ARTS3500
Arts Capstone
Session 1, Weekday attendance, North Ryde 2021
Arts Faculty level units

Contents
General Information .......................................................... 2
Learning Outcomes ........................................................... 2
General Assessment Information ...................................... 3
Assessment Tasks .............................................................. 3
Delivery and Resources .................................................... 4
Policies and Procedures ..................................................... 4

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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

<table>
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<tr>
<th>Category</th>
<th>Details</th>
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| Unit convenor and teaching staff | Jayde Cahir  
  jayde.cahir@mq.edu.au  
  Panos Vlachopoulos  
  panos.vlachopoulos@mq.edu.au |
| 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](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 – 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**

<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>Week 4, 8 and 12</td>
</tr>
<tr>
<td>Video Presentation</td>
<td>40%</td>
<td>No</td>
<td>Week 14</td>
</tr>
</tbody>
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**Skills Portfolio**

Assessment Type 1: Portfolio  
Indicative Time on Task 2: 60 hours  
**Due:** Week 4, 8 and 12  
**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: 22 hours
Due: Week 14
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 delivery of the unit is online. There is a weekly live zoom session Wednesdays 3-4pm. Our online tutorials run asynchronously through iLearn. All of the resources for this unit are available through iLearn and Portfolium.

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 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 Enquiry Service

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
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/.

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.