



INTS100

Cross-Cultural Communication

S1 Day 2016

Dept of International Studies

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General Information

Unit convenor and teaching staff

Unit Convenor

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W6A 327

Monday 2pm-3pm

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By appointment

Tutor

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By appointment

Credit points

3

Prerequisites

Admission to BIntStud or BIntStudLLB

Corequisites

Co-badged status

Unit description

This unit is designed to introduce students to issues of cross-cultural communication and to relate those issues to the language studies that students undertake as a part of their degree. Particular emphasis is given to the interrelationship of language and culture, and how this connection plays out in international settings. The unit develops analytical as well as practical skills for communication in multicultural settings, such as multinational businesses or the diplomatic service. It is essential preparation for the study abroad program to be undertaken by students in the Bachelor of International Studies program at 300 level.

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:

- to obtain factual knowledge about a range of European & Asian languages and cultures
- acquire knowledge about different theoretical approaches to cross-cultural communication
- to analyse and reflect critically on different concepts of culture
- to gain an appreciation of cultural diversity and a range of issues related to cultural and cross-cultural questions
- to engage with relevant key concepts arising from cross-cultural studies
- to develop your research skills on a topic provided, with initial guidance through lectures and tutorials
- to become familiar with the basic conventions of academic research, such as referencing and quoting correctly
- to work and collaborate with others effectively

General Assessment Information

LATE SUBMISSIONS

All assessment tasks in this unit are compulsory and must be submitted on time. As a general rule, extensions will not be granted without a valid and documented reason. Requests for special consideration (including requests for extensions) must be made in a timely manner through <https://ask.mq.edu>. You must follow the instructions at <https://ask.mq.edu.au> regarding providing supporting documentation. If you cannot attend a tutorial, you need to provide evidence as to why you were unable to attend. You cannot miss more than 2 tutorials without a valid and documented excuse. Work commitments are not a valid excuse for missing tutorials or requesting extensions for assessments.

Late submissions will be penalised by 5% for each day (including weekends) the assignment is late. No assessment tasks will be accepted after corrections and feedback has been provided to the class. Assessment tasks handed in early will not be marked and returned before the due date.

Assessment Tasks

Name	Weighting	Due
<u>Tutorial Participation</u>	20%	ongoing
<u>Online quiz</u>	10%	April 3 (Week 5)
<u>Essay plan</u>	25%	May 1 (Week 7)

Name	Weighting	Due
Major essay	45%	June 12 (Week 13)

Tutorial Participation

Due: **ongoing**

Weighting: **20%**

Beginning in week 2, tutorial attendance and participation are required. Tutorials will explore the unit themes and engage in critical analysis of unit readings. They will also address research techniques and essay writing skills.

The tutorial is a compulsory component of this unit. No more than two tutorials should be missed. Absence from more than two tutorials needs to be supported by relevant documentation such as medical certificates (submitted online via <https://ask.mq.edu.au>). Unexplained absence more than two tutorials is a possible ground for exclusion from the unit.

Please arrive on time for classes. Arriving late is very disruptive. All classes start five minutes past the hour. If you should arrive late, it is your responsibility to find out what you have missed.

On successful completion you will be able to:

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- to work and collaborate with others effectively

Online quiz

Due: **April 3 (Week 5)**

Weighting: **10%**

This online quiz will test your knowledge of the material covered in the first part of the course. Detailed instructions regarding this assessment task will be provided on ilearn and outlined in the lectures and tutorials.

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- acquire knowledge about different theoretical approaches to cross-cultural communication

- to analyse and reflect critically on different concepts of culture
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- to engage with relevant key concepts arising from cross-cultural studies

Essay plan

Due: **May 1 (Week 7)**

Weighting: **25%**

In response to one of a selection of set essay questions, Assessment 3 asks you to start researching your essay, think through what you plan to say in your essay, and develop the essential elements of your essay in outline form. The feedback you receive should be used to refine your ideas and guide your research in preparation for the major essay. In Assessment 3, students will be required to provide an outline of the structure and content of their major essay, including annotating 2 sources in their bibliography. Detailed instructions regarding this assessment task will be provided on ilearn and outlined in the lectures and tutorials.

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- to gain an appreciation of cultural diversity and a range of issues related to cultural and cross-cultural questions
- to engage with relevant key concepts arising from cross-cultural studies
- to develop your research skills on a topic provided, with initial guidance through lectures and tutorials
- to become familiar with the basic conventions of academic research, such as referencing and quoting correctly

Major essay

Due: **June 12 (Week 13)**

Weighting: **45%**

Students will write a 2000 word essay in response to one of a selection of set essay questions, which consolidates their learning in this subject. Detailed instructions regarding this assessment task will be provided on ilearn and outlined in the lectures and tutorials.

On successful completion you will be able to:

- to obtain factual knowledge about a range of European & Asian languages and cultures

- acquire knowledge about different theoretical approaches to cross-cultural communication
- to analyse and reflect critically on different concepts of culture
- to gain an appreciation of cultural diversity and a range of issues related to cultural and cross-cultural questions
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Delivery and Resources

INTS 100, "Cross-Cultural Communication", is offered internally in first semester. Assessment is by coursework. The unit includes a weekly 1 hour lecture and a 1 hour tutorial.

Login is via: <https://ilearn.mq.edu.au/>

Is my unit in iLearn?: <http://help.ilearn.mq.edu.au/unitsonline/> Use this link to check when your online unit will become available.

Technology

Students are required to have regular access to a computer and the internet. Mobile devices alone are not sufficient.

- For technical support go to: http://mq.edu.au/about_us/offices_and_units/informatics/help
- For student quick guides on the use of iLearn go to: http://mq.edu.au/iLearn/student_info/guides.htm

The unit will be taught in English; all assessment components should be submitted in English.

As this unit involves a series of lectures in preparation for independent research, attendance at all lectures is highly recommended, **attendance at tutorials is compulsory**. Students who miss tutorials must provide evidence of an unforeseen and serious disruption (e.g. illness, supported by a professional authority form) via ask.mq.edu.au. Ongoing work commitments are not a valid reason for missing classes.

It is expected that you prepare for each lecture with the help of the reading material which is provided to you via the iLearn online platform. Each lecture will then provide you with information, references and relevant sources guiding you towards more independent research. Each week, you will be given focus questions to consider in preparation for your tutorials. Beginning in Week 2, the tutorials provide you with the opportunity to actively participate in discussions and to enhance your essay writing skills. Adequate preparation will help you to engage with the topics discussed in the tutorials.

For each week of the semester, an audiorecording of the lecture (via ECHO) as well as lecture notes will be uploaded into iLearn after the lecture.

You are expected to visit the iLearn site for INTS 100 and check your student email account **more than once a week** to obtain all updates and announcements in relation to the course.

Submission of written work

Please submit Assessment 3 and Assessment 4 online via *Turnitin* found in the relevant submission boxes in iLearn. Please note that assignments have to be submitted by 5pm on the day of the due date.

Advice on essay writing

Students are expected to present a very clear and concise answer in their essay. You are advised to ensure that every sentence you write relates directly to the question and contributes to your argument.

Your analytical, research, and formal writing skills will be assessed in the written assessment tasks. The better the writing, the clearer your argument. You are strongly advised to proof-read your essay prior to submission. Spellcheck will not identify a correctly spelled word used incorrectly in a sentence ("where" instead of "were" is one example of a common mistake which will alter the meaning of your sentence and detract from your argument). Proofread for spelling, style, syntax, vocabulary, and grammatical mistakes, all of which will weaken your essay and have the potential to change the meaning of what you had hoped to express. Do not leave either the reading or the writing for the essay plan or the major essay until the last moment. If you rush your essay research, you will not have time to develop your thoughts. If you rush your essay writing, you will not have time to re-read for content and style or to proofread for errors. You must ensure you reference your work appropriately, or you risk committing plagiarism. This is a serious offence, and penalties can include a reduction in marks, failure of the assessment task or unit, and disciplinary action (including exclusion from the University). A range of academic referencing styles are explained and illustrated at: <http://libguides.mq.edu.au/Referencing>.

Required and recommended texts

You will be supplied with references for each individual reading and information within lectures on ILearn. In addition to taking notes in class, please use iLearn and the Library to obtain the necessary information.

Please familiarise yourself with the material available in the library by attending one of the library information tours offered at the start of each semester.

Plagiarism

Assignments are to be your own work. Using someone else's words (either another student's, from a book, a journal article or a website) without clear acknowledgement is plagiarism and can incur serious penalties. The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. Information about plagiarism can be found in the *Handbook of Undergraduate Studies*, on the web at <http://www.student.mq.edu.au/plagiarism> and on the Faculty of Arts cover sheet, which you must sign before you submit your assignments. If you are in doubt consult your lecturer or tutor.

Grading

The university has a set of guidelines on the distribution of grades across the range from fail to high distinction.

HD	High Distinction which denotes work of outstanding quality. This may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be awarded to recognise a high order of originality or creativity in student performance;
D	Distinction which denotes work of superior quality in the same areas of performance as above. This grade may also be awarded to recognise particular originality or creativity in student performance;
Cr	Credit which denotes work of predominantly good quality, demonstrating a sound grasp of content together with efficient organisation, selectivity and use of techniques;
P	Pass which denotes a clear pass and satisfactory achievement of unit objectives;
F	Fail which denotes that a candidate has failed to complete a unit satisfactorily.

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

New Assessment Policy in effect from Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy_2016.html. For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

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

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.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/

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.

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 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://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- to analyse and reflect critically on different concepts of culture
- to develop your research skills on a topic provided, with initial guidance through lectures and tutorials

Assessment tasks

- Tutorial Participation
- Online quiz
- Essay plan
- Major essay

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

- acquire knowledge about different theoretical approaches to cross-cultural communication
- to analyse and reflect critically on different concepts of culture
- to gain an appreciation of cultural diversity and a range of issues related to cultural and cross-cultural questions
- to become familiar with the basic conventions of academic research, such as referencing and quoting correctly

Assessment tasks

- Tutorial Participation
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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

- to analyse and reflect critically on different concepts of culture
- to engage with relevant key concepts arising from cross-cultural studies
- to develop your research skills on a topic provided, with initial guidance through lectures and tutorials

Assessment tasks

- Tutorial Participation
- Online quiz
- Essay plan
- Major essay

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

- to obtain factual knowledge about a range of European & Asian languages and cultures

- acquire knowledge about different theoretical approaches to cross-cultural communication
- to analyse and reflect critically on different concepts of culture
- to gain an appreciation of cultural diversity and a range of issues related to cultural and cross-cultural questions
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Assessment tasks

- Tutorial Participation
- Online quiz
- Essay plan
- Major essay

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

- acquire knowledge about different theoretical approaches to cross-cultural communication
- to analyse and reflect critically on different concepts of culture
- to gain an appreciation of cultural diversity and a range of issues related to cultural and cross-cultural questions
- to engage with relevant key concepts arising from cross-cultural studies
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Assessment tasks

- Tutorial Participation
- Online quiz

- Essay plan
- Major essay

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

- to engage with relevant key concepts arising from cross-cultural studies
- to develop your research skills on a topic provided, with initial guidance through lectures and tutorials
- to become familiar with the basic conventions of academic research, such as referencing and quoting correctly
- to work and collaborate with others effectively

Assessment tasks

- Tutorial Participation
- Online quiz
- Essay plan
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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

- to analyse and reflect critically on different concepts of culture
- to develop your research skills on a topic provided, with initial guidance through lectures and tutorials
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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

- to obtain factual knowledge about a range of European & Asian languages and cultures
- acquire knowledge about different theoretical approaches to cross-cultural communication
- to analyse and reflect critically on different concepts of culture
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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

- acquire knowledge about different theoretical approaches to cross-cultural communication
- to gain an appreciation of cultural diversity and a range of issues related to cultural and cross-cultural questions
- to engage with relevant key concepts arising from cross-cultural studies
- to develop your research skills on a topic provided, with initial guidance through lectures and tutorials
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Late Submissions

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