EFLA302

English as a Foreign Language Capstone

S2 External 2018

Dept of International Studies

Contents

General Information

Unit convenor and teaching staff
Unit Convenor
Dr Lai Ping Florence Ma
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Contact via 98507285
Australian Hearing Hub L2 North W77
Wed 2-4pm

Credit points
3

Prerequisites
EFLA301

Corequisites

Co-badged status

Unit description
This unit is designed for students from non-English speaking backgrounds, aiming to enable them to develop highly proficient English language skills for various academic and professional settings. Students will develop the capacity to handle text types which are academicly and cognitively demanding and to master the language to good effect at a level of performance which may in certain aspects be more advanced than that of an average native speaker. This unit enables students to develop high level English skills through an in-depth analysis of various authentic spoken and written English texts in different Australian academic and professional contexts, and developing a deep understanding of the structural properties of the language. This unit develops students' inter-cultural communicative competence through exploring key issues in cross-cultural communication and cultural differences. It is taught in blended mode with regular online activities and meaningful assessment tasks. Students will also be engaged in reflective and independent learning activities, and work actively towards mastering effective communication skills and making independent critical judgements about appropriate use of English in diverse contexts.

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:

Apply English skills across a range of text types to communicate effectively in Australian academic and professional settings.

Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.

Demonstrate skills to conduct a study and report results in written form and oral presentations.

Demonstrate language skills and knowledge needed to achieve effective intercultural communication.

Recognise structural properties of the English language and aspects of its variation.

Demonstrate independent management of language learning and skills practice.

General Assessment Information

Submission of most tasks is via iLearn. Details of the assessment tasks, indicative examples, and marking rubrics for all assessment types are to be found in the unit iLearn site. All assessment tasks are compulsory and must be submitted on time. As a general rule, extensions will not be granted without a valid and documented reason (e.g. medical certificate).

There are no on-campus sessions for external students; however, all students must attend an examination in Australia. Indicative examples and marking rubrics for all assessment types are to be found in the unit iLearn site.

Late Assessment Penalty

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

Assessment Tasks

Name	Weighting	Hurdle	Due
Skills-based tasks	15%	No	Weeks 3, 5, 7
Research report	30%	No	Week 9
Oral presentation	15%	No	Week 11
Reflective journal	10%	No	Week 12
Class participation	10%	No	On-going
Final examination	20%	No	Exam. period

Skills-based tasks

Due: **Weeks 3, 5, 7**
Weighting: **15%**

Assignments to assess reading and listening skills used in professional contexts and knowledge in grammar.

On successful completion you will be able to:

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- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.
- Demonstrate language skills and knowledge needed to achieve effective intercultural communication.
- Recognise structural properties of the English language and aspects of its variation.
- Demonstrate independent management of language learning and skills practice.

Research report

Due: **Week 9**
Weighting: **30%**

Investigate a topic related to issues in the workplace and report findings in a written report.

On successful completion you will be able to:

- Apply English skills across a range of text types to communicate effectively in Australian academic and professional settings.
- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.
- Demonstrate skills to conduct a study and report results in written form and oral presentations.

Oral presentation

Due: **Week 11**
Weighting: **15%**

An academic presentation to report results of the research project on workplace issues.

On successful completion you will be able to:

- Apply English skills across a range of text types to communicate effectively in Australian

academic and professional settings.

• Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.

• Demonstrate skills to conduct a study and report results in written form and oral presentations.

• Demonstrate language skills and knowledge needed to achieve effective intercultural communication.

Reflective journal

Due: **Week 12**
Weighting: **10%**

Write a journal to reflect on the process and outcomes of the research project conducted in this unit.

On successful completion you will be able to:

• Demonstrate skills to conduct a study and report results in written form and oral presentations.

Class participation

Due: **On-going**
Weighting: **10%**

Participation in class activities, and completion of online tasks and discussions in iLearn.

On successful completion you will be able to:

• Demonstrate independent management of language learning and skills practice.

Final examination

Due: **Exam. period**
Weighting: **20%**

Questions requiring short answers and integrated skills tasks to assess language skills.

On successful completion you will be able to:

• Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.

• Recognise structural properties of the English language and aspects of its variation.

• Demonstrate independent management of language learning and skills practice.

Delivery and Resources

Delivery

2 contact hours per week

Required Readings

Online readings are available via the library website.

TECHNOLOGY USED AND REQUIRED

Online Unit

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

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

Technology

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

For students attending classes on campus we strongly encourage that you bring along your own laptop computer, ready to work with activities in your online unit. The preferred operating system is Windows 10.

Students are required to access the online unit in iLearn by the end of Week 1 and follow any relevant instructions and links for downloads that may be required. If applicable, students are required to download the relevant language package prior to Week 2.

Please contact your course convenor **before** the end of **Week 1** if you do not have a suitable laptop (or tablet) for in-class use.

- **For central technical support go to:** http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/
- **For student quick guides on the use of iLearn go to:** https://students.mq.edu.au/support/study/tools-and-resources/ilearn/ilearn-quick-guides-for-students

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy

- Academic Progression Policy

- Assessment Policy

- Fitness to Practice Procedure

- Grade Appeal Policy

- Complaint Management Procedure for Students and Members of the Public

- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Undergraduate students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct

Results

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

Student Support

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

Learning Skills

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

- Workshops

- StudyWise

- Academic Integrity Module for Students

- Ask a Learning Adviser

Student Services and Support

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

Student Enquiries

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

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/ offices_and_units/information_technology/help/.

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

Graduate Capabilities

Creative and Innovative

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

This graduate capability is supported by:

Learning outcome

- Demonstrate skills to conduct a study and report results in written form and oral presentations.

Assessment task

- Oral presentation

Capable of Professional and Personal Judgement and Initiative

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

This graduate capability is supported by:

Learning outcomes

- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.
- Demonstrate language skills and knowledge needed to achieve effective intercultural communication.
- Demonstrate independent management of language learning and skills practice.

Assessment tasks

- Research report
- Reflective journal
- 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 outcome

- Demonstrate independent management of language learning and skills practice.

Assessment tasks

- Skills-based tasks
- Research report

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

- Apply English skills across a range of text types to communicate effectively in Australian academic and professional settings.
- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.
- Demonstrate skills to conduct a study and report results in written form and oral presentations.
- Demonstrate language skills and knowledge needed to achieve effective intercultural communication.

- Recognise structural properties of the English language and aspects of its variation.

- Demonstrate independent management of language learning and skills practice.

Assessment tasks

- Skills-based tasks

- Research report

- Oral presentation

- Class participation

- Final examination

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

- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.

- Demonstrate skills to conduct a study and report results in written form and oral presentations.

- Recognise structural properties of the English language and aspects of its variation.

Assessment tasks

- Research report

- Oral presentation

- Reflective journal

- Final examination

Problem Solving and Research Capability

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

This graduate capability is supported by:

Learning outcomes

- Apply English skills across a range of text types to communicate effectively in Australian academic and professional settings.
- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.
- Demonstrate skills to conduct a study and report results in written form and oral presentations.

Assessment tasks

- Research report
- Oral presentation
- Reflective journal
- 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

- Apply English skills across a range of text types to communicate effectively in Australian academic and professional settings.
- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.
- Demonstrate skills to conduct a study and report results in written form and oral presentations.
- Demonstrate language skills and knowledge needed to achieve effective intercultural communication.
- Recognise structural properties of the English language and aspects of its variation.
- Demonstrate independent management of language learning and skills practice.

Assessment tasks

- Skills-based tasks
- Oral presentation
- Class participation

- Final examination

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

- Apply English skills across a range of text types to communicate effectively in Australian academic and professional settings.
- Analyse and interpret various written and spoken English text types encountered in Australian academic and professional settings.

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

- Demonstrate skills to conduct a study and report results in written form and oral presentations.

Assessment task

- Class participation