



ARTS3500

Arts Capstone

Session 1, Weekday attendance, North Ryde 2021

Arts Faculty level units

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Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

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

Jayde Cahir

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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://www.mq.edu.au/study/calendar-of-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

| Name | Weighting | Hurdle | Due |
|------------------------------------|-----------|--------|------------------|
| Skills Portfolio | 60% | No | Week 4, 8 and 12 |
| Video Presentation | 40% | No | Week 14 |

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 ²: 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 [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

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 \(https://policies.mq.edu.au\)](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 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.