



WMEC110

Introduction to Digital Media

MUIC Term 4 2016

Macquarie University International College

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	6
<u>Delivery and Resources</u>	13
<u>Unit Schedule</u>	15
<u>Policies and Procedures</u>	16
<u>Graduate Capabilities</u>	18

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Teacher

Craig Johnson

craig.johnson@mq.edu.au

Contact via Email

Teacher

Patrick O'Grady

patrick.ogrady@mq.edu.au

Contact via Email

Robyn Vidler

robyn.vidler@mq.edu.au

Credit points

3

Prerequisites

Corequisites

Co-badged status

Unit description

From the printing press to citizen journalism, from the telegraph to online gaming; how has digital media evolved to its present-day state? This unit introduces students to contemporary digital media including web and computer technologies, interactive media and games, image and video, and sound, providing a contextual look at their existence. Students will think critically about how technologies are shaped, and how they shape us, as well as considering the histories and uses of various platforms. Teaching is geared towards forming a foundational knowledge of media theory, as well as developing crucial analytical skills. Additionally, students will undertake self-directed and collaborative projects involving hands-on digital media production. The unit is interdisciplinary in scope, with an emphasis on innovative digital media forms and practices today.

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:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents
- Assess the historical and technological development of present-day media forms
- Formulate arguments and creative works based on appropriate research and incorporating academic references
- Develop academic communications skills through use of online learning systems
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit

General Assessment Information

Grading

Students will receive a Standardised Numerical Grade (SNG) reflects the extent to which student attainment matches the descriptors as per the [Macquarie University Grading Policy](#). This unit will use the following grades which will be aligned with the listed numerical range:

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

Requirements to Pass

In order to pass this unit a student must:

- Pass the final examination or final assessment task
- Achieve a Standard Numerical Grade (SNG) of 50 or more in the unit
- Attend at least 80% of scheduled classes
- Attempt all assessment tasks in unit

For further details about grading, please refer to the [Grading Policy](#).

Submission of Assessment Tasks

Assessments must be submitted following instructions provided in class. 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.

Turnitin

Turnitin compares electronically submitted papers to a database of academic publications, internet sources and other papers that have been submitted into the system to identify matching text. It then produces an Originality Report which identifies text taken from other sources, and generates a similarity percentage to judge whether plagiarism has occurred (see Academic Honesty section below).

Multiple submissions may be possible via Turnitin prior to the due date of an assessment and originality reports may be made available to students. In such cases they should be used to check work for plagiarism prior to a final submission.

Where there is a requirement for assessment tasks to be submitted through Turnitin, it is the student's responsibility to ensure that work is submitted correctly prior to the due date. Hard copies will not be accepted unless indicated otherwise by a teaching staff member. Records in Turnitin will be taken as records of submission. For assistance submitting through Turnitin, you may approach your teacher, lodge a [OneHelp](#) Ticket, refer to the [IT help page](#) or seek assistance from [Student Connect](#).

Students should note that for a first time submission the Originality Report will be available immediately post submission but for any subsequent submissions it will take 24 hours for the report to be generated. This may be after the due date so students should plan their submission carefully.

Missed Assessments

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.

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](#).

Serious and Unavoidable Disruption 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](#).

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.

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 Disruptions to Studies notification via ask.mq.edu.au.

Late submissions without an approved extension are possible but will be penalised at 20% per day up to 4 days (weekend inclusive). If a student submits an assessment task 5 or more days after the due date without grounds for special consideration (See [Disruptions to Studies Policy](#)) a record or submission will be made but the student will receive zero marks for the assessment task.

Final Assessment Tasks

Final assessments will typically take place in Week 6 or Monday of Week 7. All students enrolled in a teaching session are expected to ensure they are available up until and including Monday of Week 7 to complete final assessment tasks. Passing the final assessment task is a requirement to pass this unit.

Details of teaching session dates can be found on the [Important Dates](#) calendar. Due dates for assessments will be available in the unit guide.

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 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.

The University may request and retain the originals of any documentation or evidence submitted to support notifications of disruptions to studies. 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.

Contacting Teaching Staff and Obtaining Help and Feedback

Students may contact teaching staff at any time during the term by using the contact details provided in this guide.

For all university related correspondence, students are required to 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.

Students may seek additional feedback at any time during the term and general feedback about their performance in a unit up to 6 months following results release.

Assessment Tasks

Name	Weighting	Due
iLearn Quiz 1	15%	Monday Week 3, 5 pm
Referencing Task	20%	Friday Week 3, 5 pm
iLearn Quiz 2	15%	Monday Week 5, 5 pm
Major Assignment	40%	Friday Week 6, 5 pm
In-class participation	10%	Ongoing throughout term

iLearn Quiz 1

Due: **Monday Week 3, 5 pm**

Weighting: **15%**

Students will undertake a timed multiple-choice quiz administered via iLearn. The content of the quiz will relate to readings, in-class activities, and discussions undertaken thus far in the unit. The quiz will be taken individually in the students' own time, and will require students to be up-to-date on unit material, especially the essential readings.

Students may only attempt the quiz once and their first attempt will be registered. Students may refer to materials whilst completing the quiz. Please note that once you start your attempt, you will have 25 minutes to complete it. It is the student's responsibility to ensure that they have access to a stable internet connection whilst completing the quizzes or complete quiz on campus.

The quiz will open on Friday Week 2, 5 pm. This assignment should be completed in a timely fashion and the quiz will close automatically on Monday Week 3, at 5pm. Late attempts will only be allowed if accompanied by a medical certificate or other evidence of disruption to studies.

On successful completion you will be able to:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents
- Assess the historical and technological development of present-day media forms

Referencing Task

Due: **Friday Week 3, 5 pm**

Weighting: **20%**

Pick a topic or subject area to research which relates explicitly to one of the areas we have covered so far in WMEC110 (e.g. the alphabet, printing press, telegraph/telephone, photography, recorded sound or broadcasting). Using the template provided on iLearn, provide the following:

Part 1: Academic Sources

State your topic/subject area.

Find THREE academic sources related to this topic/subject area.

Explain why each of them is an academic source: (2 sentences each max).

Explain why each source is useful for your topic: (2 sentences each max).

Provide a quote from each source that demonstrates its relevance to your topic. Use correct in-text referencing. (APA style) for each quote: (1 sentence each max).

Provide an end-of-text reference (APA style) for each source.

PART 2: Creative Commons referencing

In your own words, define Creative Commons: (2 sentences max).

Provide a hyperlink/URL to THREE pieces of Creative Commons material that relate to your topic from Part 1

Correctly attribute your Creative Commons materials.

Notes

Do not choose one of the set WMEC110 readings as an academic source for this task.

For Creative Commons attribution practices, see: http://wiki.creativecommons.org/Best_practices_for_attribution

When we say the Creative Commons material must relate to the topic chosen in part 1, we mean it should explicitly connect to your chosen technology/focus. For example if your topic was photography, one of your Creative Commons resources could be a Creative Commons licensed

image of a vintage camera.

Assessment Criteria

- Evidence of understanding of what constitutes an academic source
- Evidence of understanding of what constitutes Creative Commons
- Ability to relate chosen sources to unit themes
- Correct APA referencing and Creative Commons attribution
- Clarity and writing style of response

This Assessment Task relates to the following Learning Outcomes:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Formulate arguments and creative works based on appropriate research and incorporating academic references
- Develop academic communications skills through use of online learning systems

On successful completion you will be able to:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Formulate arguments and creative works based on appropriate research and incorporating academic references
- Develop academic communications skills through use of online learning systems

iLearn Quiz 2

Due: **Monday Week 5, 5 pm**

Weighting: **15%**

Students will undertake a timed short-answer quiz administered via iLearn. The content of this quiz will relate to readings, seminar content, and in-class discussions undertaken from Weeks 2–4. The quiz will be taken **individually**, in the students' own time, and will require students to be up-to-date on unit material, including both readings and in-class discussions.

Students may only attempt the quiz once and their first attempt will be registered. Students may refer to materials whilst completing the quiz. Please note that once you start your attempt, you will have 50 minutes to complete it. It is the student's responsibility to ensure that they have access to a stable internet connection whilst completing the quizzes or complete quiz on campus.

The quiz will open on Friday Week 4 at 5 pm. This assignment should be completed in a timely fashion and the quiz will close automatically on Monday Week 5, 5 pm. Late attempts will only be

allowed if accompanied by a medical certificate or other evidence of disruption to studies.

Assessment Criteria

- Relation of responses to theories and examples from discussions and readings
- Evidence of understanding key unit content
- Clarity and writing style of response

On successful completion you will be able to:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents
- Assess the historical and technological development of present-day media forms
- Formulate arguments and creative works based on appropriate research and incorporating academic references

Major Assignment

Due: **Friday Week 6, 5 pm**

Weighting: **40%**

Students will undertake a creative research project relating an **academic theory** of their choice to a **technology/case study** of their choice.

They will critically analyse the selected technology/case study using the chosen theory. They will explore the cultural contexts and impacts of the technology. These projects should not just give a technological description, nor historical narrative of the case study. They must explore the social and political dimensions of the technology, and make a specific argument. This will be discussed further in lessons.

Students should pick a specific technology/case study, not a broad technological category or format (e.g. Do not analyse the printing press; look at Gutenberg's movable type printing press. Do not choose the Internet; pick a specific Internet technology/platform such as the Twitter. Do not choose video games; pick a specific genre such as the modern First-Person Shooter).

Projects must demonstrate the student's ability to apply the chosen academic theory to the chosen technological case study. Supplementary academic theories can, and should, be used, but they must be presented in context of the primary theory, i.e. they should be used to strengthen, critique, or develop the primary theory. All projects should show an understanding of key concepts discussed in WMEC110, and build upon ideas from the required readings, as well as showing explicit evidence of self-directed academic research via in-text referencing and a reference list.

Students are to choose one of the following formats in which to submit, and adhere to these length requirements as a guide, +/- 20%:

1. Video (uploaded to YouTube): 3 minutes (e.g. photo essay, self-shot footage, animation)
2. Image/text: 750 words plus substantial images (e.g. webcomic, illustrated blogpost)
3. Text: 1000 words (e.g. blogpost with 4 or fewer images)
4. Hypertext/interactive: 500 words plus functionality
5. Spoken/music/podcast (uploaded to SoundCloud/YouTube): 3 minutes
6. Other platforms: seek permission from tutor and negotiate an appropriate length.

The creative work will additionally be accompanied by a 500-word written rationale, justifying the decisions made with the creative work. This rationale should include:

1. A hyperlink (URL) to the creative work. The creative work must be accessible, or a penalty will be incurred, potentially resulting in a mark of zero
2. A sentence stating your chosen case study and chosen academic theory
3. An academic justification of the relationship between the case study, the theory, and the chosen format, Explain why the format you chose to present in (video, audio, written word etc.) was a good way to present your argument. You must use appropriate academic sources to support this justification.
4. A justification of the structure and style of your creative work. Why did you present your information in the way you did? How did it help your argument? For example if you did a video, you might discuss what you chose to present visually and what you chose to describe through narration, and why? You must use appropriate academic sources to support this justification.
5. Was there anything that your choice of format made difficult to explore? For example written text might make looking at visual aesthetics difficult, whilst a video might make it harder to explore theory in depth. Explain the format specific challenges you had, why, and how you sought to overcome these issues. You must use appropriate academic sources to support this justification.
6. APA-style In-text and end-of-text references (these do not count in the word limit)

Notes

- You submit the rationale only to iLearn (you do not directly submit the creative work), your rationale has a link to the creative work (make sure this link is correct or we can't mark your creative work).
- The rationale is as, or more, important than the creative work as it will help your marker understand what you were trying to achieve with the creative work. Do not spend all your time on the creative work and rush the rationale.
- You may **not** use any audiovisual materials in your creative project to which you do not have the appropriate rights (e.g. embedding someone else's YouTube video in your

YouTube video), as this breaches the policies of media services including YouTube, Vimeo, and SoundCloud. You should use self-created material, or (appropriately cited and licensed) Creative Commons material. If the service detects that you are using copyrighted material in your creative work, it may remove your work, thus preventing your tutor from marking it. **Ensuring that your work does not breach copyright and these websites' terms and conditions is your own responsibility.**

- Think carefully about the format you want to present in, and how it helps you construct your argument. Do not just choose your favourite format if it does not help you make a sophisticated argument.
- Do not submit a standard essay to iLearn. If you want to do a written task then you still need to publish it as a blog.
- Use appropriate theory in your rationale. If you did a written task (i.e. blog) for your creative work, draw on theorists of writing. If you did a video, draw on theorists of film, television, or other audio-visual media. The theory that you apply in your creative work (your primary academic theory) might be quite different from the theory you use in your rationale; the former underpins the argument of the creative work, the latter justifies the design decisions you made in that work.
- This major assignment should demonstrate sustained effort. All technical (i.e. all non-iLearn) aspects of the creative project are students' own responsibility, and you should be confident that you are competent enough to submit.

Assessment Criteria:

- (Creative Work) Clarity of topic and research question
- (Creative Work) Use of chosen creative technology to convey argument
- (Academic Rationale) Evidence and application of research
- (Academic Rationale) Justification of creative form
- (Academic Rationale) Writing style and referencing

This Assessment Task relates to the following Learning Outcomes:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents
- Assess the historical and technological development of present-day media forms
- Formulate arguments and creative works based on appropriate research and incorporating academic references

- Develop academic communications skills through use of online learning systems

On successful completion you will be able to:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents
- Assess the historical and technological development of present-day media forms
- Formulate arguments and creative works based on appropriate research and incorporating academic references
- Develop academic communications skills through use of online learning systems
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit

In-class participation

Due: **Ongoing throughout term**

Weighting: **10%**

The purpose of our classes is for students to discuss the weekly topics and readings to enrich their understanding. All students are required to participate in discussions. This means arriving at classes having completed set readings and being prepared to discuss issues arising. The classes are based around student-led discussions. Your responses to your peers will form the basis of your participation mark.

Attendance is not the same as participation. Students receive no marks for simply coming to class.

Missing more than two classes an approved Disruptions to Studies application will result in a 50% deduction of your participation mark (i.e. a possible Fail grade).

Assessment Criteria:

- Evidence of engagement with the readings and unit material
- Ability to relate key theoretical ideas to previous readings and/or independent research
- Willingness to contribute to class discussion by asking relevant questions, answering other students' questions, treating other students with respect and behaving appropriately (e.g. not talking whilst tutor or other students talking)

On successful completion you will be able to:

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key

precedents

- Assess the historical and technological development of present-day media forms
- Formulate arguments and creative works based on appropriate research and incorporating academic references
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit

Delivery and Resources

DELIVERY & RESOURCES

Scheduled Class Time & Timetables

Weekly face to face contact for this unit will be 8 hours consisting of 4 x 2 hour lessons (48 hours per term).

Students will be able to enrol in their classes and view their personal timetable via eStudent and may also view general timetable information via Macquarie University's [Timetable page](#).

If a scheduled class falls on a public holiday a make-up lesson may be scheduled. If appropriate, the instructor may instead organise an online make-up lesson or require students to complete additional set work. Scheduled make-up days will be announced in class and attendance will may be taken where relevant.

Attendance Requirements - All students

All students are required to attend at least 80% of scheduled class time to pass this unit.

Attendance will be monitored in each lesson & students will be able to see their attendance records for a unit via iLearn.

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.

Because of the intensive nature of this program, students should be aware that their attendance in this unit may fall below 80% relatively quickly.

In cases of unavoidable non-attendance due to illness or circumstances beyond 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 made.

For further information on attendance, please refer to the [Attendance and Study Load Policy](#).

iLearn

[iLearn](#) is Macquarie's online learning management system and a principal resource which will be used throughout the term. Students should access iLearn at least 3 times per week as it will contain important information including:

- Announcements - Teaching staff will communicate to the class using iLearn announcements.
- A link to the unit guide for the unit and staff contact details
- Lecture notes and recordings where available
- Learning and teaching activities and resources
- Assessment information
- Lesson questions and solutions
- Assessment submission tools such as Turnitin
- Other relevant material

For any technical or support issues using iLearn, please contact the IT helpdesk (Ph. 02 9850 4357) or lodge a ticket using [OneHelp](#).

Technology Used and Required

- Access to internet (Available on Campus using Macquarie [OneNet](#))
- Access to [iLearn](#)
- Access to Macquarie University [Library catalogue](#)
- Access to Microsoft Office Word and Excel (available in Labs)

Class Activities: Students are expected to engage with unit material at all stages, take notes, and to actively relate new content they have learned to class discussions, online participation, and assessments.

Participation in activities and in-class exercises form an integral part of this unit. Students are expected to arrive punctually and actively participate in class work. A mark is allocated for in-class participation in this unit and a roll will be taken in each class.

Students should note that they are expected to attend **all** classes over the six-week term. Missing more than two will automatically result in a 50% penalty within the in-class Participation component. If missing a lesson for serious reasons, medical certificates or Special Consideration documentation must be supplied to avoid this penalty.

Required and recommended texts and/or materials: All required readings are provided via [e-Reserve](#) or via iLearn. Any further recommended readings or material for each week will be listed on iLearn.

Technologies used: The iLearn site is accessible at: <http://ilearn.mq.edu.au/>. A computer and Internet access are required to complete assessments. Basic computer skills (e.g., internet browsing) and skills in word processing are also a requirement.

Assessment Submission: All assignments will be completed/submitted online, via iLearn. Further details on submission will be explained in class.

Return of marked work: During the term, marked work will be returned to students either online or in class.

Unit Schedule

<i>Week/ Lesson</i>	<i>Lesson Topic</i>	<i>Text book Reference</i>	<i>Homework Questions/ reading Due in Lesson</i>
1.1	The Alphabet	Ong, Walter J. (2002) Orality and Literacy: The Technologizing of the Word	
1.2	Printing Press	Hirst, Martin and Harrison, John (2007), Communication and New Media: from broadcast to narrowcast,	
2.1	Mobility	Turkle, Sherry (2008) 'Always-on/Always-on-you: The Tethered Self'	
2.2	Photography	Villi, Mikko (2010) Visual mobile communication: Camera phone photo messages as ritual communication and mediated presence, Chapter 5,	
3.1	Recorded Sound	Chanan, Michael (1995) Repeated Takes: A Short History of Recording and its Effects on Music, chapter 9	iLearn Quiz 1 Monday Week 3, 5 pm
3.2	Broadcasting	Hargittai, Eszter (2000). "Radio's Lessons for the internet."	Referencing Task Friday Week 3, 5pm
4.1	The Moving Image	Enticknap, Leo (2009) 'Electronic Enlightenment or the Digital Dark Age? Anticipating Film in an Age Without Film'	
4.2	Computers	Flew, Terry. "Participatory media cultures"	
5.1	The Internet	Wu, Tim (2006) Who controls the Internet? : Illusions of a borderless world	
5.2	Play	Donovan, T. (2010) Replay: The History of Video Games	iLearn Quiz 2 Monday Week 5, 5 pm
6.1	Project Week	N/A	
6.2	Project Week	N/A	Major Assignment Friday Week 6, 5 pm

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

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 can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Final Examination Script Viewings and 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 Standardised Numerical Grade (SNG) a student receives for a unit of study. They do not apply to results received for individual assessment tasks.

A student is expected to seek feedback on individual assessment tasks prior to the award of a final grade. In particular, a student is expected to view their final examination paper in advance of submitting a grade appeal, if this is relevant to their case. To request a final examination script viewing, please lodge a ticket via ask.mq.edu.au. Script viewings must be lodged between results release date of the relevant teaching Term (00.01 am Friday Week 7) and midnight Tuesday Week 1 of the subsequent teaching Term (5 day period). Requests outside this window will not be considered.

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 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 50% or more of their enrolled units in a study Term. To successfully complete a unit, students must meet the requirements to pass as listed in the unit guide, obtain a passing grade **and** fulfil attendance requirements.

Students who fail to make Satisfactory Academic Progress will be classified as "at risk" and will be notified in writing. At-risk student 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 subjects 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

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

- Analyse and critique various contemporary media with regard to media theory and key precedents

- Formulate arguments and creative works based on appropriate research and incorporating academic references
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit

Assessment tasks

- Referencing Task
- Major Assignment
- In-class participation

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 outcome

- Develop academic communications skills through use of online learning systems

Assessment tasks

- Major Assignment
- In-class participation

Commitment to Continuous Learning

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

This graduate capability is supported by:

Learning outcomes

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents
- Assess the historical and technological development of present-day media forms
- Formulate arguments and creative works based on appropriate research and

incorporating academic references

- Develop academic communications skills through use of online learning systems
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit

Assessment tasks

- Major Assignment
- In-class 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

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents
- Assess the historical and technological development of present-day media forms
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit

Assessment tasks

- iLearn Quiz 1
- Referencing Task
- iLearn Quiz 2
- Major Assignment
- In-class 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

- Demonstrate an understanding of how technology interacts with media practices and cultures
- Analyse and critique various contemporary media with regard to media theory and key precedents

Assessment tasks

- iLearn Quiz 1
- Referencing Task
- iLearn Quiz 2
- Major Assignment
- In-class 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 outcome

- Formulate arguments and creative works based on appropriate research and incorporating academic references

Assessment tasks

- iLearn Quiz 1
- Referencing Task
- iLearn Quiz 2
- Major Assignment
- In-class 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

- Formulate arguments and creative works based on appropriate research and incorporating academic references
- Develop academic communications skills through use of online learning systems
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit

Assessment tasks

- Referencing Task
- iLearn Quiz 2
- Major Assignment
- In-class 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 outcomes

- Assess the historical and technological development of present-day media forms
- Develop academic communications skills through use of online learning systems

Assessment task

- Referencing Task

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

- Develop academic communications skills through use of online learning systems