ENVS1000

Environment Skills

Session 1, In person-scheduled-weekday, North Ryde 2022

School of Natural Sciences

Contents

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General Information

Unit convenor and teaching staff
Convenor and Lecturer
Kira Westaway
kira.westaway@mq.edu.au
Contact via 98508429
12WW429
by email appt

Lecturer
Kerrie Tomkins
kerrie.tomkins@mq.edu.au
Contact via 98508357
12WW434
by email appt

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 being 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 (7 in total) - 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 timed assessment 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.

Submission deadlines

Online quizzes, in-class activities, or scheduled tests and exam must be undertaken at the time indicated in the unit guide. Should these activities be missed due to illness or misadventure, students may apply for Special Consideration.

All other assessments must be submitted by 5:00 pm on their due date. Should these assessments be missed due to illness or misadventure, students should apply for Special Consideration.

Penalties for Late Assessments

Late assessments are permitted in this unit but the penalty for late submission is ***ten percent (10 %) of the assessment value per day***, calculated from the due time and date. A 12-hour grace period will be given after which the following deductions will be applied to the awarded assessment mark: 12 to 24 hours late = 10% deduction; for each day thereafter, an additional 10% per day or part thereof will be applied until five days beyond the due date. After this time, a mark of zero (0) will be given. For example, an assessment worth 20% is due 5 pm on 1 January. Student A submits the assessment at 1 pm, 3 January. The assessment received a mark of 15/20. A 20% deduction is then applied to the mark of 15, resulting in the loss of three (3) marks. Student A is then awarded a final mark of 12/20. 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 1-10
Reference list	20%	No	9-3-22 @ 5 pm
GPS and map reading	20%	No	6-4-22 @ 5 pm
Presentation of figures	20%	No	4-5-22 @ 5pm
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 1-10**
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: **9-3-22 @ 5 pm**
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: **6-4-22 @ 5 pm**
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: **4-5-22 @ 5pm**
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.

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[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 7 May). The location is the Sydney Olympic Park - Brick Pit.

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. There are 7 in total and they include the completion of an online quiz, a peer review activity, a reflective blog, and online course 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)	Homework, Hurdles and Assessments
1 21-02 KW	• Introduction to employability skills	**Introduction** Welcome, career literacy and what's your dream job	HURDLE TASK: Academic Integrity Module quiz

2 28/2 KT	• Communicator – Scientific writing	**Writing and Referencing** Different styles of writing and referencing	HURDLE TASK: Practice your academic writing
3 7-03 KW	• Professional – Act like a Professional and the importance of WHS	**Professionalism** Being a professional in the environment sector	**ASSESSMENT 1:** Compile a reference list (20%) - due 9-03-2022
4 14-03 KW	• Collaborator – Peer review	**Problem Solving and Team work** Group based activity	HURDLE TASK: Completion of your SparkPlus Peer review
5 21-03 KT	• Collaborator cont. – Giving, receiving and responding to feedback	**Feedback and Reflection** Peer review and reflection using feedback on assessments and feedback from SparkPlus	HURDLE TASK: Reflection on how you've responded to feedback
6 28-3 KT	• Achiever – Self-review for improvement	**Mapping Skills** Reading maps, using a GPS and translating coordinates onto a map	HURDLE TASK: Self-review on your mapping assessment
7 4-04 KT/ KW	• Achiever – Recording and documenting	**Observing and Recording (field)** How to use basic field equipment and record data in a field note book	**ASSESSMENT 2:** Mapping task (20%) - due 06-04-2022
BREAK			
8 25-04 KW	• Learner – Independent learning and new technologies	**Data Analysis** Data analysis and graphing using Excel and presenting information as figures	HURDLE TASK: Complete the Excel beginners guide course
9 2-05 KT/ KW	• None – Revise Recording and documenting and Professional	**No prac in lieu of the Field Trip on Saturday 7 May**	**ASSESSMENT 3:** Presentation of figures (20 %) – due 04-05-2022

	Saturday 7 May: Field Trip to Sydney Olympic Park Brick Pit Mapping and stratigraphy		
10 9-05 KW	• Problem solver	**Create your ePortfolio** How to sell yourself and your brand	HURDLE TASK: Upload the first page of your ePortfolio
11 16-05	• Learning – Active Learner	**No prac -** Choose a course, workshop or other activity to enhance your employability or technical skills	-
12 23-05	Revise any modules you did not understand or missed	**Q&A event on Employability**	-
13 30-05	-	TIMED ASSESSMENT 4 – ONLINE (40%)	-

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (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
- Assessment Procedure
- Complaints Resolution 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). 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) 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

Academic Integrity

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the 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

Macquarie University offers a range of Student Support Services including:

- IT Support
- Accessibility and disability support with study
- Mental health support
- Safety support to respond to bullying, harassment, sexual harassment and sexual assault

- Social support including information about finances, tenancy and legal issues

Student Enquiries

Got a question? Ask us via AskMQ, or contact Service Connect.

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.

COVID Information

COVID Information and on-campus classes

On-campus teaching continues to be scheduled for Session 1, 2022. Masks are **compulsory** for all classes in indoor spaces and social distancing will be implemented wherever possible. Students will also be required to sanitise surfaces before and after use.

Students are requested to minimise the risk of spreading COVID to themselves and others in accordance with the university and NSW Health guidelines: https://www.mq.edu.au/about/coronavirus-faqs and https://www.nsw.gov.au/covid-19/stay-safe.

Off-shore students

Off-shore students **must** email the convenor as soon as possible to discuss study options.