



# ENVS3463

## Environmental Management Project

Session 2, Special circumstances, North Ryde 2021

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

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#### **Disclaimer**

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#### **Session 2 Learning and Teaching Update**

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

## General Information

### Unit convenor and teaching staff

Convenor, Lecturer

Emilie Ens

[emilie.ens@mq.edu.au](mailto:emilie.ens@mq.edu.au)

By email appointment

PACE Advisor

Marios Elles

[marios.elles@mq.edu.au](mailto:marios.elles@mq.edu.au)

By email appointment

Tutor

Cynthia Isley

[cynthia.isley@mq.edu.au](mailto:cynthia.isley@mq.edu.au)

By email appointment

Credit points

10

Prerequisites

(130cp at 1000 level or above) and (Admission to BEnv or by Special Approval)

Corequisites

Co-badged status

Unit description

This is a simulated work experience unit, where small groups undertake major projects on matters of environmental concern under the supervision of Macquarie staff and experts from outside agencies. Progress reports and a final presentation are made by each group. Much of the project work is undertaken independently and outside formal class hours (the class does not meet every week but there are frequent opportunities for additional advice and supervision with the course convenor).

## 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:** Design and implement a research project in collaboration with a project partner or supervisor

**ULO2:** Work effectively in small teams by implementing collaboration and teamwork skills to achieve the project goals

**ULO3:** Produce a professional document of the size and complexity required of consultants

**ULO4:** Demonstrate communication skills by preparing and presenting information in a professional and confident manner

**ULO5:** Demonstrate high levels of social and environmental awareness by evaluating the implications of research

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Presentation 1</u></a>	10%	No	Week 3, in your workshop
<a href="#"><u>Presentation 2</u></a>	10%	No	Week 5, in your workshop
<a href="#"><u>Report Summary</u></a>	10%	No	Week 12, Friday 29 October 5pm
<a href="#"><u>Final Project Report</u></a>	60%	No	Week 13, Friday 5th October 5pm
<a href="#"><u>Final Presentation</u></a>	10%	No	Week 13, in your workshop

### Presentation 1

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 3, in your workshop**

Weighting: **10%**

For the first presentation, each group will present an overview of their project, including the research question(s), proposed methods, supervisor and initial thoughts and ideas based on preliminary research and site visits.

On successful completion you will be able to:

- Design and implement a research project in collaboration with a project partner or supervisor

- Work effectively in small teams by implementing collaboration and teamwork skills to achieve the project goals
- Demonstrate communication skills by preparing and presenting information in a professional and confident manner

## Presentation 2

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 5, in your workshop**

Weighting: **10%**

The second presentation is an opportunity for each group to showcase their initial data/findings, and receive feedback to help guide you through any issues arising.

On successful completion you will be able to:

- Design and implement a research project in collaboration with a project partner or supervisor
- Work effectively in small teams by implementing collaboration and teamwork skills to achieve the project goals
- Demonstrate communication skills by preparing and presenting information in a professional and confident manner

## Report Summary

Assessment Type <sup>1</sup>: Summary

Indicative Time on Task <sup>2</sup>: 5 hours

Due: **Week 12, Friday 29 October 5pm**

Weighting: **10%**

To accompany the final presentation, each group needs to produce a one page summary of their project that will be provided to the audience.

On successful completion you will be able to:

- Work effectively in small teams by implementing collaboration and teamwork skills to achieve the project goals
- Produce a professional document of the size and complexity required of consultants

## Final Project Report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 40 hours

Due: **Week 13, Friday 5th October 5pm**

Weighting: **60%**

The Final Report will document the project in its entirety, including the research question(s), methods, results and a detailed synthesis of the major research outcomes.

On successful completion you will be able to:

- Work effectively in small teams by implementing collaboration and teamwork skills to achieve the project goals
- Produce a professional document of the size and complexity required of consultants
- Demonstrate communication skills by preparing and presenting information in a professional and confident manner
- Demonstrate high levels of social and environmental awareness by evaluating the implications of research

## Final Presentation

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 13, in your workshop**

Weighting: **10%**

The final presentation is a summary of the project and needs to cover the issues examined and the findings, limitations and conclusions/recommendations.

On successful completion you will be able to:

- Work effectively in small teams by implementing collaboration and teamwork skills to achieve the project goals
- Demonstrate communication skills by preparing and presenting information in a professional and confident manner

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<sup>1</sup> 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.

<sup>2</sup> 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

ENV53463 requires students to work in groups, independently, for much of the semester. There are 4 **compulsory** face to face (or online for external students) 3 hour workshops/teaching blocks in Week 1, 3, 5 and 13. Please note that this may change at short notice to fully online delivery due to COVID-19 restrictions. Keep an eye out for ENV53463 ilearn announcements. The face to face teaching space is 11 Wallys Walk, Room 140.

We only meet formally 4 times in the semester so that you have ample time to read and carry out your research project. Please refer to the Unit timetable below, for further guidance. If I request a meeting with a group outside of these designated four meetings outlined in this unit guide, consider it to be compulsory, given that there will be a good reason for it – such as insufficient evidence of progress that needs to be discussed.

You and your group have to give three presentations (Weeks 3, 5 and 13), submit a short project summary (Week 12) and a Final Report (Week 13). In addition, reflecting and responding to the needs of previous group projects, I have scheduled 3 consultation weeks (weeks 6, 9, 11) for group meetings as required by appointment. I request that we stick to the scheduled available times for meetings for this Unit. For any other queries, please email Emilie Ens or Marios Elles.

The University expects that you devote 9 hours per week (over the 15 week session), in total, to a 10 credit point unit such as ENV53463. Put another way, you should be able to achieve a passing grade with around 150 hours for the semester. A rough breakdown for EACH person might be as follows: Classroom: 4 x 3 hours = 12 hours Group project meetings: 8 x ~ 1 hours (including preparation time) = 8 hours. Individual/group research: 130 hours Total: 150 hours

See some useful readings on group work and project management on ilearn.

### ***Pre-Session Preparation***

Students enrolled in the unit are required to subscribe to the ENV53463 Pre-Session Preparation iLearn site to help them secure a PACE project prior to the start of Semester 2. To subscribe, please click on this link: [Unit: ENV53463 Environmental Management Pre-Session Preparation \(mq.edu.au\)](https://unitguides.mq.edu.au/unit_offerings/131264/unit_guide/print)

## Unit Schedule

**Week 1** - Introductory lecture and project definition, selection and confirmation

**Week 3** - Presentation - topic overview

**Week 5** - Presentation - data collected/other measures of progress presented

Weeks 2,6,7-11 Group consultations with unit convenor and PACE Advisor

Week 12 - Summary report due

**Week 13** - Final presentations and Final Report due - “Industry day” (external supervisors are welcome to attend as they are for previous sessions, COVID restrictions pending).

## 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 \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.

## Important Unit Assessment Information

Assessments in ENV53463 reflect the University's policy on group work. In this sense, the unit includes individual grading for all assessment tasks required by the unit.

**NOTE: All individual grades will be derived from peer review assessment.** All students are required to participate in the peer review assessment process of this Unit. For each individual student grade, 70% will comprise of marks allocated to the individual, and 30% will come from marks allocated to the group's work. The group work component is based on assessment of the final report. See "Peer Review Instructions" section in this Unit Guide, lectures and ilearn for further detail on the peer review process.

As all assessments in ENV53463 are based on group work, University policy dictates that students will only receive a Pass (listed as an 'S' grade (Satisfactory) on your transcript or Fail for this unit, irrespective of the cumulative marks for the various components of the Unit.

The peer review assessments will be subject to evaluation by the Unit convenor to ensure that marks are aligned with the assessment comments and that they are consistent and



reasonable. In this regard, they may be subject to moderation.

Students are required to use SPARK for their peer review assessments. Log in at <https://mq.sparkplus.com.au/login.php>. The assessment criteria **ALSO** requires all students in all groups to turn up and present at the three sessions in weeks 3, 5 and 13. Not turning up means the task is incomplete and cannot be marked i.e. if an individual does not turn up or provide a bona fide medical certificate, the result for that assignment will be zero (0), irrespective of the comments and marks provided by the peer review assessment. In summary, turning up and participating in the presentations is integral to the assessment tasks and **MUST** be completed to achieve marks greater than zero for that task.

### **Why does this unit focus on group work and peer review?**

Group projects enable students to develop different skills to those acquired via individual study. These can include team building, communication, negotiation and respect, acceptance for different perspectives. Effective teamwork involves developing a process within the group to facilitate communication for all parties so that all group members can contribute to the task and end product. The reality of the work place is such that you will have to work with and for others who may not be aligned entirely with your view of the world. Moreover, individuals will have different skills sets, expectations, standards, goals and work ethics. It is a learnt skill to be able to navigate project personnel with such differences to reach the end goal of your project.

Peer evaluation is one way to evaluate team processes. Group members should know how well their group has functioned and be across the relative contribution of each member of the group. Contribution to a group dynamic and outcome is multifaceted it involves: generating ideas and processes for project success; undertaking research and finding resources; completing agreed tasks on schedule; taking notes and supporting group processes; turning up on time to meetings and contributing positively; and adopting leadership and responsibility. The end goal (e.g. class presentation, summary report, final report) requires persistent and consistent effort across the semester in order to achieve a good group outcome.

## **Peer review instructions**

To arrive at a fair assessment for group tasks, students should reflect on the relative contribution of themselves and each group member in their project group using the peer evaluation guide and the University grading system set out below. Also consider attitudes, such as willingness to perform tasks, dedication, enthusiasm, and use of initiative. For the peer review process we will use software called SPARK. Log in to SARK at <https://mq.sparkplus.com.au/login.php>

For the assessment of themselves and each group member, use the template on SPARK to:

1. Provide a grade out of 5 for the contribution of the individual to the group. Note that a grade of '3' means that the group member participated equally with others in the group; a grade of '1' denotes a poor contribution (below average) and a grade of '5' would be a much higher participation than others in the group.
2. Justify your mark with brief comments.

### **Quantity and quality of contributions - factors to consider**

For individual marks:

1. Attended and contributed to field work/data analysis/group discussions
2. Completed tasks – bearing in mind their size and importance
3. Completed tasks on time, efficiently and correctly as agreed
4. Completed tasks in professional manner – i.e. useful and error free
5. Used initiative to complete tasks
6. Articulated gaps, opportunities and relevant issues to the group

For group marks:

1. Provided useful and relevant suggestions; had good ideas; active in
2. Discussions were enthusiastic, everyone participated actively and effectively
3. Used clear communication – verbal and written
4. Negotiated and respected opinions and contributions of others
5. Showed leadership and carriage of tasks; reliable and trustworthy
6. Demonstrated problem-solving skills
7. Assisted in collective decision-making
8. Worked well with others

**\*\*We require your responses to the above assessment by 1700 hours the day after the presentation using the software for this purpose (to be detailed in class). If responses are not in on time then a mark of ZERO will be allocated.** The above evaluation requires allocation a mark out of 5 for the assessment task, supported by brief justifying comments.