



# FPTP021

## Tertiary Skills

IBT1 2015

*Macquarie City Campus*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Lecturer in Charge

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City Campus

Contact Lecturer

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Credit points

1

Prerequisites

Corequisites

Co-badged status

Unit description

The unit aims to develop academic study skills to a level needed to succeed in study at university in a western country, in particular Australia. Delivered as a workshop, it covers essential academic skills such as referencing, academic discussion and critical and analytical thinking. Through practical individual and group work and research, the course builds on an objective study of the skills, insights and concepts that distinguish the western model of tertiary educational delivery. It also prepares students for an appreciation of the perspectives, practices and a conceptual understanding of their roles as global citizens.

## 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:

Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks

Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions

Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment

Deliver an academic presentation

Analyse and respond to a case study

## 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](http://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](http://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](http://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

Final 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 immediately 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:

- S – Satisfactory (50-100)
- F – Fail (0-49)

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at: <http://www.mq.edu.au/policy/docs/grading/policy.html>

To pass this unit, you must attempt all assessable components of the unit, pass the final assessment (Portfolio Task 5) and attain an overall mark of at least 50%. Failure to do so will result in an F (fail) grade being recorded.

## Provision of Feedback

Marks awarded for assessment items will generally be available within fourteen (14) days of the due date.

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](#). Enquiries from personal email accounts will not be replied to.

## Assessment Tasks

Name	Weighting	Due
<a href="#">Portfolio Tasks 1</a>	15%	Week 4
<a href="#">Portfolio Task 2</a>	20%	Week 6
<a href="#">Portfolio Task 3</a>	20%	Week 8
<a href="#">Portfolio Task 4</a>	15%	Week 10
<a href="#">Portfolio Task 5</a>	20%	Week 12/13
<a href="#">Participation</a>	10%	Ongoing

### Portfolio Tasks 1

Due: **Week 4**

Weighting: **15%**

This assessment will require students to research and present on their chosen Macquarie University Undergraduate degree and career prospects and/or some other aspect of Macquarie University. Students will need to conduct their research using recommended university resources and present their findings to the class as well as respond to any questions from the audience. Students who fail to submit on the scheduled day will need to apply for special consideration in order to be given another opportunity to complete the assessment.

On successful completion you will be able to:

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-

developed line of academic argument which is consistent with academic conventions

- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment
- Deliver an academic presentation

## Portfolio Task 2

Due: **Week 6**

Weighting: **20%**

This assessment will introduce the discursive genre which encompasses argument, counter argument and rebuttal. Students will write examples of the above on a topic given in class and will be expected to include supporting evidence and academic references in each of the viewpoints. Students who fail to submit on the scheduled day will need to apply for special consideration in order to be given another opportunity to complete the assessment.

On successful completion you will be able to:

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions

## Portfolio Task 3

Due: **Week 8**

Weighting: **20%**

This assessment will put into action a 7 step process to critically analyse a real life scenario. This in-class assessment will assist students to analyse and identify issues and put forward possible solutions and recommendations. Students will be required to complete the case study analysis in class, and those who do not attend class on the day of this assessment task will need to apply for special consideration in order to be given another opportunity to complete the task.

On successful completion you will be able to:

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions
- Use appropriate structure and academic language conventions to produce an academic

text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment

- Analyse and respond to a case study

## Portfolio Task 4

Due: **Week 10**

Weighting: **15%**

In preparation for this assessment students will be asked to retrieve academic sources on a given topic or issue. They will then write a structured response that encompasses a variety of in-text references and a reference list. Students will be permitted to refer to the Macquarie University Harvard Referencing Guide for this task, which will be complete in class. Students will be required to complete the case study analysis in class. Students who do not attend class on the day of this assessment task will need to apply for special consideration in order to be given another opportunity to complete the task.

On successful completion you will be able to:

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions
- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment

## Portfolio Task 5

Due: **Week 12/13**

Weighting: **20%**

This assessment will ask students to critically analyze two academic journal articles which present different views on a given topic. The topic and academic texts must be approved by the instructor. Students will be required to present their articles to the class in the form of an oral presentation and discussion. Students who fail to submit on the scheduled day will need to apply for special consideration in order to be given another opportunity to complete the assessment.

**Please note that you must pass Portfolio Task 5 in order to pass this unit.**

On successful completion you will be able to:

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance



to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions

- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment
- Deliver an academic presentation

## Participation

Due: **Ongoing**

Weighting: **10%**

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, asking and answering questions, and adhering to the MQC and Macquarie University Student Codes of Conduct. A comprehensive guide outlining Participation marking criteria will be provided on iLearn.

On successful completion you will be able to:

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions
- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment
- Deliver an academic presentation
- Analyse and respond to a case study

## Delivery and Resources

### Classes

Weekly contact will consist of a 2 hour workshop during which students will engage in a number of practical activities which contribute to the completion of the portfolio tasks.

This unit will not entail any consultation sessions but attendance of all sessions is compulsory as most assessments will be completed during class time.

Timetables for all classes can be found on the Noticeboard on the MQC Student portal at: <http://student.mqc.edu.au/NoticeBoard.htm>

If any scheduled class falls on a public holiday a make-up lesson may be scheduled, usually on

a Saturday. Scheduled make-up days are noted in the Teaching Schedule of the Unit Guide and attendance is compulsory. Where appropriate the instructor may require students to complete alternative activities on-line rather than attending a make-up lesson.

## Learning and Teaching Activities

This unit will be taught will require students to take part in a number of in class activities which will involve class discussion, researching and information gathering, drafting and producing the final version of each portfolio task. Students will be required to work independently as well as in small groups and engage in class discussions.

All work, including the production of the portfolio tasks, will be done in class. Typically students will be given 2 weeks to work on each task. The first week will usually be devoted to research and drafting and the second to the finalisation and submission of the given task. Some of the portfolio tasks will simply be handed in to the instructor, whereas others will be completed as an in-class assessment within a certain time limit.

It is expected that all students purchase a folder which will serve as their portfolio and be used to collate any additional materials provided in class.

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

### Prescribed textbook(s):

There is no prescribed text for this unit.

### Recommended textbook(s):

- Brick, J. (2011) Academic culture: A student's guide to studying at university, NCELTR: Australia
- Cottrell, S. (2008). The study skills handbook (3rd ed.). Basingstoke: Palgrave Macmillan. ISBN 9780230573055
- Cottrell, S. (2005). Critical thinking skills: Developing effective analysis and argument. Basingstoke: Palgrave Macmillan. 9781403996855
- Fry, R. W. (2005). How to study (6th ed.). Clifton Park, New York: Thomson Delmar Learning. ISBN: 9781401889111
- Game, A., & Metcalfe, A. (2003). The first year experience: Start, stay, succeed at uni. ISBN 13: 9781862874701 ISBN 10: 1862874700
- Grellier, J., & Goerke, V. (2006). Communication skills toolkit : Unlocking the secrets of tertiary success. South Melbourne, Vic: Thomson/Social Science Press. 9780170129749: 0170129748
- Marshall, L., & Rowland, F. (2006). A guide to learning independently (4th ed.). Melbourne, Vic: Pearson Education. ISBN 1 74103 372
- Orr, F. (1977). How to pass exams (2nd ed.). Sydney: George Allen & Unwin. isbn-10: 1741145511, ISBN 13: 9781741145519
- Summers, J., & Smith, B. (2009). Communication skills handbook (3rd ed.). Milton, Brisbane: John Wiley & Sons. ISBN 9780470820513

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 laboratory work and research will be done in some classes so students will need to be able to use basic MS Office applications including Word and PowerPoint.
- Access to Macquarie University Library Catalogue and databases: Students will need to log in via [http://www.mq.edu.au/on\\_campus/library/](http://www.mq.edu.au/on_campus/library/) using their One ID and login.
- Technology requirements outside of classes: Access to internet and computer (available in computer laboratories)
- Head phones & USB (student to provide. Headphones are available on loan from the MQC reception)

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	Topic	Readings
<b>Beginning:</b>		
<b>Week 1</b> Mon 23 February	<b>Introduction to the course</b> <ul style="list-style-type: none"> <li>• Overview of the course – topics, objectives, assessments</li> <li>• Definitions of important concepts e.g. independent learning, critical reading and reflective writing</li> <li>• Understanding referencing, evaluating and using statistical information, visual information</li> <li>• Introduction to resources</li> <li>• Rational for referencing – evidence-based argument</li> <li>• Portfolio – reinforce the purpose and significance of this assessment; the necessity to organize it at the outset and to attend class in order to complete portfolio class work.</li> <li>• Participation – what does this involve?</li> </ul>	<p><b>*Homework is to purchase the appropriate portfolio folder with sleeves.</b></p> <p>Using portfolios as an assessment tool.</p> <p>Cottrell, S. (2008). The study skills handbook (3rd ed.). Basingstoke: Palgrave Macmillan.</p> <p>Summers, J. &amp; Smith, B (2010) Communication Skills Handbook 3rd edn J. Wiley &amp; Sons, Milton, Qld.</p> <p>Plus additional references.</p> <p><b>Students enrol into Study Wise iLearn unit (<a href="http://www.students.mq.edu.au/support/learning_skills/undergraduate/studywise/">http://www.students.mq.edu.au/support/learning_skills/undergraduate/studywise/</a>)</b></p>
<b>Week 2</b> Mon 2 March	<b>Resources – library talk and admin talk - Finding the evidence</b> <ul style="list-style-type: none"> <li>• Where, who, what, why – how to I go about finding relevant information?</li> <li>• Students start with suggested websites. Then research for more information.</li> <li>• Pay particular attention to information sources, what ideas they represent and possible bias.</li> <li>• Academic Honesty Policy</li> </ul>	<p>During presentation by guest speakers, take note of all the resources available to compile list of references/ bibliography on topic given, to be presented in Week 4</p> <p>* MQ Academic Honesty Policy</p>
<b>Week 3</b> Mon 9 March	<b>Analysing the question, effective reading/critical thinking &amp; recording information.</b> <ul style="list-style-type: none"> <li>• Reading purpose – assignment aims &amp; objectives</li> <li>• Critical reading</li> <li>• Note taking</li> <li>• Plagiarism Paraphrasing/summarizing/quoting</li> <li>• Evidence based writing</li> </ul> <p>Research Topic: The aging population will put tremendous pressure on the Australian health system over the next decade.</p>	<ul style="list-style-type: none"> <li>• Produce portfolio folder for approval and discussion of critical evaluation of assessments.</li> <li>• Homework is to research the topic further using texts, journals, newspapers, new reports.</li> <li>• Reference resources with appropriate note taking.</li> </ul>

<p><b>Week 4</b> Mon 16 March</p>		<p><b>Macquarie Course Research Presentations due</b></p>
<p><b>Week 5</b> Mon 23 March</p>	<p><b>Summarising Techniques</b></p> <ul style="list-style-type: none"> <li>· Identify topic and supporting sentences</li> <li>· Paraphrase topic and support sentences</li> <li>· Full sentences and perfect grammar required</li> </ul> <p><b>Essay Writing</b></p> <ul style="list-style-type: none"> <li>· “Think” about what the question is asking you to do- refer to action word list</li> <li>· Express your opinion and others with effective research</li> </ul> <p><b>Balanced/Discursive Essay Structure</b></p> <ul style="list-style-type: none"> <li>· Introduction/Body/Conclusion Balance of for/against</li> </ul> <p><b>Argument Essay</b></p> <ul style="list-style-type: none"> <li>· Introduction/Body/Conclusion</li> <li>· Balance of for/against and counter-argument/rebuttal</li> </ul>	<p>Practice how to write argument genre for next week</p>
<p><b>Week 6</b> Mon 30 March</p>		<p><b>Portfolio Task 2: Academic Discussion completed in class</b></p>
<p><b>Week 7</b> Tue 7 April</p>	<p><b>Case studies</b></p> <ul style="list-style-type: none"> <li>· What are Case-studies</li> <li>· Why are they used in academic learning</li> </ul> <p>What are the effective steps in completing an effective case-study?</p>	<p>A step by step understanding of how to complete an effective case-study completed.</p> <p>Hand-out from Summers, J. &amp; Smith, B (2010) Communication Skills Handbook 3rd edn J. Wiley &amp; Sons, Milton,Qld.</p>
<p><b>Week 8</b> Mon 13 April</p>		<p><b>Portfolio Task 3: Case-study completed in class</b></p>
<p><b>Week 9</b> Mon 20 April</p>	<p><b>The process of analyzing a question</b>, determining opinion and supporting opinion through research.</p>	
<p><b>Week 10</b> Mon 27 April</p>		<p><b>Portfolio Task 4: Referencing completed in class)</b></p>

<p><b>Week 11</b> Mon 4 May</p>	<p><b>Critical discussion and analysis of an article or journal is investigated and presentation skills reviewed.</b></p>	<p>(Students choose an article to summarise and respond to in the form of a short presentation)</p> <p>Cottrell, S. (2008). <i>The study skills handbook</i> (3<sup>rd</sup> ed.). Basingstoke: Palgrave Macmillan.</p> <p>Summers, J. &amp; Smith, B (2010) <i>Communication Skills Handbook</i> 3<sup>rd</sup> edn J. Wiley &amp; Sons, Milton, Qld.</p> <p>Plus additional references.</p>
<p><b>Week 12-13</b> Mon 11 May &amp; Mon 18 May</p>	<p>Portfolios returned and feedback provided</p>	<p><b>Portfolio Task 5: Final presentations and portfolios presented for assessment. Please note that you must pass Portfolio Task 5 in order to pass this unit.</b></p>

## Other Important Dates

<p><b>Public holidays &amp; make-up days</b></p> <p>Good Friday Make-up: Saturday 28 March</p> <p>Easter Monday Make-up: Saturday 11 April</p> <p>(Please note that online lessons may be organised in lieu of make-up day).</p>
<p><b>Census Dates</b></p> <p>Financial Census Date (last day to withdraw without financial penalty) - Friday Week 4, 20 March</p> <p>Academic Census Date (last day to withdraw without academic penalty) - Friday Week 8, 17 April</p>
<p><b>Exam Period:</b></p> <p>Monday 18 May 2015 – Wednesday 27 May 2015 inclusive.</p>
<p><b>Results Release:</b></p> <p>Session 1 2015 results are scheduled to be released to students via e-Student and MQC Student Portal on Friday 12 June 2015</p>

## 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](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](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](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/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

## 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/](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](http://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://stu>



[dents.mq.edu.au/support/](https://unitguides.mq.edu.au/support/)

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](https://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](mailto: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](mailto: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](http://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.

If you need IT support with any of the Macquarie University Systems please see <http://informatics.mq.edu.au/help/>, [lodge a One Help](#) ticket or call 02 9850-4357.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.

## 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

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions
- Analyse and respond to a case study

#### Assessment tasks

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5

### 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 outcome

- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment

## Assessment tasks

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5
- 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

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions
- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment
- Deliver an academic presentation
- Analyse and respond to a case study

## Assessment tasks

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5
- 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

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks
- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions
- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment
- Analyse and respond to a case study

### Assessment tasks

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5
- 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

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks

- Locate, analyse and critically evaluate information in terms of its credibility and relevance to the support of a logical academic argument or discussion and demonstrate a well-developed line of academic argument which is consistent with academic conventions
- Analyse and respond to a case study

## Assessment tasks

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5
- 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 outcomes

- Use appropriate structure and academic language conventions to produce an academic text and consistently and appropriately apply the Harvard in-text referencing conventions throughout an academic assignment
- Deliver an academic presentation

## Assessment tasks

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5
- Participation

## 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 outcome**

- Employ research and note-taking skills to locate and record appropriate information for inclusion in academic assignment tasks

### **Assessment tasks**

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5

## **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 outcome**

- Analyse and respond to a case study

### **Assessment tasks**

- Portfolio Tasks 1
- Portfolio Task 2
- Portfolio Task 3
- Portfolio Task 4
- Portfolio Task 5