ARTS3500
Arts Capstone
Session 2, Special circumstances 2021
Arts Faculty level units

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Disclaimer
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Notice
Some on-campus classes have moved online for the first two weeks of Session, before returning to campus in Week 3. If you are studying a unit outside of the primary Session 2 timetable, please contact your teaching staff team for further details.

Some classes/teaching activities cannot be moved online and must be taught on campus. To find out if you are enrolled in one of these classes/teaching activities, you can check to see if your unit is on the list of units with mandatory on-campus classes/teaching activities.

Your Unit Convenor will provide more information via an iLearn announcement when your iLearn unit becomes available.
General Information

Unit convenor and teaching staff
Convenor
Linda Evans
linda.evans@mq.edu.au
Contact via iLearn
By appointment

Convenor
Jayde Cahir
jayde.cahir@mq.edu.au
Contact via iLearn
By appointment

Credit points
10

Prerequisites
170cp at 1000 level or above and (admission to BArts or BABEd(Prim) or BABEd(Sec))

Corequisites

Co-badged status

Unit description
This unit aims to facilitate a successful student transition from University life to the next stage of their careers, professional life or further research. This is an interdisciplinary unit that focuses on transferable skills. Students will reflect upon the skills they have developed during their studies and be provided with opportunities to further develop their transferable skills. A major component of this unit is the final assembly and showcase of an integrative portfolio of individual strengths and the promotion of meaningful integration of their learning throughout their studies in the Bachelor of Arts.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at https://students.mq.edu.au/important-dates

Learning Outcomes
On successful completion of this unit, you will be able to:

ULO1: Reflect on and integrate your learning experiences and skills development
through the completion of an integrative portfolio

**ULO2:** Evaluate personal achievements and capabilities for a range of careers or future study

**ULO3:** Use creative ways to showcase how the Bachelor of Arts prepared them for a range of employment opportunities and further study or research.

**ULO4:** Apply strategies to network with people, build professional relationships and leverage social media to increase their influence

### General Assessment Information

**Late submission penalty**

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – **10 marks out of 100** credit will be deducted **per day** for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

**Important note on final marks**

Please note with respect to the marks you receive for work during the session: that the marks given are indicative only. Final marks will be determined after moderation. See further the note on Results in the Policies and Procedures section below.

### Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills Portfolio</td>
<td>60%</td>
<td>No</td>
<td>23:59 22/08/21; 23:59 03/10/2021; 23:59 31/10/2021</td>
</tr>
<tr>
<td>Video Presentation</td>
<td>40%</td>
<td>No</td>
<td>23:59 14/11/2021</td>
</tr>
</tbody>
</table>

**Skills Portfolio**

Assessment Type ¹: Portfolio
Indicative Time on Task ²: 60 hours
Due: **23:59 22/08/21; 23:59 03/10/2021; 23:59 31/10/2021**
Weighting: **60%**

A collection of evidence of skills development and reflections.
On successful completion you will be able to:

- Reflect on and integrate your learning experiences and skills development through the completion of an integrative portfolio
- Evaluate personal achievements and capabilities for a range of careers or future study
- Use creative ways to showcase how the Bachelor of Arts prepared them for a range of employment opportunities and further study or research.
- Apply strategies to network with people, build professional relationships and leverage social media to increase their influence

Video Presentation

Assessment Type 1: Presentation
Indicative Time on Task 2: 22 hours
Due: 23:59 14/11/2021
Weighting: 40%

A video presentation to be reviewed by a panel of experts.

On successful completion you will be able to:

- Use creative ways to showcase how the Bachelor of Arts prepared them for a range of employment opportunities and further study or research.
- Apply strategies to network with people, build professional relationships and leverage social media to increase their influence

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 Learning Skills Unit 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

The unit is offered online via a weekly one-hour Zoom session. Online tutorials run asynchronously through iLearn. All of the resources for this unit are available through iLearn and Portfolium.
Unit Schedule

- **Module 1**: Weeks 1-2
- **Module 2**: Weeks 3-4
- **Module 3**: Weeks 5-6
- **Module 4**: Weeks 7-8
- **Module 5**: Weeks 9-10
- **Module 6**: Weeks 11-12

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.)*

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/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 Support

Macquarie University provides a range of support services for students. For details, visit [http://students.mq.edu.au/support/](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 Enquiry Service**

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)

**Equity 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.

**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.