 20 December

(Please note that online lessons may be organised in lieu of make-up day).

Session Break

Thursday 25 December 2014 – Thursday 1 January 2015 inclusive

Exam Period:

Monday 19 January 2015 – Wednesday 28 January 2015 (Sat & Sun excluded)

Please note all final exams will be held in the City Campus.

Results Release:

Session 3 2014 results are scheduled to be released to students via e-Student and MQC Student Portal on Friday 13 February 2015

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

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 and schedule of penalties that will apply to breaches please consult the Academic Honesty Policy.

If you are unsure about how to incorporate scholarly sources into your own work, please speak to your Instructor or the Student Services team well in advance of your assessment. You may also enrol in StudyWise or visit the University's Library Webpage for more resources.

Final Examination Script Viewings and Grade Appeals

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to http://www.city.mq.edu.au/new_and_current_students/appeals/ for information about associated cut off dates.

Please note that any requests to view exam papers must be booked in immediately following results release.

Before submitting a Grade Appeal, please ensure that you read the Grade Appeal Policy and noted valid grounds for appeals.

Attendance

Please refer to the Attendance Policy for Foundation Students.

A minimum level of 80% attendance is compulsory for all classes, including consultation sessions and any make-up classes scheduled on weekends. Attendance will be recorded in every lesson and note made of any lateness or period of absence from class.

Where a student is present for only for a minor portion of a lesson (for example arrives late, leaves early, leaves the class frequently or for lengthy periods, engages in inappropriate or unrelated activities or does not participate actively in the majority of the lesson) the instructor reserves the right to mark a student absent for that particular lesson and make note of such

incidents.

Students should note that absenteeism (including partial absenteeism) not only has a negative impact on not only their overall attendance record and their academic progress, but could also have ramifications for their visas or eligibility for social benefits where relevant.

In cases of unavoidable non-attendance due to illness or circumstances beyond control, students are advised to lodge a Disruption to Studies Notification via ask.mq.edu.au even if they have not missed a formal assessment task so that appropriate records of the reasons for unavoidable attendance can be made on their record.

Course Progression

Macquarie City Campus monitors Foundation students' course progress. Please refer to the Course Progress Policy.

To maintain satisfactory program performance students are required to pass 50% or more of their enrolled units in each session.

Students who fail to make satisfactory course progress will be classified as "at risk" students and may have conditions placed upon their enrolment.

International students must comply with the Course Progress policy in order to meet the conditions of their visa.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Support at Macquarie City Campus

Macquarie City Campus students who require assistance or support are encouraged to contact Student Services (studentadvisor@city.mq.edu.au) or make an appointment to see a student advisor at Reception on Level 2.

Macquarie University Campus Wellbeing services are also available at the City Campus. If you would like to make an appointment, please email info@city.mq.edu.au or visit their website at: http://www.campuslife.mq.edu.au/campuswellbeing.

Academic Support at Macquarie City Campus

Macquarie city campus provides free tutoring / support classes to its student. Support is available for Accounting, numeracy and essay and report writing, research presentation and referencing skills.

Students who are experiencing difficulties in these areas are advised to attend these classes on a drop-in basis. So that the tutor can assist best, students must bring the work (e.g. assignment draft, essay draft, homework problem) with which that they are having difficulties.

For further information about tutoring services, please refer to the City Campus Portal Noticeboard under Timetables, Tutor Availability.

If you require additional support with university skills, you may also consider enrolling in UNIWISE. UNIWISE is an iLearn resource which provides:

- Online learning resources and academic skills workshops
- What is expected of you as a student at Macquarie University
- Personal assistance with your learning & study related questions
- Key strategies and tips that you can use to achieve successful learning both in and out of the classroom
- The definitions and examples of the types of assignments you will encounter in your units

Additional study spaces are also available on Level 1.

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

IT Help at Macquarie City Campus

A lab demonstrator is situated in Lab 311 and can help you with any usage of university systems or resetting your password.

You may also refer to the Online Systems Password Document which has been made available

on the City Campus Student Portal Noticeboard.

Whilst utilising the City Campus IT facilities, students are expected to act responsibly. 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.

Equipment available for loan

Students may borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) or a video recorder.

Please ask at Level 2 Reception for details. You will be required to provide your MQC Student ID card which will be held as a deposit while using the equipment.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task
- Participation

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task
- Participation

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary

solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task
- Participation

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion

incorporating correctly referenced primary and secondary research.

- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task
- Participation

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task
- Participation

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcome

- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task
- Participation

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Critically engage with and relate constructed notions of race, gender, power, social constructs and technology to their own selected research topic.
- Analyse, synthesise & evaluate information from a variety of academic sources in order to produce a comprehensive literature review on a selected topic.
- Differentiate between methodologies of social and cultural research and conduct primary research applying a suitable methodology to topic selected.
- Present findings with which to produce a complex critical discussion and conclusion incorporating correctly referenced primary and secondary research.
- Evaluate and reflect on highly personal, critical learning and academic achievement through the academic writing genre of Personal Interest Project (PIP).

Assessment tasks

- PIP Stage 2
- PIP Stage 3
- PIP Stage 4
- Review and Reflective Task
- Participation

Progression into Undergraduate studies

Completing the Foundation Program

When you successfully complete your Macquarie Foundation Program to the required level, you can articulate into a bachelor's degree at Macquarie University, either the North Ryde campus or

the City Campus. Students who successfully complete the Macquarie University Foundation Program but are not eligible for direct admission into an undergraduate degree can still apply to study an SIBT diploma either at Macquarie University or city campus.

How is entry into Macquarie Undergraduate degrees assessed?

In the Macquarie Foundation Program, students' performance is measured against the MQA (Macquarie University Average). This MQA score is used to determine whether a student is eligible for entry into their chosen bachelor degree at Macquarie University. The MQA is calculated as the average of each student's performance in their level 2 elective units only.

For further information about the MQA and progression into your Undergraduate degree, please see the Entry pathways to Macquarie University webpage.

Exiting Foundation Student Information Session

An information session will be held in Week 10 for students in their final session of the Foundation Program. You will receive an invitation to attend this session in Week 9 of your final semester, via your student email. At the session you will be provided with information on how to apply for your preferred degree and will be given an opportunity to ask questions, so it is strongly recommended that you attend the Information Session for Finishing Foundation Students.

Changes since First Published

Date	Description
28/ 10/ 2014	To pass this unit, you must attempt all assessable components of the unit, pass the final assessment (PIP Stage 4) and attain an overall mark of at least 50%. Failure to do so will result in an F (fail) grade being recorded.