ARTX3500

Arts Capstone

Session 2, Online-flexible 2022

Arts Faculty level units

Contents

Disclaimer

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.

General Information

Unit convenor and teaching staff
Convenor
Jayde Cahir
arts3500@mq.edu.au
By appointment

Convenor
James Mackenzie
arts3500@mq.edu.au
By appointment

Credit points
10

Prerequisites
170cp at 1000 level or above

Corequisites

Co-badged status

Unit description
This unit will facilitate a successful transition from university life to the next stage of your career, profession or future research. Students will reflect upon the transferable skills they have developed during their studies and be provided with opportunities to further develop these. A major component of this unit is the execution of a project and final showcase of acquired skills. At the completion of the unit, students will have developed a portfolio of individual strengths and the promotion of meaningful connections 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 your learning experiences and skills developed during your studies in the Bachelor of Arts.

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

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

ULO4: Reflect on achievements and develop an action plan for your future professional development or research.

General Assessment Information

This unit is worth 10 credit points which equates to 150 hours of work; therefore, you should expect to commit an average of 10 hours of your time per week to this unit including all scheduled and unscheduled activities as well as preparing and executing the assessment tasks.

ARTS3500/ARTX3500 is a Pass/Fail unit. This means that each assessment is a 'hurdle' task that must be completed successfully in order to pass the unit. If an individual assessment is failed, students will be given the opportunity to improve and re-submit their work or given an alternative task to complete in order to pass the hurdle. This unit is ungraded and will not count towards a student's WAM (Weighted Average Mark). Students will instead be awarded either 'Satisfactory' or 'Fail' at the end of the unit.

In cases where students fail to complete one assessment task to a satisfactory level (provided that they have made genuine attempts at both initial and supplementary work on that task), the convenors may provide one further opportunity to re-attempt the task or carry out supplementary work in order to achieve the required learning outcome(s). The convenors will base this decision on a review of the student's work across the unit in consultation with the student's tutor and/or marker.

The Portfolio Preparation and Portfolio Review assessments will be completed individually and based on content covered in our tutorials. The Team Project Application task is a group assessment that will be completed as a team and will be based on content covered in our lectures. The project teams will be formed after census date. The Video presentation will be completed individually but will be based on the team project work, specifically on the problem your team addressed and the solution that you have designed to address this problem.

Full details about the assessments will be provided on the unit iLearn site and in class.

Late submission penalty

The University's late submission policy is as follows: *Unless a Special Consideration request has been submitted and approved, **a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted**, up until the 7th day (including weekends). After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical issue.*

*This late penalty will apply to written reports and recordings only. **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs) **will be addressed by the unit convenor in a Special***

***consideration application**. Special consideration outcome may result in a new question or topic.*

As per the policy, assignments submitted <u>more than</u> 7 days after the deadline without approved Special Consideration will not be accepted. However, because ARTS3500/ARTX3500 is a Pass/ Fail unit and marks are not assigned, students who submit assignments <u>up to</u> 7 days after the deadline without approved Special Consideration may be required to complete an additional task as a penalty in order to pass the hurdle.

Assessment Tasks

Name	Weighting	Hurdle	Due
Portfolio preparation	40%	Yes	23:55pm on Wednesday 07/09/2022
Application	20%	Yes	23:55pm on Wednesday 05/10/2022
Video	20%	Yes	23:55pm on Wednesday 26/10/2022
Portfolio review	20%	Yes	23:55pm on Wednesday 02/11/2022

Portfolio preparation

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 50 hours
Due: **23:55pm on Wednesday 07/09/2022**
Weighting: **40%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

A series of milestone activities to aid the development of the student's portfolio.

On successful completion you will be able to:

- Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
- Evaluate your personal achievements and capabilities for a range of careers or future study.
- Use creative ways to showcase how the Bachelor of Arts has prepared you for a range of employment opportunities and further study or research.

Application

Assessment Type [1]: Practice-based task

Indicative Time on Task [2]: 10 hours
Due: **23:55pm on Wednesday 05/10/2022**
Weighting: **20%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Preparation of a project application

On successful completion you will be able to:
• Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
• Evaluate your personal achievements and capabilities for a range of careers or future study.
• Use creative ways to showcase how the Bachelor of Arts has prepared you for a range of employment opportunities and further study or research.

Video

Assessment Type [1]: Presentation
Indicative Time on Task [2]: 5 hours
Due: **23:55pm on Wednesday 26/10/2022**
Weighting: **20%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Participation in a project presentation

On successful completion you will be able to:
• Use creative ways to showcase how the Bachelor of Arts has prepared you for a range of employment opportunities and further study or research.

Portfolio review

Assessment Type [1]: Portfolio
Indicative Time on Task [2]: 20 hours
Due: **23:55pm on Wednesday 02/11/2022**
Weighting: **20%**
This is a hurdle assessment task (see assessment policy for more information on hurdle

assessment tasks)

Completion of all required components in the student's portfolio.

On successful completion you will be able to:

- Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
- Reflect on achievements and develop an action plan for your future professional development or research.

---

[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

Lectures

A one-hour lecture will be delivered on campus from 2-3pm each Monday. This lecture will be live-streamed simultaneously via Echo360 (follow the Echo link on the unit iLearn site). A recording of the lecture will also be made available for later viewing.

Tutorials

'In Person Scheduled' and 'Online Scheduled' students will attend a weekly tutorial class, either on campus or via Zoom. Prior to attending the tutorial, students will be required to complete preparation activities (see the unit iLearn site each week for details). Fully online (external and OUA) students will also be given access to the tutorial materials, and will be able to interact with their tutor and peers via an asynchronous online tutorial forum each week.

Unit Schedule

Please note that the schedule may be subject to change during the semester.

Week	Lecture	Tutorial	Assessment Tasks
1	Unit Introduction	Your Portfolio and Career Planner	
2	Discipline perspectives on liveability project	Career Planner- Self Awareness	

3	Discipline perspectives on liveability project	Career Planner- Opportunity Awareness Resources	
4	Discipline perspectives on liveability project	Career Planner- Decision Making Resources	**Quiz- ungraded quiz based on lecture content - closes 23:55pm 21/08/2022**
5	Discipline perspectives on liveability project	Career Planner- Action Planning; SMART goals	
6	Discipline perspectives on liveability project	Career Planner- Review	
7	Discipline perspectives on liveability project	Writing your bio/career profile/objective	**Portfolio Preparation Task due 23:55pm on 07/09/2022**
8	Introduction to Design Thinking	Writing Applications: Cover letter, selection criteria, CV	
9	Design Thinking: Identifying a Problem	Writing Applications: Cover letter, selection criteria, CV	**Team Project Application Task due 23:55pm on 05/10/2022**
10	Design Thinking: Ideation	Introduction to types of social media for your professional profile	
11	Design Thinking: Prototyping	Networking: your elevator pitch	
12	Design Thinking: Storytelling	Networking plan and future plans for social media sites	**Video Presentation Task due 23:55pm on 26/10/2022**
13	Showcase, Feedback and Next Steps	No tutorials	**Portfolio Review Assessment due 23:55pm on 02/11/2022**

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.e

du.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 an d maths support, academic skills development and wellbeing consultations.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://stu dents.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

Minor changes to assessments to support a paper-based portfolio