# WFEN001

## Academic English 1

MUIC Term 5 2016

*Macquarie University International College*

# Contents

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# General Information

Unit convenor and teaching staff
Teacher
Isabel Cruz Aroca
isabel.cruzaroca@mq.edu.au
Contact via E-mail
Macquarie University International College
Contact Staff Member

Teacher
Michelle Mora
michelle.moraulate@mq.edu.au
Contact via E-mail
Macquarie University International College
Contact staff member

Teacher
Kourosh Langarizadeh
kourosh.langarizadeh@mq.edu.au
Contact via E-mail
Macquarie University International College
Contact staff member

Teacher
Vani Bardetta
sharren.bardetta@mq.edu.au
Contact via E-mail
Macquarie University International College
Contact staff member

Teacher
Sonya Fehler
sonya.fehler@mq.edu.au
Contact via E-mail
Macquarie University International College
Contact Staff Member

Credit points
3

Prerequisites

| |
|---|
| Corequisites |
| Co-badged status |

Unit description
This unit is built around contemporary issues in Australian society and incorporates active learning tasks and experiences designed to improve language at paragraph level. Paraphrasing, summarising, skimming and scanning, note taking and reporting skills are extensively practiced. A strong focus has also been placed on independent learning skills which enable students to take an active approach towards managing their own learning goals and implementing strategies to achieve them. The unit introduces students to the expectations of a Western university setting and aims to give them the means to effectively prepare for and participate in a tertiary study as well as the wider context of the Australian society.

## 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:

Use reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.

Effectively paraphrase and summarise to report on information from spoken and written academic texts.

Demonstrate awareness of academic honesty principles and basic referencing requirements

Identify own study and language learning goals and employ strategies to address these.

# General Assessment Information

## Requirements to Pass

In order to pass this unit a student must obtain a mark of 50 or more for the unit (i.e. obtain a passing grade P/ CR/ D/ HD).

For further details about grading, please refer to Schedule 1 of the Assessment Policy.

## Grading

The College will award common result grades as specified in Schedule 1 of the Assessment Policy.

Students will receive criteria and standards for specific assessment tasks, which will be aligned with the grading descriptors given in Schedule 1.

The attainment (or otherwise) of learning outcomes for a unit of study will be reported by grade and mark which will correspond to the Schedule 1 and be as outlined below.

| Grade | | Mark Range | Outcome | Description |
|---|---|---|---|---|
| HD | High Distinction | 85-100 | Pass | Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality, insight or creativity in identifying, generating and communicating competing arguments, perspectives or problem solving approaches; critical evaluation of problems, their solutions and their implications; creativity in application as appropriate to the program. |
| D | Distinction | 75-84 | Pass | Provides evidence of integration and evaluation of critical ideas, principles and theories, distinctive insight and ability in applying relevant skills and concepts in relation to learning outcomes. There is demonstration of frequent originality or creativity in defining and analysing issues or problems and providing solutions; and the use of means of communication appropriate to the program and the audience. |
| CR | Credit | 65-74 | Pass | Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the program. |
| P | Pass | 50-64 | Pass | Provides sufficient evidence of the achievement of learning outcomes. There is demonstration of understanding and application of fundamental concepts of the program; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the program. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes. |
| F | Fail | 0-49 | Fail | Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing or lacking communication of ideas in ways that give little attention to the conventions of the program. |
| FA | | | Did Not Attend | Student has failed the compulsory attendance component of assessment |

Final Grades not receiving a mark because the student has withdrawn after the Census Date , not submitted or completed one or more components of the assessment, has been awarded a supplementary assessment or because of an unresolved matter such as allegations of academic misconduct are outlined in Schedule 1.

# Where to find information about assessment

General assessment information including the number and nature of assessments, due dates and weightings has been provided in this unit guide.

Specific assessment information including assignment instructions, questions, marking criteria and rubrics as well as examples of relevant and related assessment tasks and responses will be

available in the Assessment section on iLearn. For units that have final examinations, students may access past final exam papers using MultiSearch.

# Student Responsibilities

As per the Assessment Policy, students are responsible for their learning and are expected to:

- actively engage with assessment tasks, including carefully reading the guidance provided, understanding criteria, spending sufficient time on the task and submitting work on time;
- read, reflect and act on feedback provided;
- actively engage in activities designed to develop assessment literacy, including taking the initiative where appropriate (e.g. seeking clarification or advice, negotiating learning contracts, developing grading criteria and rubrics);
- provide constructive feedback on assessment processes and tasks through student feedback mechanisms (e.g. student surveys, suggestions for future offerings, student representation on committees);
- ensure that their work is their own; and
-  be familiar with University policy and College procedures and act in accordance with those policy and procedures.

# Submission of Assessment Tasks

Assessments must be submitted in accordance with instructions provided in this unit guide. Assessment tasks which have not been submitted as required will not be marked; they will be considered a non-submission and zero marks will be awarded for the task.

# Extensions & Late Submissions

Extensions will only be granted as a result of a Disruptions to Studies Notification for which special consideration has been awarded. To apply for an extension of time for submission of an assessment item, students must submit their Disruptions to Studies notification via ask.mq.edu.au.

Late submissions without an approved extension are possible but will be penalised at 20% per 24 hour period or thereof up to 4 days (weekend inclusive).

Example: An assignment is due at 5:00 pm on a Friday and is marked out of 100 marks.

- If a student submits at 5:02 pm on the Friday and no Disruptions to Studies or special consideration is granted, a penalty of 20% of the total marks possible (20 marks) will be deducted from their result.
- If the student submits the assignment on Sunday and no Disruptions to Studies or special consideration is granted, then a penalty of 40% (40 marks) will be deducted and

so on.

- If a student submits an assessment task 5 or more days after the due date and no Disruptions to Studies or special consideration is granted, a record or submission will be made but the student will receive zero marks for the assessment task.

# Retention of Originals

It is the responsibility of the student to retain a copy of any work submitted. Students must produce these documents upon request. Copies should be retained until the end of the grade appeal period each term.

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.

Requests for original documentation will be sent to the applicant's student 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.

# Final Examinations

Final examinations will typically take place or be due in Week 6 or Monday of Week 7. For unit specific details please refer to Assessment section of this unit guide.

All students must be available up until and including Monday of Week 7 to undertake final examinations.

The University will publish College Final Examination Timetable at least 4 weeks before the commencement of the final examination period and students will be able to access their final examination schedule in Week 3 of the Term.

# Final Examination Requirements

As per Schedule 4 of the Assessment Policy, students will be responsible for:

- checking the final examination timetable
- knowing the examination location (including seat number allocation) and arriving at allocated examination venue on time.
- knowing the structure and format of the examination
- adhering to the final examination timetable
- ensuring they are available for the full duration of the final examination period and supplementary examination period.

Details of the structure and format of the final examination paper will be made available to students prior to the start of the final examination period. This detail will include:

- a copy of the examination coversheet, giving the conditions under which the examination

will be held

- information on the types of questions the examination will contain, and
- an indication of the unit content the paper may examine.

Students must follow directions given by the Final Examination Supervisor.

Students will be required to present their Macquarie University Campus Card as photographic proof of identity for the duration of the final examination.

Students are not permitted to:

- enter a final examination venue once one hour from the time of commencement (excluding any reading time) has elapsed
- leave a final examination venue before one hour from the time of commencement (excluding any reading time) has elapsed
- leave a final examination venue during the last 15 minutes of the examination
- be readmitted to a final examination venue unless they were under approved supervision during the full period of their absence
- obtain, or attempt to obtain, assistance in undertaking or completing the final examination script
- receive, or attempt to receive, assistance in undertaking or completing the final examination script (Unless an application for reasonable adjustment has been approved)
- communicate in any way with another student once they have entered the final examination venue

# Missed assessments and examinations

The University recognises that students may experience unexpected events and circumstances that adversely affect their academic performance in assessment activities, for example illness.

In order to support students who have experienced a serious and unavoidable disruption, the University will provide affected students with an additional opportunity to demonstrate that they have met the learning outcomes of a unit. An additional opportunity provided under such circumstances is referred to as special consideration.

In order to be eligible for special consideration students must submit Disruption to Studies Notification via ask.mq.edu.au within five (5) working days of the commencement of the disruption and attach appropriate supporting evidence.

Where special consideration is granted the student will be given and an additional opportunity to demonstrate that they have met the learning outcomes of a unit in the form of a alternative or supplementary assessment task or extension.

Please refer to the Disruption to Studies Policy or the Disruptions to Studies section under Policies and Procedures below.

# Supplementary Examinations

The supplementary examination period will span across Week 7 of the Term and Week 1 of the subsequent teaching term. Students who have lodged a Disruptions to Studies must be available to undertake examinations during the supplementary examination period.

Results for supplementary exams may not be available for up to two weeks following the supplementary examination. Students in their final term of study who undertake supplementary final exams should note that formal completion of their Program will not be possible until supplementary results are released and this may impact on their ability to enrol in subsequent programs of study on time.

# Accessing your Results

Students will be able to view their results for internal assessments via the Grades section in iLearn.

Grades (e.g. HD, D, CR, P, F) for all assessment tasks will be released to students once marking has concluded. Marks for individual assessments may be released as well.

Final results for the unit will be released at 00:01 on Friday of Week 7. Students will be able to view their final result for the unit via eStudent.

# Calculating your GPA

A Grade Point Average (GPA) is a calculation that reflects the overall grades of a student in a coursework program. Please refer to the GPA Calculator.

# Obtaining Feedback

Teaching staff will provide students with feedback about their academic progress and performance in assessment tasks or a unit of study. Where relevant, other staff such as Senior Teachers, Program Managers and members of the Student Administration and Services Team will provide feedback and advice to students about their performance in a program of study. Feedback may be provided to individual students, a group of students or a whole class and it may be written or verbal in nature.

Some examples of feedback include:

- Teaching staff member reviewing a draft submission and giving a student advice on how to improve their work before making a final submission
- Teaching staff member telling a class that they need to improve their editing of grammar in their recently submitted assignment.
- Teaching staff member discussing progress of an individual student before census date to allow the student to decide whether they should remain enrolled in the unit.
- Online feedback via announcements or forums, an online marking rubric or various iLearn activities employed in a unit

- Written marks and comments on a marking sheet or essay.

- Recorded voice comment provided in response to an essay submitted online.

- Student Services officer telling a student that they should consider withdrawing from a unit because they have missed too many classes to be able to catch up.

It is a student's responsibility to act promptly on feedback and advice provided.

If you are unsure how feedback has been or will be provided, or you feel that feedback provided is not sufficient, you must approach relevant teaching or administrative staff and request additional feedback in a timely manner during the term. Students may seek general feedback about performance in a unit up to 6 months following results release.

# Contacting Teaching Staff Obtaining Help

Students may contact teaching staff at any time during the term by using the contact details provided in this guide. Students should expect a response within 1-2 business days. Teaching staff are unable to accept assessment submissions via email, all assessments must be submitted as outlined in the unit guide.

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

**Academic Honesty**

Using the work or ideas of another person, whether intentionally or not, and presenting them as your own without clear acknowledgement of the source is called Plagiarism.

Macquarie University promotes awareness of information ethics through its Academic Honesty Policy. This means that:

- all academic work claimed as original must be the work of the person making the claim

- all academic collaborations of any kind must be acknowledged

- academic work must not be falsified in any way

- when the ideas of others are used, these ideas must be acknowledged appropriately.

All breaches of the Academic Honesty Policy are serious and penalties apply. Students should be aware that they may fail an assessment task, a unit or even be excluded from the University for breaching the Academic Honesty Policy.

# Turnitin

To uphold principles of Academic Honesty, Macquarie University employs online anti-plagiarism Software called Turnitin. Turnitin compares electronically submitted papers to a database of academic publications, internet sources and other student papers that have been submitted to the system to identify matching text. It then produces an Originality Report which identifies text taken from other sources, and generates a similarity percentage. Teaching staff will use the report to judge whether plagiarism has occurred and whether penalties should apply for

breaches of the Academic Honesty Policy.

All text based assessments must be submitted through Turnitin as per instructions provided in the unit guide. It is the student's responsibility to ensure that work is submitted correctly prior to the due date. No hard copies of assessments will be accepted and only Turnitin records will be taken as records of submission.

Multiple submissions may be possible via Turnitin <u>prior</u> to the final due date and time of an assessment task and originality reports may be made available to students to view and check their work.

There is no set percentage which indicates whether plagiarism has occurred; all identified matching text should be reconsidered carefully. If plagiarism has occurred or is suspected and resubmission is possible prior to the due date, students are advised to edit their work before making a final submission. Help may be sought from teaching staff. Students may also access re search resources provided by the library or Learning Skills.

Students should note that the system will not immediately produce the similarity score on a second or subsequent submission - it will take 24-36 hours for the report to be generated. This may be after the due date so students should plan any resubmissions carefully.

Please refer to these instructions on how to submit your assignment through Turnitin and access similarity reports and feedback provided by teaching staff.

Should you have questions about Turnitin or experience issues submitting through the system, you must inform your teacher immediately. If the issue is technical in nature may also lodge a On eHelp Ticket, refer to the IT help page.

# Extension Activities

Extension Activities form an integral and compulsory part of the Foundation Program. They are designed to enable students to develop their academic language and tertiary skills which underpin work in academic units. Students cannot complete the Foundation Program without completing Extension Activities.

Extension Activities are contained within iLearn modules which will be made available to students in Week 1. Students do not need to enrol in extension activities but it is their responsibility to notify the College if they do not have access to extension activities by the end of Week 1 by lodging a OneHelp ticket via ask.mq.edu.au.

Activities will involve a range of tasks which may be academic in nature or more broadly related to participation within the University. Some tasks will be completed and submitted online while others may require students to attend workshops and other activities within the University.

**Extension Activities will be due at 5 pm on Friday of Week 6.** It is very important that students complete extension activities in a timely manner. Some activities will only be available during specified periods of time and others may not be available until certain tasks have been completed. Student progress with extension activities will be monitored throughout the term.

If you require assistance with extension activities, please contact the supervisor whose details have been provided in the extension activities module in iLearn. Students who fail to complete

extension activities by 5 pm Friday Week 6 may receive incomplete grades for other units they are undertaking in the Term unless grounds for special consideration exist.

Where a student has not completed a given module in a term, they will need to undertake the same Extension Activity Module again in a subsequent Term and redo activities already completed as these will not carry across to the new module. This may also mean that they require additional Terms to complete their program.

Students who have not completed all Extension Activity Modules (four in total) will be unable to graduate or complete the Foundation Program.

# Assessment Tasks

| Name | Weighting | Due |
| --- | --- | --- |
| Learning Strategies | 20% | Each week, Lesson 3 |
| Academic Referencing Tasks | 30% | Weeks 2 & 4, Lesson 3 |
| Lecture note-taking Task | 20% | Week 3, Lesson 4 |
| Reading/writing Task | 30% | Week 5, Lesson 4 |

## Learning Strategies

Due: **Each week, Lesson 3**
Weighting: **20%**

Throughout the term, students will be required to identify their own learning goals and implement strategies to achieve these goals. Students will be required to produce and present a weekly blog, which will include a variety of set activities including: identifying learning goals and reflecting on progress towards those goals; and becoming acquainted with the variety of study and learning resources offered by the university. The six blogs will be of equal value, and will be worth a total of 20% of the final mark. The blogs will be submitted via Turnitin in iLearn each week by 9 am on the day Lesson 3 is held. Students will be given written feedback in the week following each submission. Feedback on the final blog will be given during the scheduled feedback session in Lesson 4, Week 6.

Late Submissions: Please refer to the late submission sections above.

On successful completion you will be able to:
- Identify own study and language learning goals and employ strategies to address these.

## Academic Referencing Tasks

Due: **Weeks 2 & 4, Lesson 3**
Weighting: **30%**

Students will be required to demonstrate their knowledge and understanding of the importance of Academic Honesty and referencing conventions. There will be two referencing tasks worth 15% each conducted during Lesson 3, Week 2 & Lesson 3, Week 4. The tasks will be completed individually during class time under exam conditions**.** Verbal feedback will be given by the teacher during the next lesson.

Missed Assessment: Please refer to the missed assessment section above.

On successful completion you will be able to:
- Use reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.
- Effectively paraphrase and summarise to report on information from spoken and written academic texts.
- Demonstrate awareness of academic honesty principles and basic referencing requirements

## Lecture note-taking Task

Due: **Week 3, Lesson 4**
Weighting: **20%**

Students will be required to paraphrase and summarise a listening text. They will be required to listen to a lecture twice, making notes of the important points. They will then summarise the lecture in a written format. They will be marked on both their note-taking skills and the summary. The assessment will be held during Lesson 4, Week 3. Written feedback will be provided in the week following the assessment task. The grades will be made available via Gradebook in iLearn. The Task will be worth 20%

Missed Assessment: Please refer to the missed assessment section above.

On successful completion you will be able to:
- Use reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.
- Effectively paraphrase and summarise to report on information from spoken and written academic texts.

## Reading/writing Task

Due: **Week 5, Lesson 4**
Weighting: **30%**

Students will be required to paraphrase and summarise a selection of written texts. In the first part of the task, students will need to paraphrase a number of sentences and use in text referencing  to avoid plagiarism. In the second part of the task, students will be given a paragraph to summarise in written format, making sure to use their own words and reference correctly. The assessment will be held during Lesson 4, Week 5. Written feedback will be provided in the week following the assessment task. The grades will be made available via Gradebook in iLearn. The Task will be worth 30%

Missed Assessment: Please refer to the missed assessment section above.

On successful completion you will be able to:

- Use reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.
- Effectively paraphrase and summarise to report on information from spoken and written academic texts.
- Demonstrate awareness of academic honesty principles and basic referencing requirements

# Delivery and Resources

## Term Dates & College Calendar

Details of key dates during the term can be found on the Important Dates calendar.

## Enrolment and Timetables

General timetable information is available via Macquarie University's Timetable page.

Students will be able to enrol in units and register for classes via eStudent and also view their personal timetable. It is the student's responsibility to ensure that classes they have registered for do not clash.

Students are only permitted to attend classes in which they have registered via eStudent, unless they have written approval from the Students Services and Administration Manager. To seek approval, students must email muic@mq.edu.au or speak to a member of the Student Services and Administration Team at E3A Level 2 Reception. Approval will only be granted in exceptional circumstances.

Swapping groups is not possible after the enrolment period has concluded. The last day to do so is Tuesday of Week 1 and this must be finalised by the student in eStudent by the end of the day.

## Attendance Requirements – All Students

All students are expected to attend 100% of scheduled class time.

Attendance will be monitored in each lesson & students will be able to see their current attendance percentage to date and potential attendance percentage for each unit they have

enrolled in via iLearn.

- **Current attendance Percentage** will reflect the percentage of classes a student has attended so far (based only on the lessons held to date).
- **Potential Attendance Percentage** will reflect the percentage of classes a student can potentially attended by the end of the term, taking into consideration lessons attended and assuming the student also attends all future lessons scheduled (based only on the total number of lessons in the Term).

Where a student is present for a part 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 teacher reserves the right to mark a student absent for that part of the lesson.

In cases of unavoidable non-attendance due to illness or circumstances beyond their control, students should lodge a Disruption to Studies Notification via ask.mq.edu.au within 5 working days and supply relevant supporting documentation, even if they have not missed a formal assessment task. This will ensure that that appropriate records of unavoidable absences can be kept.

# Attendance Requirements – International Foundation Students

International Foundation students are required to maintain 80% attendance across all their enrolled units in a Term of study to satisfy the conditions of their visa. Students who do not meet this requirement may be reported to the Department of Immigration and Border Protection and excluded from the University.

Where a student is at risk of not meeting the 80% attendance requirement across their enrolled units in a Term, they will be counselled by the teaching and/or administrative staff. Once an international student fails to meet the 80% attendance requirement, they may be reported to the Government for non-attendance and their visa may be cancelled.

**Because of the intensive nature of this program, students should be aware that their attendance may fall quite quickly and should carefully monitor their attendance on a regular basis. They may do so by checking their attendance in iLearn and ensuring they attend at least 80% of classes in each of the units they are enrolled in. Students should refer to the Potential Attendance Percentage in particular.**

For further information on attendance, please refer to the Attendance and Study Load Policy.

# Public Holidays and Make-up Lessons

If any scheduled class falls on a public holiday a make-up lesson may be scheduled on an alternate day. Attendance will be taken for any scheduled make-up lessons. Where a make-up lesson is scheduled, students will be informed in class and via iLearn.

If appropriate, teaching staff may instead organise an online make-up lesson requiring students to complete additional activities outside of class. Students will be informed of any such

arrangements in class and/or via iLearn.

## Technology Used and Required

- Access to internet (Available on Campus using Macquarie OneNet and in designated E3A Self-Access Computer Laboratories)
- iLab - iLab is Macquarie University's personal computer laboratory on the Internet, enabling students to use the Microsoft Windows applications they require to do their university work from anywhere, anytime, on anything.
- Access to iLearn
- Access to Macquarie University Library catalogue (MultiSearch)
- Access to Microsoft Office Suite (available in E3A Self-Access Computer Laboratories and via iLab)

## iLearn

iLearn is Macquarie's online learning management system and a principal teaching and learning resource which will be used throughout the term. Students must access iLearn at least 3 times per week to access important information including:

- Announcements and News Forums - Teaching staff will communicate to the class using iLearn announcements. Announcements may also be emailed to students' Macquarie University email address but students should check the News Forum regularly.
- Attendance – current and potential attendance percentage for the Term.
- Unit Guide and staff contact details
- Set unit readings available through MultiSerach (library).
- Lesson materials and recordings where available
- Learning and teaching activities and resources, questions and solutions
- Assessment instructions, questions, marking criteria and sample tasks
- Assessment submission links such as Turnitin
- Links to support materials and services available at the University
- Evaluation Surveys for the unit

For any resource related iLearn questions contact your teacher. For any technical or support issues using iLearn, please contact the IT helpdesk (Ph. 02 9850 4357) or lodge a ticket using OneHelp.

## Useful Study Resources

StudyWise is an iLearn resource created by Learning Skills, which is specifically designed to help you to manage your studies, strengthen your study techniques, write effective assignments and improve your English language proficiency. Once you enrol in StudyWISE, you can access it from your iLearn course list under the category "Student Support".

**InfoWise** will help you improve your research skills by teaching you how to use MultiSearch, decode citations, identifying key search terms and use advanced search techniques.

**Lib Guides** provide students with links to electronic sources and websites that are good starting points for research in different fields or disciplines.

**MultiSerach** will connect you to Macquarie University Library and allow you to search library resources, databases, unit readings and past exam papers

**Academic Language and Learning Workshops** are designed to help you with Study Skills, Assignment Writing, Referencing and Academic Language

**Research resources** provide information about:

- **Researching for your assignments**
- How to **manage your references**
- **Referencing style guides**
- **Subject and research guide**

# Unit Schedule

| Week | General Topic Area | Skills & Content Covered | Assessment Task (if applicable) |
|---|---|---|---|
| 1 | **Embracing University life and the Western Education System** | • Introduction to the Unit<br>• Introduction to Western Education system and expectations.<br>• Introduction to independent learning styles<br>• Introduction to Macquarie University<br>• Time management skills<br>• Academic Vocabulary Building Activities | Assessment 1a: Learning Strategies Blog 1 due by 9am on day of Lesson 3. |
| 2 | **The Australian population** | • Academic thought & intellectual property<br>• MQ Academic Honesty policy.<br>• In text referencing and the Harvard System<br>• Note-taking from listening<br>• Paraphrasing and Summarising activities<br>• The importance of preparing for lessons<br>• Note-taking from reading<br>• Pre-Census Feedback | Assessment 1b: Learning Strategies Blog 2 due by 9am on day of Lesson 3.<br><br>Assessment 2a: Referencing Tasks completed in class in Lesson 3 |

| 3 | **Language within the Australian Society** | • English as a global language<br>• Paraphrasing and note-taking practice continued<br>• Language loss<br>• Reading skills- guessing meaning from context<br>• Minority languages in Australia<br>• Logic links- cause, effect, implications | Assessment 1c: Learning Strategies Blog 3 due by 9am on day of Lesson 3.<br><br>Assessment 3: Lecture Note-taking Task, due during Lesson 4. |
|---|---|---|---|
| 4 | **Famous Australian people and inventions** | • Famous Australian historical figures<br>• Using text and non-text sources<br>• Australian inventions<br>• Review debate, agreeing and disagreeing<br>• Stating facts versus opinions | Assessment 1d: Learning Strategies Blog 4 due by 9am on day of Lesson 3.<br><br>Assessment 2b: Referencing Tasks completed in class in Lesson 3 |
| 5 | **Indigenous Australia** | • Settlement of Australia<br>• The Dreaming<br>• Indigenous parliament<br>• Stolen generations | Assessment 1e: Learning Strategies Blog 5 due by 9am on day of Lesson 3.<br><br>Assessment 4: Reading/Writing Task due lesson 4. |
| 6 | **Australian culture values and customs** | • Australian Sport<br>• Current events in Australian Society<br>• Intergrating into Australian Society<br>• Mystery puzzle team building<br>• Final assessment (Learning Strategies Blog 6) due by 9am on day of Lesson 3.<br>• General Feedback session will be run in Week 6, Lesson 4. | Assessment 1f: Learning Strategies Blog 6 due by 9am on day of Lesson 3. |

# Learning and Teaching Activities

## Lessons

Lessons will include a mixture of learning and teaching activities. New content and topics will be presented in lessons, and students will be given problems, practice questions and other interactive activities to apply the knowledge and the skills gained in the lesson. Students will be required to take notes, complete set class tasks and engage in discussion and individual and group activities. In class, specific time may be dedicated to work on assessment tasks and students will be given guidance and feedback to complete these. Certain lessons may be dedicated to independent research and reading related to the unit whether in the classroom or a computer lab.

## Active Participation

Students will be required to not only attend but also actively participate in lessons. Active participation entails: - active engagement in class activities - contribution to class discussions by asking and answering questions - coming to class prepared and having completed required pre-readings and activities - completion of set class and homework activities - collaboration with other students - adhering to Macquarie University Student Codes of Conduct

# 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.

# Academic Honesty

Using the work or ideas of another person, whether intentionally or not, and presenting them as your own without clear acknowledgement of the source is called Plagiarism.

Macquarie University promotes awareness of information ethics through its Academic Honesty P

olicy. This means that:

- all academic work claimed as original must be the work of the person making the claim
- all academic collaborations of any kind must be acknowledged
- academic work must not be falsified in any way
- when the ideas of others are used, these ideas must be acknowledged appropriately.

All breaches of the Academic Honesty Policy are serious and penalties apply. Students should be aware that they may fail an assessment task, a unit or even be excluded from the University for breaching the Academic Honesty Policy.

# Assessment Policy

Students should familiarise themselves with their responsibilities under the Assessment Policy, and notably Schedule 4 (Final Examination Requirements).

# Disruptions to studies

The Disruption to Studies Policy applies only to *serious and unavoidable* disruptions that arise after a study period has commenced. Students with a pre-existing disability/health condition or prolonged adverse circumstances may be eligible for ongoing assistance and support. Such support may be sought through Campus Wellbeing and Support Services.

The University classifies a disruption as **serious and unavoidable** if it:

- could not have reasonably been anticipated, avoided or guarded against by the student; and
- was beyond the student's control; and
- caused substantial disruption to the student's capacity for effective study and/or completion of required work; and
- occurred during an event critical study period and was at least three (3) consecutive days duration, and / or
- prevented completion of a final examination.

To be eligible for Special Consideration, a student must notify the University of a *serious and unavoidable* disruption within five (5) working days of the commencement of the disruption (Disruption to Studies notification).   All Disruption to Studies notifications are to be made online via the University's Ask MQ system. A Disruption to Studies notification must be supported by documentary evidence.

Students should note that in cases of medical disruptions they must see a registered healthcare professional and present a Professional Authority Form. Medical certificates will not be accepted. Overseas students may use their OSHC insurance for the purpose of seeing a registered healthcare professional.

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 and in submitting a disruption to studies notification, a student is agreeing to make themselves available to complete any extra work as required. This means that as a result of special consideration being awarded, a student may be required to complete a different type of assessment for example an exam instead of a presentation or vice versa.

The student will retain all original documentation submitted regarding the disruption, and must understand that this may be requested by the University at any time. In this event, students will be provided 10 business days to submit the original documentation.

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

# Final Examination Script Viewings

A student may request to view their final examination script once results have been released but scripts remain the property of Macquarie University.

Students should view their final examination paper prior to submitting a grade appeal, if this is relevant to their case. The viewing will be conducted in a secure location under supervision.

To request a final examination script viewing, please lodge a ticket via ask.mq.edu.au.

# Grade Appeals

A student who has been awarded a final grade for a unit has the right to appeal that grade as outlined in the Grade Appeal Policy. Grade appeals apply to the final mark and grade a student receives for a unit of study. They do not apply to results received for individual assessment tasks.

Grade appeals must be submitted via ask.mq.edu.au within 20 working days from the published result date for the relevant unit. Before submitting a Grade Appeal, please ensure that you read the Grade Appeal Policy and note valid grounds for appeals.

Students are expected to seek feedback on individual assessment tasks prior to the award of a final grade. Students also have the right to request generic feedback from the teaching staff on their overall performance in the unit, including in a final examination. This can be done at any time in the six month period starting from the day on which the final grade of the relevant unit is published.

# Course Progression

The College closely monitors Foundation students' academic progress as per the Progression Policy for Programs delivered by Macquarie University International College.

To maintain Satisfactory Academic Progress, a student must successfully complete (pass) 50% or more of their enrolled units in a Term of study.  To successfully complete a unit, students must obtain a passing grade and meet any other requirements to pass listed in the unit guide.

Students who fail to make Satisfactory Academic Progress will be classified as "at risk" and will be notified in writing. At-risk students may be required to undergo academic counselling, undertake certain initiatives or have conditions placed upon their enrolment to help

them make satisfactory progress.

Students must also pass 50% or more of the units in 2 or more terms in order to meet Minimum Rate of Progress (MRP) requirements. A student is deemed not to be making Minimum Rate of Progress if they fail more than 50% of their enrolled units in two consecutive Terms of study, or if they have failed more than 50% of their units after studying two or more terms.

Any domestic student who has been identified as not meeting Minimum Rate of Progress requirements will be issued with an Intention to Exclude letter and may subsequently be excluded from the program.

Any international student who has been identified as not meeting MRP will be issued with an Intention to Report letter and may subsequently be reported to the Department of Immigration and Border Protection (DIBP) for not meeting visa requirement and be subject to exclusion from the program. International students must comply with the MUIC 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 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

## 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

- Use reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.
- Effectively paraphrase and summarise to report on information from spoken and written academic texts.
- Demonstrate awareness of academic honesty principles and basic referencing requirements

### Assessment tasks

- Academic Referencing Tasks
- Lecture note-taking Task
- Reading/writing Task

## 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

- Use reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.
- Effectively paraphrase and summarise to report on information from spoken and written academic texts.
- Demonstrate awareness of academic honesty principles and basic referencing

requirements

- Identify own study and language learning goals and employ strategies to address these.

## Assessment tasks

- Learning Strategies
- Academic Referencing Tasks
- Reading/writing Task

# 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

- Use reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.
- Effectively paraphrase and summarise to report on information from spoken and written academic texts.
- Demonstrate awareness of academic honesty principles and basic referencing requirements
- Identify own study and language learning goals and employ strategies to address these.

## Assessment tasks

- Learning Strategies
- Academic Referencing Tasks
- Lecture note-taking Task
- Reading/writing Task

# 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 reading and listening strategies to identify key features and information in academic texts and take meaningful notes for study purposes.
- Effectively paraphrase and summarise to report on information from spoken and written academic texts.
- Identify own study and language learning goals and employ strategies to address these.

## Assessment tasks

- Academic Referencing Tasks
- Lecture note-taking Task
- Reading/writing Task

# Changes from Previous Offering

The Learning Strategies assessment will now be in the form of online weekly blogs instead of hand written assessments. The weightings of the assessments has changed slightly.

# Course Contact Hours

Weekly face to face contact for this unit will be 10 hours (60 hours per term).

There will be 4 lessons per week consisting of 4 x 2.5 hour lessons.

# Unit Specific Texts and Materials

Students will be given a unit reader which will contain articles and activities to be completed in class, and to supplement their class work.

All other materials will be available via iLearn or given out in class.

# Changes since First Published

| Date | Description |
| --- | --- |
| 25/07/2016 | Description of Learning Strategies and Referencing Tasks updated |