



ARTS3500

Arts Capstone

Session 1, Online-flexible 2022

Arts Faculty level units

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General Information

Unit convenor and teaching staff

Convenor

Linda Evans

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Contact via via iLearn

By appointment

Convenor

Jayde Cahir

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Contact via 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 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 prepared you 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

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.

Note: The Portfolium Preparation, Portfolium Review, and Interview/Presentation assessments will be completed individually. However, the Application task is a group assessment that will be completed as a team. All students will be assigned to a team in Week 1 of the semester. They will be required to stay in their team unless they have an exceptional reason for requesting a change to join another team.

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

Late penalty

The Faculty of Arts Late Submission Policy requires that: *“Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.”*

As per the policy, assignments submitted more than 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 up to 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	23:59pm, Sunday March 27, 2022
Portfolio review	20%	Yes	23:59pm, Sunday April 10, 2022
Application	20%	Yes	23:59pm, Sunday May 1, 2022
Interview	20%	Yes	23:59pm, Sunday May 29, 2022

Portfolio preparation

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 50 hours

Due: **23:59pm, Sunday March 27, 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 ePortfolio.

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 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: **23:59pm, Sunday April 10, 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 Portfolium space.

On successful completion you will be able to:

- Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
- Apply strategies to network with people, build professional relationships and leverage social media to increase their influence

Application

Assessment Type ¹: Practice-based task

Indicative Time on Task ²: 10 hours

Due: **23:59pm, Sunday May 1, 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 prepared you for a range of employment opportunities and further study or research.

Interview

Assessment Type ¹: Presentation

Indicative Time on Task ²: 5 hours

Due: **23:59pm, Sunday May 29, 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 prepared you for a range of employment opportunities and further study 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 1-2pm each Wednesday for 'In Person Scheduled' students, and repeated via Zoom at 3-4pm for 'Online Scheduled' students on the same day. The lecture will also be recorded and made available on the unit iLearn site for 'Online Flexible' (external and OUA) students. Each lecture will present an overview of a topic and involve small group discussion and class exercises.

Important: Students will be assigned to small teams during Week 1. Teams will form discussion groups during lectures and work together on the Application task and project preparation (see General Assessment Information). Consequently, students must attend the lectures in the mode for which they have registered - namely either on campus or via Zoom. It will not be possible to change modes randomly during the semester. If you miss your scheduled lecture, you will be able to listen to the recorded lecture instead.

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 topic	Tutorial topic	Assessment due
1	Unit introduction	Portfolio introduction and set-up	
2	THINK skills Focus: Systems thinking	Reflective thinking Self-awareness	
3	COMMUNICATE skills Focus: Interpersonal skills	Showcase writing	
4	ENGAGE skills Focus: Ethical responsibility	Career planning 1 CV preparation	
5	ADAPT skills Focus: Design thinking	Applications: Writing cover letters and addressing selection criteria	Portfolio preparation task due
6	MANAGE skills Focus: Teamwork	Career planning 2 Elevator pitches	
7	EXECUTE skills Focus: Leadership	Networking	Portfolio review due
BREAK			
8	Project planning and management	SSE2: Identifying your problem	Team project application due
9	Team project prep	SSE3: Ideation	
10	Team project prep	SSE5: Creating a prototype	
11	Team project prep	SSE6: Storytelling	
12	No lecture	SSE4: Business model	Video presentation due
13	Video showcase	No tutorial	

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](#)
- [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) (<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

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

The assessment structure has changed from 'Graded' to 'Pass/Fail'. The individual assessment tasks have also been replaced.