



ENVS1000

Environment Skills

Session 1, Weekday attendance, North Ryde 2021

Archive (Pre-2022) - Department of Earth and Environmental Sciences

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Disclaimer

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Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Convenor and Lecturer

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Lecturer

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Credit points

10

Prerequisites

Admission to BEnv

Corequisites

Co-badged status

Unit description

This core skills-based unit introduces students to the employability and technical skills that are essential for a career in the environmental sciences, and lays the important groundwork for subsequent units in the Bachelor of Environment. The unit is delivered through a series of online modules, masterclasses and practical sessions, aimed at providing a fundamental understanding of what each skill is and why it is important. Opportunities for practical hands-on experience in the field and laboratory are also provided so that each student can be developing their capabilities and confidence in mastering these essential employability and technical skills.

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:

ULO1: Demonstrate an understanding of the technical and employability skills that are needed to work effectively in environmental roles.

ULO2: Describe why each skill is important and show using examples, how they are applied in different contexts.

ULO3: Achieve a basic level of competency in operating some of the tools and equipment that are commonly used in the office, laboratory and field by environment professionals.

ULO4: Demonstrate professional qualities and behaviours, including expertise in writing a formal email, and compliance with work, health and safety requirements when in the laboratory or in the field.

ULO5: Engage with feedback from others and undertake self-review, reflecting on how these apply to your performance both as an individual and as a team member.

ULO6: Show evidence of skills development by recording achievements in an ePortfolio, and demonstrate an understanding of the transferability of these skills within and between different disciplines.

General Assessment Information

Hurdle Assessments

The learning participation tasks are all Hurdle assessments - they carry no weighting but must be completed to pass this unit. The remaining assessments are three hand-in assessments all carrying a weighting of 20% and a final exam at 40% - none of these assessments are hurdles.

Assessment Criteria

Assessment at Macquarie University is standards-based, as outlined in the [Assessment Policy](#). This means that your work will be assessed against clear criteria, and these criteria will be made available when the assessment tasks are released to you on iLearn.

Submission of Assessments

All assignments must be submitted online through [Turnitin](#) unless otherwise indicated. Links for the submission of each assignment will be available on [iLearn](#). The due dates for all assessment tasks are not negotiable. If you have commitments that will significantly impact your study during the session then you must plan for this in advance as part of an effective individual study plan and you may need to contact the unit convenor for advice.

Marking of Assessments

Assignments will be marked through Turnitin and feedback will be noted on the assignment. **Do**

not submit your assignments via email or in hard copy. Your grades will be returned using the Grades Report on iLearn. Grades from quizzes and the exam will also be made available on iLearn.

We aim to return your assignments with feedback within two to three weeks of the date that you submit your assignment, and before your next assignment is due. We appreciate your patience and will advise you through iLearn when your marked assignments and feedback are available for viewing.

Penalties for Late Assessments

The penalty for late submission of assessments in this unit is **ten percent (10 %) of the assessment value per day**, calculated from the due time and date. This means that if the assignment is worth a total of 30 marks (or 30 % of the unit) you will lose 3 marks for each day late. This is a hefty penalty designed to make you aware of the importance of organising yourself around assessment due dates. The penalty will be applied over weekdays and weekends unless you have been granted an extension prior to the due date.

Extensions for Assessments

To obtain an extension for an assessment task, you will need to follow the formal process as outlined in the [Special Consideration Policy](#), and you must provide appropriate supporting documentation (e.g. medical certificate - see advice for [Special Consideration](#) requests). The final decision regarding the granting of an extension and/or a late penalty lies with the unit convenor. Permission for extension must be sought **well before the due date** unless this is absolutely impossible. Let us know of problems in advance or as soon as possible, not after the event: we are likely to be much more sympathetic and flexible in our requirements if you follow this advice.

Assessment Tasks

Name	Weighting	Hurdle	Due
Learning and participation tasks (Hurdle)	0%	Yes	Weeks 1-13
Reference list	20%	No	11-03-21
GPS and map reading	20%	No	8-04-21
Presentation of figures	20%	No	6-05-21
Timed assessment	40%	No	Week 13

Learning and participation tasks (Hurdle)

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 18 hours

Due: **Weeks 1-13**

Weighting: **0%**

This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)

Completion of online quizzes, peer review, attendance and engagement in an employability event, compliance with work health and safety, and creation of an ePortfolio

On successful completion you will be able to:

- Demonstrate an understanding of the technical and employability skills that are needed to work effectively in environmental roles.
- Demonstrate professional qualities and behaviours, including expertise in writing a formal email, and compliance with work, health and safety requirements when in the laboratory or in the field.
- Engage with feedback from others and undertake self-review, reflecting on how these apply to your performance both as an individual and as a team member.
- Show evidence of skills development by recording achievements in an ePortfolio, and demonstrate an understanding of the transferability of these skills within and between different disciplines.

Reference list

Assessment Type ¹: Annotated bibliography

Indicative Time on Task ²: 15 hours

Due: **11-03-21**

Weighting: **20%**

Compile a reference list using the Harvard style of referencing

On successful completion you will be able to:

- Achieve a basic level of competency in operating some of the tools and equipment that are commonly used in the office, laboratory and field by environment professionals.

GPS and map reading

Assessment Type ¹: Quantitative analysis task

Indicative Time on Task ²: 15 hours

Due: **8-04-21**

Weighting: **20%**

Determine different locations using GPS coordinates and maps

On successful completion you will be able to:

- Achieve a basic level of competency in operating some of the tools and equipment that are commonly used in the office, laboratory and field by environment professionals.

Presentation of figures

Assessment Type ¹: Report

Indicative Time on Task ²: 15 hours

Due: **6-05-21**

Weighting: **20%**

Create and present good quality figures that are suitable for inclusion in a report or scientific paper

On successful completion you will be able to:

- Achieve a basic level of competency in operating some of the tools and equipment that are commonly used in the office, laboratory and field by environment professionals.

Timed assessment

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 20 hours

Due: **Week 13**

Weighting: **40%**

Exam-style timed assessment covering all of the content presented in the unit including the online modules and practicals

On successful completion you will be able to:

- Demonstrate an understanding of the technical and employability skills that are needed to work effectively in environmental roles.

- Describe why each skill is important and show using examples, how they are applied in different contexts.
- Show evidence of skills development by recording achievements in an ePortfolio, and demonstrate an understanding of the transferability of these skills within and between different disciplines.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

CLASSES

The class timetable can be found through the [Timetable](#) portal. A detailed class schedule with assessment due dates will be made available to all enrolled students through [iLearn](#).

ONLINE MATERIALS

This unit is supported by guided online learning via a series of online components. The link for these components can be found in the ilearn site. Each week you will be expected to complete the component (on a particular theme) for that week in your own study time and before the practical so that you are familiar with the content.

PRACTICALS

The practicals are 3 hours, once a week. You are expected to attend your nominated prac every week.

The pracs will be very interactive and hands-on, exploring the theme for each week. Make sure that you have completed the weekly online material **before** attending the prac, as they are designed to provide you with a framework with which to focus your study of the subject and are an essential and important component of the unit. The online learning components are by no means exhaustive on each and every topic, and you are expected to supplement them by reading. The practicals will be structured as small group discussions and tasks - the **more** you contribute the more you will learn and gain from this unit. The unit has been designed to start your skills mastery journey and you will be able to document this journey throughout your degree by using an eportfolio platform, which will be introduced discussed and started during the pracs.

FIELDWORK

There is a compulsory 1-day field trip in Week 9 (Saturday 8 May). The location is yet to be decided, but is likely to be within the Sydney region.

ASSESSMENTS

There are 4 assessments overall with different percentage weightings ranging from 20-40%. The first three assessments (Reference list, mapping task and presentation of figures) build on the skills that you will learn in the practicals. The fourth assessment is the online timed exam at 40%, which will examine your understanding of the content covered by the online materials and pracs.

HURDLES

Certain learning and participation tasks are hurdles in this unit - meaning that they must be completed/passed to be able to pass this unit. These include the completion of an online quiz, a peer review activity, attendance and engagement in an employability event, compliance with work health and safety, and the creation of an ePortfolio. These tasks are hurdles because they are vital to your mastery of the skills necessary for a Bachelor of Environment degree and for your future employability.

Unit Schedule

Week	Guided online learning	Practicals (~3 hrs per week)
1 25-02 KT	<ul style="list-style-type: none"> Introduction to employability skills 	<p>Welcome and career literacy</p> <p>What skills, qualities and experiences do you already have that will be useful for your future employment?</p>
2 4-03 KT	<ul style="list-style-type: none"> Communicator – Scientific writing 	<p>Writing and Referencing</p> <p>Different styles of writing and referencing - academic, scientific and professional</p>
3 11-03 KW	<ul style="list-style-type: none"> Professional – Act like a Professional, and the importance of WHS 	<p>Professionalism</p> <p>Being a professional – behaviour, emails, attendance, time mgt, selling your brand, WHS etc</p>
4 18-03 KW	<ul style="list-style-type: none"> Collaborator – Peer review 	<p>Problem Solving and Team Work</p> <p>Group based activity</p>
5 25-03 KT	<ul style="list-style-type: none"> Collaborator cont. – Giving, receiving and responding to feedback 	<p>Feedback and Reflection</p> <p>Peer review and reflection using feedback on assessments and feedback from SparkPlus</p>
6 1-04 KT	<ul style="list-style-type: none"> Achiever – Self-review for improvement 	<p>Mapping Skills</p> <p>Reading maps and how to use a GPS, and translate GPS coordinates onto a map</p>
	Break	
7 22-04 KT	<ul style="list-style-type: none"> Achiever – Recording and documenting 	<p>Observing and Recording</p> <p>How to use basic field equipment and record data in a field note book</p>

8 29-04 KW	<ul style="list-style-type: none"> Learner – Independent learning and new technologies 	Data Analysis Data analysis and graphing using Excel and how to present information as figures, including figure captions
9 6-05 KT/ KW	<ul style="list-style-type: none"> None – Revise Recording and documenting and Professional 	Fieldtrip
10 13-05 KW	<ul style="list-style-type: none"> Problem solver 	Create your ePortfolio
11 20-05	<ul style="list-style-type: none"> Learning - Active Learning 	Q&A event on Employability
12 27-05	None – revise any modules you did not understand or missed	Choose a course, workshop or other activity to enhance your employability or technical skills
13 3-06	None - revise any modules you did not understand or missed	Timed Assessment - ONLINE (40%)

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/su\)](https://students.mq.edu.au/su)

[port/study/policies](#)). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

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

If you are a Global MBA student contact globalmba.support@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.

Changes from Previous Offering

This unit is a new offering for 2020 but is strongly based on the Skills mastery material that Kerrie Tomkins and Kira Westaway have been developing for the Department and for the Faculty of Science and Engineering.